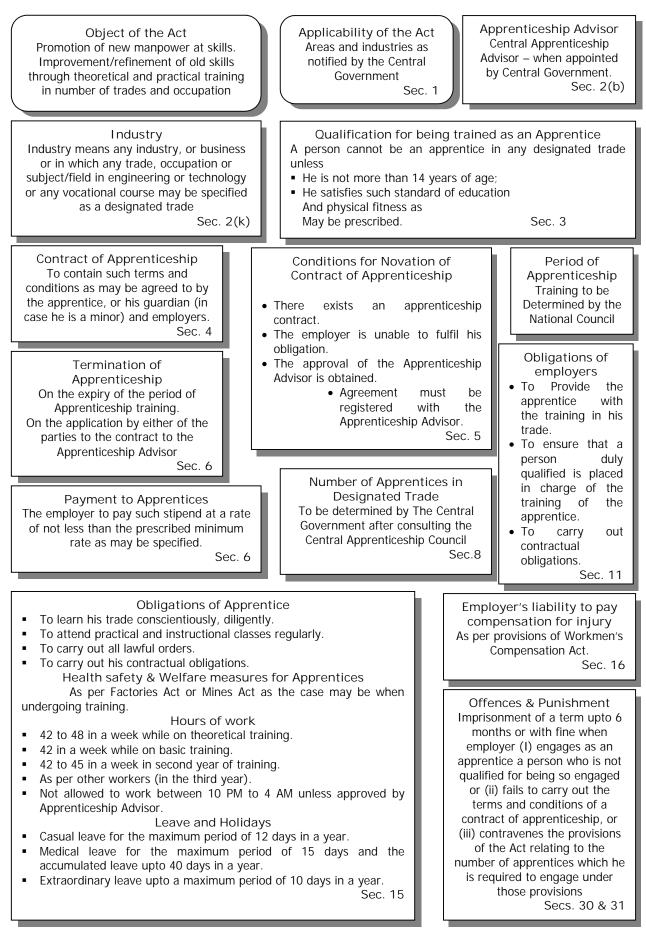


APPRENTICES ACT, 1961

CHECKLIST



Kumar's CONTRACT LABOUR (REGULARATION & ABOLITION) ACT, 1970 & THE RULES CHECKLIST

Object of the Ad To regulate the employment of cont labour in certain establishments and provide for its aboliti certain circumstances for matters connec therewith.	tract wor tract 12 r d to emp ion in twe s and twe	kmer bloye nontl ry co bloye	Applicability tablishment in which 20 or more n are employed or were d on any day of the preceding hs as contract labour. ontractor who employs or who d on any day of the preceding nonths 20 or more workmen. Sec. 1	Registration of Establishment Principal employer employing 20 or more workers through the contractor or the contractor(s) on deposit of required fee in Form 1 Sec. 7	
Prohibition of Employment of Contrac Labour Only by the appropriate Governmen through issue of notification after consultation with the Board (and not Courts can order the prohibition of employment of contract labour. Sec. 10		r))	Revocation of Registration When obtained by Misrepresentation or suppression Of material facts etc. after opportunity to the principal employer Sec. 9	 Licensing of Contractor Engaging 20 or more than 20 workers and on deposit of required fee in Form IV. Valid for specified period.Sec.12, Rule 21 	
 Revocation or Suspension & Amendment of Licences When obtained by misrepresentation suppression of material facts. Failure of the contractor to comply with the conditions or contravention of Act of the Rules. 		 First Aid facilities. Number of rest-rooms as required under the Act. 			
Laws, Agreement or standing orders inconsistent with the Act- Not Permissible Unless the privileges in the contract between the parties or more favourable than the prescribed in the Act, such contract will be invalid and the workers will continue to get more favourable benefits.		Liability of Principal Employer • To ensure provision for canteen, restrooms, sufficient supply of drinking water, latrines and urinals, washing facilities. • Principal employer entitled to recover from the contractor for providing such amenities or to make deductions from amount payable. Sec. 20 Muster Roll, Wages Register, Deduction Register and Overtime Register by Contractor • Every contractor shall • Maintain Muster Roll and a Register of Wages in Form XVI and Form XVII respectively			
Registers of Contractors Principal employer • To maintain a register of contractor in respect of every establishment in Form XII. • Contractor Rule 74 • To maintain register of workers for each registered establishment in Form XIII. • To issue an employment card to each worker in Form XIV. • To issue service certificate to every workman on his termination in Form XV. • Rules 75, 76 and 77		 when combined. Register or wage-cum-Muster Roll in Form XVII where the wage period is a fortnight or less. Maintain a Register of Deductions for damage or loss, Register or Fines and Register of Avances in Form XX, from XXI and Form XXII respectively. Maintain a Register of Overtime in Form XXIII. To issue wage slips in Form XIX, to the workmen at least a day prior to the disbursement of wages. Obtain the signature or thumb impression of the worker concerned against the entries relating to him on the Register of wages or Muster Roll-Cum-Wages Register. When covered by Payment of Wages Act, register and records to be maintained under the rules Muster Roll, Register of wages, Register of Deductions, Register of Overtime, Register of Fines, Register of Advances, Wage slip. To display an abstract of the act and Rules in English and Hindi and in the language spoken by the Majority of workers in such forms as may be approved by appropriate authority To display notices showing rates of wages, hours of work, wage period, dates of payment, names and addresses of the inspector and to send copy to the inspector and any change forwithwith 			
Sec.OffenceFSec. 22ObstructionsFSec.23ViolationF		For - 3 For Mor	Punishment For obstructing the inspector or failing to produce registers etc. - 3 months' imprisonment or fine upto Rs.500, or both. For violation of the provisions of Act or the Rules, imprisonment of 3 Months or fine upto Rs.1000. On continuing contravention, additional fine upto Rs.100 per day		

EMPLOYEES' PROVIDENT FUNDS & MISC. PROVISIONS ACT, 1952 & THE SCHEMES

CHECKLIST

Eligibility

Any person who is employed for work of an establishment or employed through contractor in or in connection with the work of an establishment.

Payment of Contribution

- The employer shall pay the contribution payable to the EPF, DLI and Employees' Pension Fund in respect of the member of the Employees' Pension Fund employed by him directly by or through a contractor.
- It shall be the responsibility of the principal employer to pay the contributions payable to the EPF, DLI and Employees' Pension Fund by himself in respect of the employees directly employed by him and also in respect of the employees directly employed by him and also in respect of the employees employed by or through a contractor.

Clarification about Contribution After revision in wage ceiling from Rs.5000 to Rs.6500 w.e.f. 1.6.2001 per month, the government will continue to contribute 1.16% upto the actual wage of maximum Rs.6500 per month towards Employees' Pension Scheme. The employer's share in the Pension Scheme will be Rs.541 w.e.f. 1.6.2001. Under Employees' Deposit-Linked Insurance Scheme the contribution @

0.50% is required to be paid upto a maximum limit of Rs.6500. The employer also will pay

administrative charges @ 0.01% on maximum limit of Rs.6500 whereas an exempted establishment will pay inspection charges @ 0.005% on the total wages paid.

Notes: The above clarification is given by taking wages upto a maximum of Rs.6500 towards wage (basic+DA).

Since an excluded employee i.e. drawing wages more than Rs.6500 can also become member of the Fund and the Schemes on joint request and if, for instance, such an employee is getting Rs.10,000 per month, his share towards provident fund contribution will be Rs.1200 e.g. 12% and employer's share towards provident fund contribution will be Rs.659 and Rs.541 towards Employees' Pension Fund.

Applicability

- Every establishment which is factory engaged in any industry specified in Schedule 1 and in which 20 or more persons are employed.
- Any other establishment employing 20 or more persons which Central Government may, by notification, specify in this behalf.
- Any establishment employing even less than 20 persons can be covered voluntarily u/s 1(4) of the Act.

Benefits

Employees covered enjoy a benefit of Social Security in the form of an unattachable and unwithdrawable (except in severely restricted circumstances like buying house, marriage/education, etc.) financial nest egg to which employees and employers contribute equally throughout the covered persons' employment.

This sum is payable normally on retirement or death. Other Benefits include Employees' Pension Scheme and Employees' Deposit Linked Insurance Scheme.

Rates of Contribution

SCHEME	EMPLOYEE'S	EMPLOYER'S	CENTRAL GOVT'S
Provident Fund Scheme	12%	Amount > 8.33% (in case where contribution is 12% of 10%) 10% (in case of certain Establishments as per details given earlier)	NIL
Insurance Scheme	NIL	0.5	NIL
Pension Scheme	NIL	8.33% (Diverted out of Provident Fund	1.16%

Damages

Less than 2 months

-@ 17% per annum
- Two months and above but less than upto four months@22% per annum
- Four months and above but less than upto six months@ 27% per annum
- Six months and above

Penal Provision

Liable to be arrested without warrant being a cognisable offence.

Defaults by employer in paying contributions or inspection/administrative

charges attract imprisonment upto 3 years and fines upto Rs.10,000 (S.14). For

any retrospective application, all dues have to be paid by employer with

damages upto 100% of arrears.

EMPLOYEES' STATE INSURANCE ACT, 1948 & the SCHEME CHECK LIST

\frown				
Applicability of the Act & <u>Scheme</u> Is extended in area- wise to factories using power and employing 10 or more persons and to non-power using manufacturing units and establish- ments employing 20 or more person upto	of employees Cont Drawing wages th upto Rs.10000/- Employ per month Employ engaged either directly or thru' contractor F	Rate of ribution <u>of</u> <u>e wages</u> ers' 4.75% ees' 1.75%	No. of in No. of E No. of Ir No. of B No. of R No. of E No. of E	E ESI SCHEME TODAY nplemented Centres 677 mployers covered 2.38 lacs nsured Persons 85 lacs eneficiaries 330 lacs egional Offices/SRO's 26 SI Hospitals/Annexes 183 SI Dispensaries 1453 anel Clinics 2950
Rs.7500/- per month w.e.f. 1.4.2004. It has also been extend- ed upon shops, hotels, restaurants, roads motor transport undertakings, equip- ment maintenance staff in the hospitals.	Manner and Time Limit for making Payment of contribution The total amount of contribution (employee's share and employer's share) is to be deposited with the authorised bank through a challan in the prescribed form in quadruplicate on ore before 21 st of month following the calendar month in which the wages fall due.		Medical, for ce sickness besides allowanc	Benefits me employees under the Act sickness, extended sickness ertain diseases, enhanced , dependents maternity, funeral expenses, rehabilitation ce, medical benefit to insured and his or her spouse.
	SI CONTRIBUTIONS maintained by the employers	Contribut period		Contribution <u>period</u>
 To be deemed as wages Basic pay Dearness allowance House rent allowance City compensator allowance Overtime wages (but no to be taken into accour for determining th 	Sum paid to defray special expenses entailed by the nature of employment –	1 st April to September. 1 st October to March	30 th	If the person joined insurance employment for the first time, say on 5 th January, his first contribution period will be from 5 th January to 31 st March and his corresponding first benefit will be from 5 th October to 31 st December.
coverage of an employeePayment for day of rest			<u></u> <u>Pe</u>	enalties
 Production incentive Bonus other that statutory bonus Night shift allowance Heat, Gas & Dust allowance Payment for unsubstitute holidays Meal/food allowance Suspension allowance Lay off compensation Children education allowance (not bein reimbursement for actuation tuition fee) 	 discharge. Pay in lieu of notice of retrenchment compensation Benefits paid under the ESI Scheme. Encashment of leave Payment of Inam which does not form part of the terms of employment. Washing allowance for livery Conveyance Amount towards reimbursement 	types of offe months impris imprisonment imprisonment the ESI Act, w provisions, act of the IPC is contributions	nces in t onment ar and fin and not le /hich are s tion also ca in cases from the y the san	ve been prescribed for different erms of Section 85: (I) (six nd fine Rs.5000), (ii) (one year e), and 85-A: (five years ess to 2 years) and 85-C(2) of self explanatory. Besides these an be taken under section 406 where an employer deducts wages of his employees but me to the corporation which ach of trust.

FACTORIES ACT, 1948

CHECK LIST

Applicability of the Act Any premises whereon 10 or more persons with the aid of power or 20 or more workers are/were without aid of power working on any dayd preceding 12 months, wherein Manufacturing process is being carried on. Sec.2(ii)

Employer to ensure health of workers pertaining to

- · Cleanliness Disposal of wastes and effluents
- Ventilation and temperature dust and fume
- Overcrowding Artificial humidification Lighting
- Drinking water Spittons. Secs. 11 to 20

Registration & Renewal of Factories

To be granted by Chief Inspector of Factories on submission of prescribed form, fee and plan. Secs. 6

Safety Measures

· Facing of machinery

• Work on near machinery in motion.

Weekly hours not more than 48.

Daily hours, not more than 9 hours.

Spreadover not more than 101/2 hours.

- Employment prohibition of young persons on dangerous machines.
- · Striking gear and devices for cutting off power.
- Self-acting machines. • Casing of new machinery. • Prohibition of employment of women and children near cotton-openers.
 - Hoists and lifts.
- First-aid appliances one first aid box not less than one for every 150 workers.

Welfare Measures

· Facilities for storing and drying

Washing facilities

• Facilities for sitting

clothing

- Canteens when there are 250 or more workers.
- Shelters, rest rooms and lunch rooms when there are 150 or more workers.
- Creches when there are 30 or more women workers.
- Welfare office when there are 500 or more workers.

Employment of Young Persons

Working Hours, Spread Over & Overtime of Adults

• Prohibition of employment of young children e.g. 14 years.

Intervals for rest at least 1/2 hour on working for 5 hours.

- Non-adult workers to carry tokens e.g. certificate of fitnekss.
- Working hours for children not more than 4 1/2 hrs. and not permitted to work during night shift.
 - Secs. 51, 54 to 56, 59 & 60

A worker having worked for 240 days @ one day for every 20 days and for a child one day for working of 15 days. Accumulation of leave for 30 days.

Annual Leave with Wages

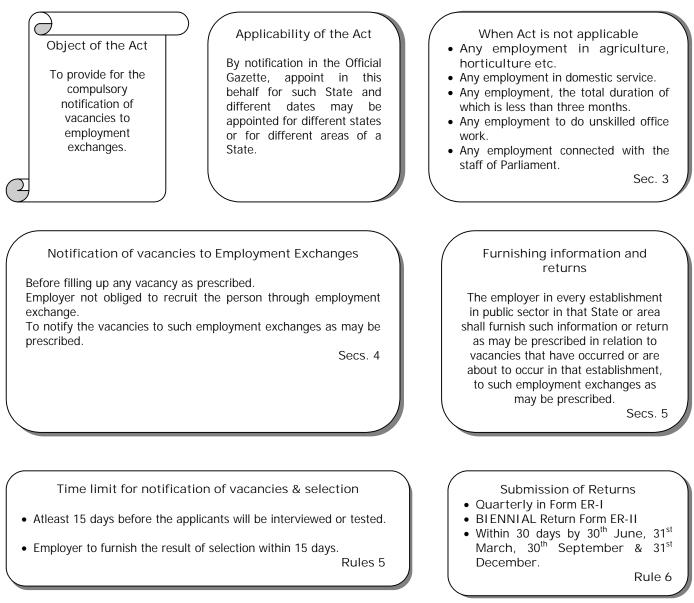
Secs. 79

OFFENCE	PENALTIES Sec.92 to		
For contravention of the Provisions of the Act or Rules	Imprisonment upto 2 years or fine upto Rs.1,00,000 or both		
On Continuation of contravention	Rs.1000 per day		
• On contravention of Chapter IV pertaining to safety or dangerous operations.	 Not less than Rs.25000 in case of death. Not less than Rs.5000 in case of serious injuries. 		
Subsequent contravention of some provisions	• Imprisonment upto 3 years or fine not less than Rs.10,000 which may extend to Rs.2,00,000.		
Obstructing Inspectors	• Imprisonment upto 6 months or fine upto Rs.10,000 or both.		
Wrongful disclosing result pertaining to results of analysis.	 Imprisonment upto 6 months or fine upto Rs.10,000 or both. 		
• For contravention of the provisions of Sec.41B, 41C and 41H pertaining to compulsory disclosure of information by occupier, specific responsibility of occupier or right of workers to work imminent danger.	 Imprisonment upto 7 years with fine upto Rs.2,00,000 and on continuation fine @ Rs.5,000 per day. Imprisonment of 10 years when contravention continues for one year. 		

Overlapping shifts prohibited. Extra wages for overtime double than normal rate of wages. Restrictions on employment of women before 6AM and beyond 7 PM. Secs. 51, 54 to 56, 59 & 60

EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959 & THE RULES

CHECK LIST



PENALTIES

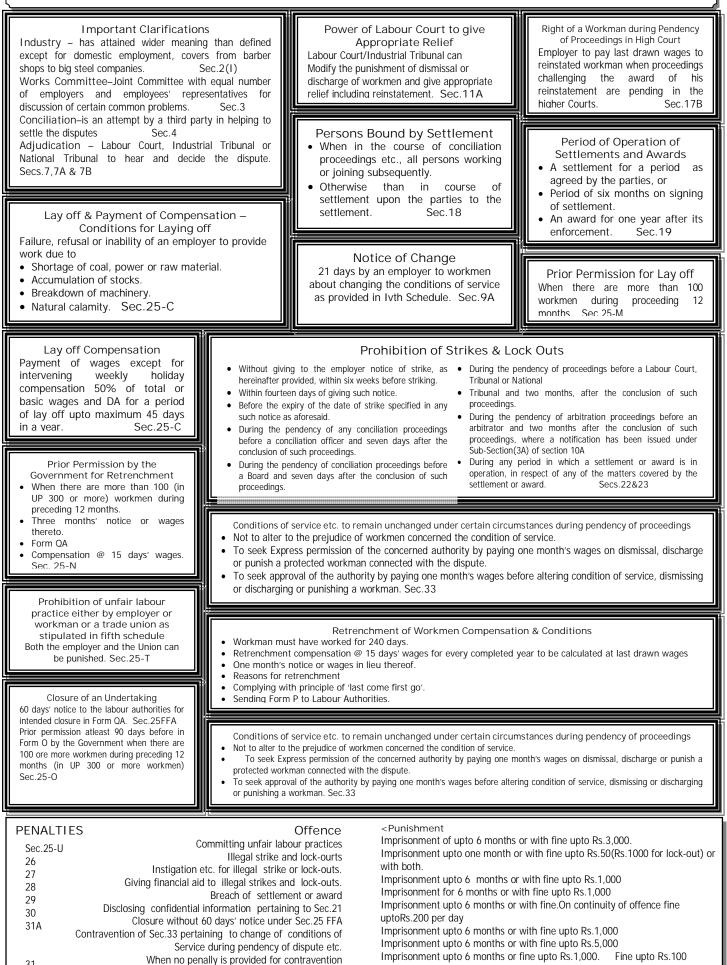
- An employer contravening the provisions of Sec.4(1) or (2).
- Fine upto Rs.500 for first offence and for every subsequent offence fine Rs.1000.
- If any person
 - Required to furnish any information or return -
 - · Refuses or neglects to furnish such information or return, or
 - Furnishes or causes to be furnished any information or return which he knows to be false, or
 - Refuses to answer, or gives a false answer to any question necessary for obtaining any information required to be furnished under section 5; or
- Impedes the right of access to relevant records or documents or the right of entry conferred by section 6; he shall be punishable for the first offence with fine upto Rs.250 and for every subsequent offence with fine upto Rs.250. Rules 7

31

INDUSTRIAL DISPUTES ACT, 1947

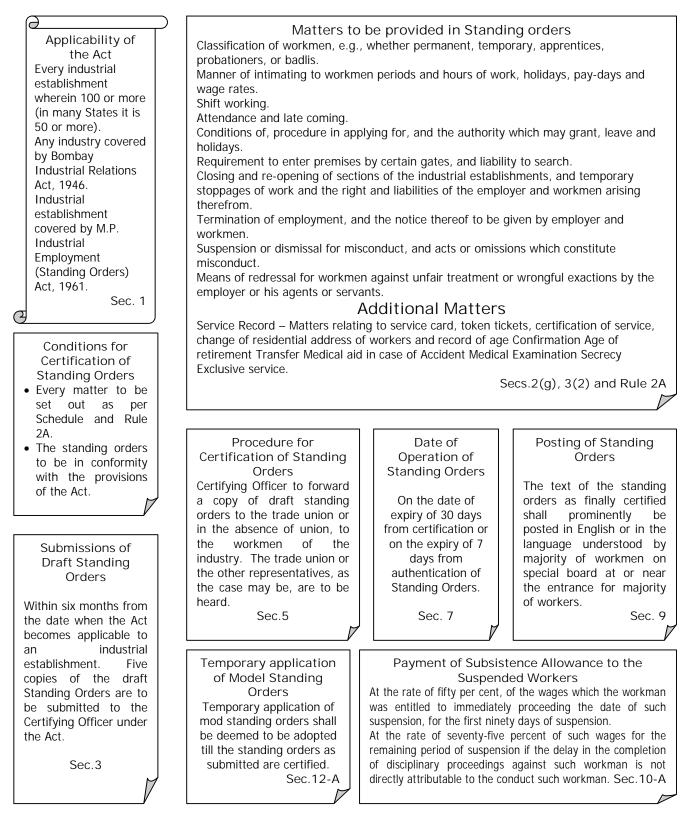
Object of the Act

Provisions for investigation and settlement of industrial disputes and for certain other purposes.



(STANDING ORDERS) ACT, 1946 & THE RULES

CHECK-LIST



PENALTIES

- Failure of employer to submit draft Standing Orders fine of Rs.5000 and Rs.200 for every day on continuation of offence.
- Fine of Rs.100 on contravention and on continuation of offence Rs.25 for every day.

 Θ

CHECK LIST

Object of the Act To protect the dignity of motherhood and the dignity of a new person's birth by providing for the full and healthy maintenance of the woman and her child at this important time when she is not working.

MATERNITY BENEFIT ACT, 1961

Coverage of the Act

Upon all women employees either employed directly or through contractor except domestic women employees employed in mines, factories, plantations and also in other establishments if the State Government so decides. Therefore, if the State Government decides to apply this Act to women employees in shops and commercial establishments, they also will get the benefit of this Act. Bihar, Punjab Haryana, West Bengal, U.P.. Orissa and Andhra have done so.

Cash Benefits

- Leave with average pay for six weeks before the delivery.
- Leave with average pay for six weeks after the delivery.
- A medical bonus of Rs.25 if the employer does not provide free medical care to the woman.
- An additional leave with pay up to one month if the woman shows proof of illness due to the pregnancy, delivery, miscarriage, or premature birth.
- In case of miscarriage, six weeks leave with average pay from the date of miscarriage.
 Non Cash Benefits/Privilege
- Light work for ten weeks (six weeks plus one month) before the date of her expected delivery, if she asks for it.
- Two nursing breaks in the course of her daily work until the child is 15 months old.
- No discharge or dismissal while she is on maternity leave.
- No change to her disadvantage in any of the conditions of her employment while on maternity leave.

• Pregnant women discharged or dismissed may still claim maternity benefit from the employer. Exception : Women dismissed for gross misconduct lose their right under the Act for Maternity Benefit

Leave for Miscarriage & Tubectomy Operation

- Leave with wages at the rate of maternity benefit, for a period of six weeks immediately following the day of her miscarriage or her medical termination of pregnancy.
- Entitled to leave with wages at the rate of maternity benefit for a period of two weeks immediately following the day of her tubectomy operation.

Leave for illness arising out of pregnancy etc. etc.

A woman suffering from illness arising our of pregnancy, delivery, premature birth of child (Miscarriage, medical termination of pregnancy or tubectomy operation) be entitled, in addition to the period of absence allowed to her leave with wages at the rate of maternity benefit for a maximum period of one month. Sec. 10

Conditions for eligibility of benefits

Women indulging temporary of unmarried are eligible for maternity benefit when she is expecting a child and has worked for her employer for at least 80 days in the 12 months immediately proceeding the date of her expected delivery

Conditions for eligibility of benefits

- Ten weeks before the date of her expected delivery, she may ask the employer to give her light work for a month. At that time she should produce a certificate that she is pregnant.
- She should give written notice to the employer about seven weeks before the date of her delivery that she will be absent for six weeks before and after her delivery. She should also name the person to whom payment will be made in case she can not take it herself.
- She should take the payment for the first six weeks before she goes on leave.
- She will get payment for the six weeks after child-birth within 48 hours of giving proof that she has had a child.
- She will be entitled to two nursing breaks of fifteen minutes each in the course of her daily work till her child is fifteen months old.
- Her employer cannot discharge her or change her conditions of service while she is on maternity leave.

Sec. 5.

Prohibition of dismissal during absence of pregnancy

- Discharge or dismissal of a woman employed during or on account of such absence or to give notice or discharge or dismissal on such a day that the notice will expire during such absence or to very her disadvantage.
- Discharge or dismissal during or on account of such absence or to give notice of discharge or dismissal on such a day that the notice will expire during such absence, or to vary to her disadvantage any of the conditions of her service.
- At the time during her pregnancy, if the woman but for such discharge or dismissal would have been entitled to maternity benefit or medical bonus, etc.
- Not barred in case of dismissal for cross misconduct.

Failure to Display Extract of Act Imprisonment may extend to one year or fine.

Forfeiture of maternity benefit

Sec.

If permitted by her employer to absent herself under the provisions of section 6 for any period during such authorized absence, she shall forfeit her claim to the maternity benefit for such period.

For discharging or dismissing such a woman during or on account of her absence from work, the employer shall be punishable with imprisonment which shall not be less than 3 months, but it will extend to one year and will find, but not exceeding Rs.5,000. Sec. 18

MINIMUM WAGES ACT, 1948

CHECK LIST

Object of the Act To provide for fixing minimum rates of wages in certain employments Minimum Rates of Wages Such as Basic rates of wages etc. Variable DA	 The appropriate governmer employed in para 1 or B of S To make review at such interfixed and revised the minimu Governmer Time work • Piece work at 	of Minimum Rates of Wages to fix minimum rates of wages. The employees nedule either at 2 or either part of notification u/s 27. vals not exceeding five years the minimum rates or so rates. can also fix Minimum Wages for iece rate • Piece work for the purpose of securing to rk basis • Overtime work done by employees for piece Sec. 3		
and Value of other concessions etc. Sec. 4 Fixing Hours for Normal Working	Procedure for fixing and revising Minimum Rates of Wages Appointing Committee issue of Notification etc. Sec. 5	Composition of Committee Representation of employer and employee in schedule employer in equal number and	Payment of Minimum Rates of Wages Employer to pay to every employee engated in schedule employment at	
 Shall constitute a normal working day inclusive of one or more specified intervals. To provide for a day of rest in every period of seven days with 	Overtime To be fixed by the hour, by the day or by such a longer wage- period works on any day in excess of the number of hours constituting normal working day.	equal number and independent persons not exceeding 1/3 rd or its total number one such person to be appointed by the Chairman. Sec. 9	a rate not less than minimum rates of wages as fixed by Notification by not making deduction other than prescribed. Sec.12	
 remuneration. To provide for payment for work on a day of rest at a rate not less than the overtime rate Sec. 13 	Payment for every hour or for part of an hour so worked in excess at the overtime rate double of the ordinary rate of (1½ times or for agriculture labour) Sec. 5	workir Save as otherwise hereinaf	vorks for less than normal ng days ter provided, be entitled to vork done by him on that day normal working day. Sec.15	
Wages for two class of w Where an employee does two classes of work to each of which minimum rate of wages is wages at not less than the minim respect of each such class.	Maintenance of registers and – Form I Rule 21(4) - Form III Rule 21 (4-A) time – Form IV Rule 25 s–Form X, Wages slip–Form XI, M register – for three year Rule 26-A	Muster Roll-Form V Rule 26		
Minimum time rate wages fo Not less than minimum rate fixed .	es wages as • To be filed by	Claims by employee before authority constituted under upto 10 times on under or non-pa	the Act within 6 months.	

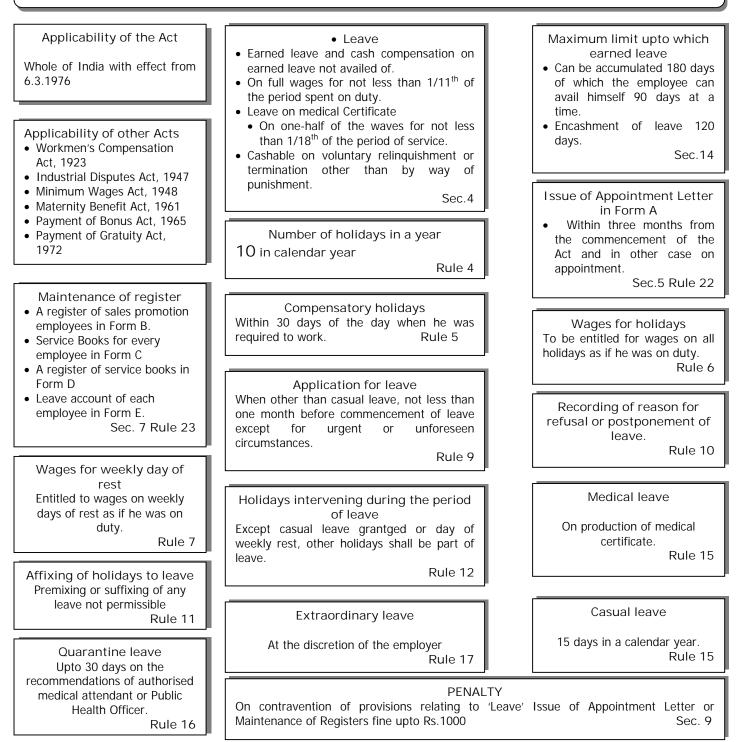
PENALITIES	Offence	Punishment
	For paying less than minimum rates of wages	Imprisonment upto 6 months or with fine upto Rs.500/-
Sec. 20	For contravention of any provisions pertaining to fixing hours for normal working day etc.	Imprisonment upto 6 months or with fine upto Rs.500/-

SALES PROMOTION EMPLOYEES (CONDITIONS OF SERVICE) ACT, 1976 & THE RULES

CHECKLIST

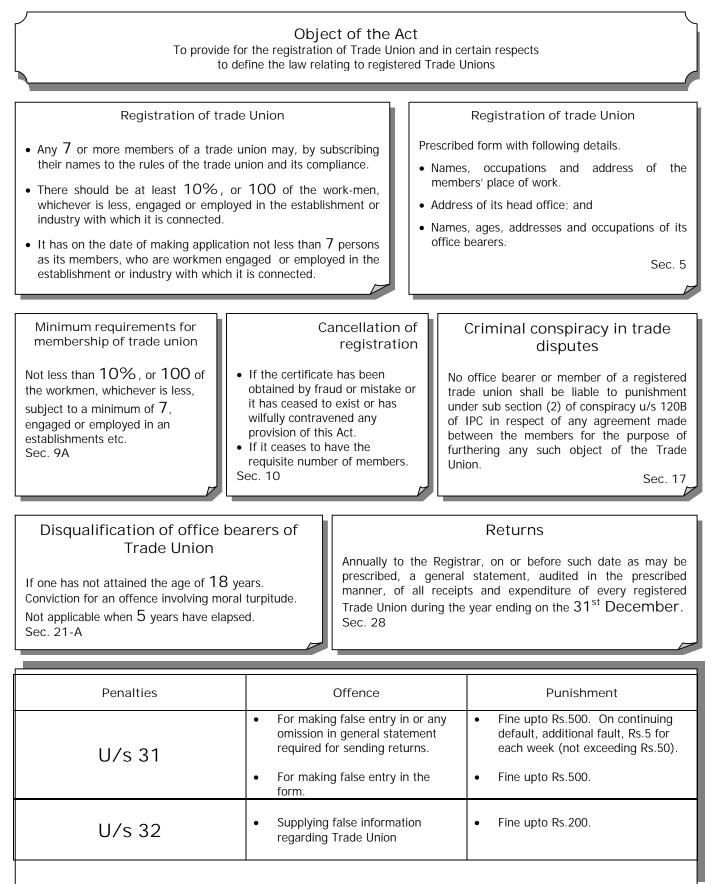
Object of the Act

To regulate certain conditions of service of sales promotion employees in certain establishments.



TRADE UNIONS ACT, 1926

CHECKLIST



PAYMENT OF BONUS ACT, 1965 & THE RULES

CHECKLIST

Applicability of Act

Every factory where in 10 or more persons are employed with the aid of power or

An establishment in which 20 or more persons are employed without the aid of power on any day during an accounting year

Com	outation	of	available	surplus
00111	Jatation	01	avanuoic	Surprus

Income tax and direct taxes as payable. Depreciation as per section 32 of Income Tax Act. Development rebate, investment or development allowance. Sec.5

Components of Bonus

Salary or wages includes dearness allowance but no other allowances e.g. over-time, house rent, incentive or commission. Sec.2(21)

Disqualification & Deduction of Bonus

On dismissal of an employee for

- Fraud: or
- riotous or violent behaviour while on the premises of the establishment; or
- theft, misappropriation or sabotage of any property of the establishment or
- · Misconduct of causing financial loss to the Employer to the extent that bonus can be deducted for that year.

Secs. 9 & 18.

Eligibility of Bonus

An employee will be entitled only when he has worked for 30 working days in that year. Sec. 8

Payment of Minimum Bonus 8.33% of the salary or Rs.100 (on completion of 5 years after 1st Accounting year even if there is no profit) Sec.10

> Set-off and Set-on As per Schedule IV. Sec. 15

Time Limit for Payment of Bonus Within 8 months from the close of Sec. 19 accounting y ear.

Maintenance of Registers and Records etc.

• A register showing the computation of the allocable surplus referred to in clause (4) of section 2, in form A.

- A register showing the set-on and set-off of the allocable surplus, under section 15, in form B
- A register showing the details of the amount of bonus due to each of the employees, the deductions under section 17 and 18 and the amount actually disbursed, in form C.

Sec.26, Rule 4

Act not applicable to certain employees of LIC, General Insurance, Dock Yards, Red Cross, Universities & Educational Institutions, Chambers of Commerce, Social Welfare Institutions, Building Contractors, etc. etc. Sec.32.



For contravention of any provision of the Act or the Rule

Establishment

Establishment includes Departments, undertakings and branches, etc.

Separate establishment

If profit and loss accounts are prepared and maintained in respect of any such department or undertaking or branch, then such department or undertaking or branch is treated as а separate establishment.

Sec.3

Computation of gross profit For banking company, as per First Schedule.

> Others, as per Second Schedule Sec.4

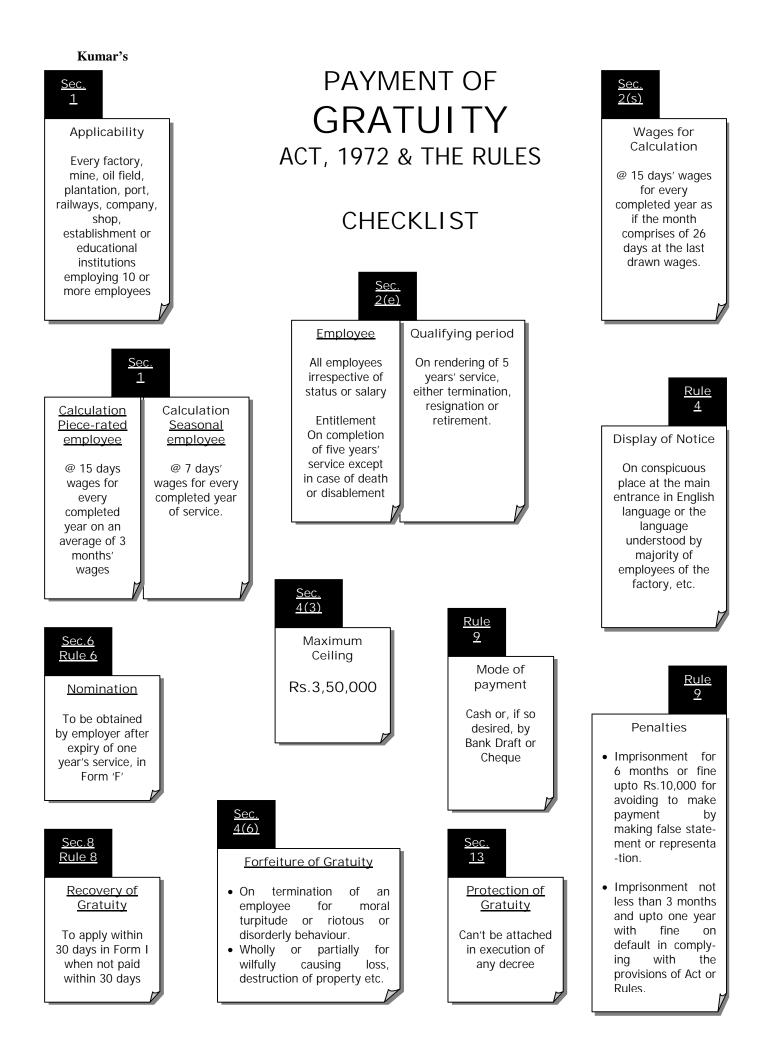
Eligible Employees

Employees drawing wages upto Rs.3500 per month or less.

For calculation purposes Rs.2500 per month maximum will be taken even if an employee is drawing upto Rs.3500 per month.

Sec.12

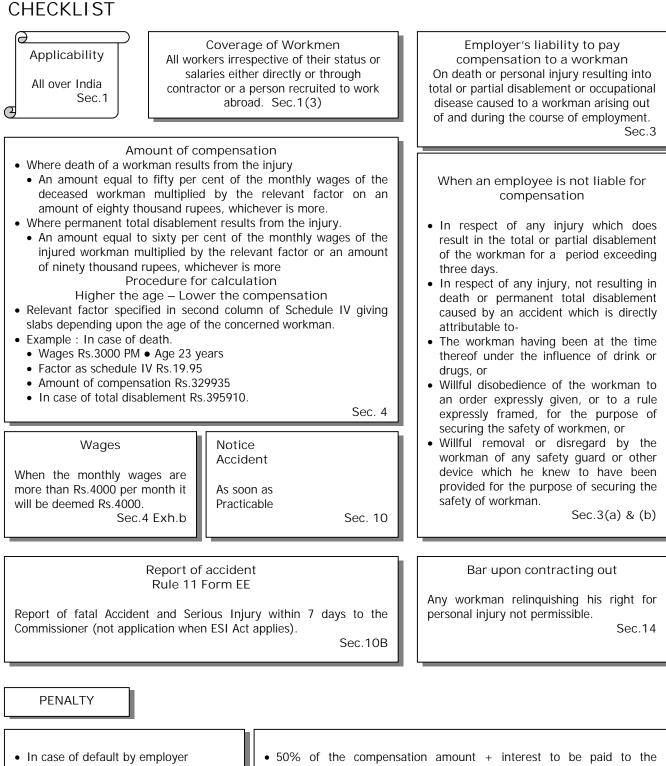
Note: The proposal to enhance the existing ceiling of Rs.3500 is under active consideration by the Govt.



PAYMENT OF WAGES ACT, 1936

CHECKLIST				
 Applicability of Act Factory industrial Establishment Tramway service or motor transport service engaged in carrying passengers or good or both by road for hire or reward. Air transport service Dock, Wharf or Jetty • Inland vessel, mechanically propelled Mine, quarry or oil-field Plantation Workshop or other establishment ote 	To regulate the pa classes of Time of pa The wages of ev paid. When less than 10 shall be paid before of the following mo When more than	ct of the Act yment of wages of certain employed persons ayment of wages ery person employed be 00 persons are employed e the expiry of the 7 th day onth. 1000 workers, before the th day of the following Sec. 5	Wages to be paid in current coins or currency notes •All wages shall be paid in current coins or currency notes or in both. •After obtaining the authorization, either by cheque or by crediting the wages in employee's bank Account Sec. 6	
Coverage of Employees Drawing average wage upto Rs.6500 pm as amended w.e.f. 6.9.05. Fines as prescribed by •Not to imposed unless the employer is given an opportunity to show cause ®To record in the register Sec.8	Deductions such amenities and se employer, advance wages, loan, gran other purposes, pursuance of the contributions, premium for Life any fund constitute	made from wages as, fine, deduction for ervices supplied by the es paid, over payment of ted for house-building or income tax payable, in order of the Court, PF cooperative societies, insurance, contribution to ed by employer or a trade losses, ESI contributions	Deduction for absence from duties for unauthorised absence Absence for whole or any part of the day – If ten or more persons absent without reasonable cause, deduction of wages upto 8 days.	
Deductions for service rendered When accommodation amenity or service has been accepted by the employee. Sec.11	etc.etc. Deduction f For default or ne	Sec. 7 For damage or loss gligence of an employee Show cause notice has to	Sec. 9	
 On contravention of S.5 (except sub-sec.4), S.7, S.8 (except Ss.8), S.9, S.10 (except Ss.2) and Secs.11 to 13. For failing to maintain registers or records; or Wilfully refusing or without lawful excuse neglecting to furnish information or return; or Wilfully furnishing or causing to be furnished any information or return which he knows to be false or Refusing to answer or wilfully giving a false answer to any question necessary for obtaining any information 		 Fine not less than Rs.1000 which may extend to Rs.5000. On subsequent conviction fine not less than Rs.5000, may extend to Rs.10,000. On contravention S.4, S.5(4), S6, S.8(8), S.10(2) or S.25 fine not less than Rs.1000. – may extend to Rs.5000. On subsequent On conviction fine not less. Fine which shall not be less than Rs.1000 but may extend to Rs.5000 – On record conviction fine not less than Rs.5000, may extend to Rs.10,000. For second or subsequent conviction, fine not less than Rs.5000 but may extend to Rs.10,000 		
 required to be furnished under this Act. Wilfully obstructing an Inspector in the discharge of his duties under this Act; or Refusing or wilfully neglecting to afford an Inspector any reasonable facility for making any entry, inspection etc. Wilfully refusing to produce on the demand of an inspector any register or other document kept in pursuance of this Act; or preventing any person for appearance etc. On conviction for any offence and again guilty of Contravention of same provision. Failing or neglecting to pay wages to any employee 			ent conviction fine y extent to Rs.10,000 an one month extendable upto ess than Rs.2000 extendable	

Workmen's compensation Act, 1923



- Deposit of Compensation
- 50% of the compensation amount + interest to be paid to workman or his dependents as the case may be.
 - Within one month with the Compensation Commissioner

Sec.4A

Kiran Imagination was given to man to compensate him for what he is not, And a sense of humor was provided to console him for what he is.

Kumar's