

**The Punjab Shops and
Commercial Establishments Act,
1958**

Act No. 15 of 1958

and

**The Punjab Shops and
Commercial Establishments
Rules, 1958**

**(First published in Punjab Government Labour Department
Notification No. 6089/5544-C-Lab-58, dated 13th May, 1958)**

1. SHORT TITLE, EXTENT, COMMENCEMENT AND APPLICATION.-

- (1) This Act may be called the Punjab Shops and Commercial Establishments Act, 1958.
- (2) It extends to the whole of the State of ¹[Haryana].
- (3) It shall come into force on such date as Government may, by ²notification in the Official Gazette, appoint in this behalf.
- (4) It shall apply in the first instance to the areas specified in the Schedule, but Government may by notification direct that it shall also apply to such other area and on such date as may be specified in the ³notification.

2. DEFINITIONS.-

- (1) In this Act, unless the context otherwise requires,-
 - (i) “closed” means not open for the service of any customer or for any other purpose whatsoever relating to business;
 - (ii) “close day” means the day of the week on which a shop or commercial establishment remains closed ;
 - (iii) “closing hour” means the hour at which a shop or commercial establishment closes ;
 - (iv) “commercial establishment” means any premises wherein any business, trade or profession is carried on for profit , and includes journalistic or printing establishment and premises in which business of banking, insurance , stocks and shares , brokerage or produce exchange is carried on or which is used as hotel , restaurant , boarding or eating-house, theatre , cinema or other place of public entertainment or any other place which the

1 Substituted for the word “Punjab” by the Haryana Adaptation of Laws Order, 1968.

2 This Act came into force on 1st of June, 1958 vide Punjab Government Labour Department Notification No. 4607-C-Lab-58/4451, dated 03-05-1958.

3 The Act has been made applicable to whole of the State of Haryana vide Haryana Government Labour Department Notification No. 1/32/83-1 Lab, dated 25.8.98 published on 31.8.98 except the area mentioned in the Schedule to the Act (wherein the Act already applies). Now the Act is applicable throughout the state of Haryana, both Urban and rural areas and the Schedule have thus become redundant.

Government may declare , by⁴ notification in the Official Gazette , to be a commercial establishment for the purposes of this Act;

(v) “day” means the period of twenty-four hours beginning at mid-night:

Provided that in the case of any employee whose hours of work extend beyond mid-night, day means the period of twenty-four hours beginning from the time when such employment commences;

(vi) “employee” means a person wholly or principally employed in, or in connection with, an establishment, whether working on permanent, periodical, contract or piece-rate wages or on commission basis even though he receives no reward for his labour, but does not include a member of the employer’s family;

(vii) “employer ” means a person having charge of or owning or having ultimate control over the affairs of an establishment and includes members of the family of an employer, a manager, agent or other person acting in the general management or control of the establishment ;

(viii) “establishment” means a shop or a commercial establishment;

(ix) “factory” has the meaning assigned to it in the Factories Act, 1948;

(x) “family” in relation to an employer, means-

(i) spouse;

(ii) children and step-children; and

(iii) parents, sisters and brothers if residing with and wholly dependent upon him ;

(xi) “festival” means any festival which Government may, by⁵ notification, declare to be festival for the purposes of this Act;

(xii) “Government” means the⁶[Government of Haryana];

⁴ Vide Haryana Government Labour Department Notification No. 1/32/83-1Lab, dated 28.2.1997, the privately managed educational institutions, private colleges including medical colleges, computer training centres and health and fitness clubs were declared to be the commercial establishments for the purposes of this Act. However, this notification has been rescinded vide notification No. 1/32/83-4Lab, dated 16th January,2006.

⁵ Declared by Punjab Govt. Notification dated 1.6.1958.

⁶ Substituted for the words “Punjab” Haryana Adaptation of Laws Order, 1968.

- (xiii) "hours of work " or "working hours " means the time during which the persons employed are at the disposal of the employer exclusive of any interval allowed for rest and meals ;
- (xiv) "Inspector" means an Inspector appointed under this Act;
- (xv) "**leave**" means leave provided for in Section 14;
- (xvi) "manager" in relation to an establishment where five or more persons are employed or an establishment whose owner does not ordinarily carry on the business personally , means a person declared as such by the employer in the prescribed manner;
- (xvii) "night" means a period of at least twelve consecutive hours which shall include the interval between 8 p.m. and 6 a.m.
- (xviii) ⁷["opened" in relation to a shop or commercial establishment whose entrance is the only entrance to the residence , means opened for the service of any customer or for any business connected with the establishment;]
- (xix) "opening hour" means the hour at which an establishment opens;
- (xx) "prescribed" means prescribed by rules made under this Act;
- (xxi) "prescribed authority" means the authority prescribed under the rules made under this Act;
- ⁸[(xxi- A)"quarter" means a period of three months commencing on the first day of January , first day of April , first day of July and first day of October , every year;]
- (xxii) "retail trade or business" includes the business of a barber or hair-dresser, the sale of refreshments or intoxicating liquors, and retail sales by auction;
- (xxiii) "**register of establishments**" means a register maintained for the registration of establishments under this Act;
- (xxiv) "registration certificate" means a certificate showing the registration of an establishment;
- (xxv) "shop" means any premises where any trade or business is carried on or where services are rendered to customers and includes offices, store-rooms, ⁹[godowns, sale depots or

7 Substituted by Punjab Act No. 1 of 1964.

8 Added by Punjab Act No. 1 of 1964.

9 Added by Punjab Act No. 1 of 1964.

warehouses], whether in the same premises or otherwise, used in connection with such trade or business but does not include a commercial establishment or a shop attached to a factory where the persons employed in the shop are allowed the benefits provided for workers under the Factories Act, 1948 (LXIII of 1948);

- (xxvi) “spread-over ” means the period between the commencement and the termination of work of an employee on any day ;
 - (xxvii) “wages” shall have the meaning assigned to it in the Payment of Wages Act, 1936 (IV of 1936);
 - (xxviii) “wage period” means the period after which the wages of an employed person shall be paid;
 - (xxix) “week” means the period between midnight on Saturday and midnight on the following Saturday;
 - (xxx) “young person” means a person who has attained the age of fourteen but has not attained the age of eighteen years; and
 - (xxxi) “year” means a year commencing on the first day of April.
- (2) For the purpose of this Act, any employment in the service of the employer of an establishment upon any work, whether within the establishment or outside it, which relates to, or is connected with or is ancillary to the business carried on at the establishment, shall be deemed to be about the business of the establishment.

3. ACT NOT APPLICABLE TO CERTAIN ESTABLISHMENTS AND PERSONS.-

Nothing in this Act shall apply to –

- (a) offices of or under the Central or State Government (except commercial undertakings), the Reserve Bank of India, any railway administration or any local authority;
- (b) any railway service, air service, water transport service, tramway, postal, telegraph or telephone service, any system of public conservancy or sanitation or any industry, business or undertaking which supplies power , light or water to the public ;
- (c) railway dining cars;
- (d) offices of lawyers;

- (e) any person employed about the business of any establishment mentioned in paragraphs (a) to (d) aforesaid ;
- (f) any person whose hours of employment are regulated by or under the Factories Act, 1948 , except the provisions of sub-section (3),(4) and (5) of Section 7 of this Act in so far as they relate to employment in a factory ;
- (g) any person whose work is inherently intermittent;
- ¹⁰[(h)establishment of stamp vendors and petition writers.]

4. PROVISIONS OF SECTION 9 AND SUB-SECTION (1) OF SECTION 10 NOT APPLICABLE TO CERTAIN ESTABLISHMENTS-

¹¹ [(1)] Nothing in ¹²[Section 9 and sub-section (1) of Section 10], shall apply to-

- (a) clubs, hotels, boarding-houses, stalls and refreshment rooms at the railway stations;
- (b) shops of barbers and hair-dressers;
- ¹³[(c)establishments dealing exclusively in meat, fish, confectionery, poultry eggs, dairy produce (except ghee), bread, sweets, chocolates, ice, ice-cream, cooked food, fresh fruit, flowers or vegetables ;]
- (d)shops dealing ¹⁴[exclusively] in medicines or medical or surgical requisites or appliances and establishments for the treatment or care of the sick, infirm, destitute or mentally unfit;
- (e) shops dealing in articles required for funerals, burials or cremations;
- (f) ¹⁵[shops dealing exclusively in] pans (betel leaves), biris or cigarettes, or liquid refreshments sold in retail for consumption on the premises;

10 Clause (h) added by Punjab Act No. 1 of 1964.

11 Renumbered as sub-section (1) of Section 4 by Act No. 1 of 1964.

12 Substituted for the words and figures "Section 9 and Section 10" by Punjab Act, ibid.

13 Substituted for clause (c) by Punjab Act, ibid.

14 Substituted for the word "mainly" by Punjab Act ibid.

15 Substituted for the words "shops dealing in" by Punjab Act, ibid.

- (g) ¹⁶[shops dealing exclusively in] newspapers or periodicals; editing and dispatching sections of the newspaper offices and offices of the news agencies;
- ¹⁷[(h)places of public entertainment except cinema houses;]
- (i) establishments for the retail sale of petrol and petroleum products used for transport;
- (j) shops in regimental institutes, garrison shops and troop canteens in cantonments;
- (k) tanneries;
- (l) ¹⁸[establishments engaged in] retail trade carried on at an exhibition or show; if such retail trade is subsidiary or ancillary only to the main purpose of the exhibition or show;
- (m) oil mills not registered under the Factories Act , 1948;
- (n) brick and lime kilns;
- (o) commercial establishments engaged in the manufacture of bronze and brass utensils so far as it is confined to the process of melting in furnaces ¹⁹[*****];
- ²⁰[(p) saltpeter refineries;
- (q) establishments of commercial colleges of short-hand or typewriting and other educational academies ;
- (r) booking offices of the passenger and goods transport companies;
- (s) establishments dealing exclusively in green and dry fodder and chaff- cutting ; and
- (t) cycle stands , and cycle repairs shops .]
- ²¹[(2)Nothing in sub-section (1) of Section 10 shall apply to-
- (i) establishments of cinema houses;
- (ii) establishments dealing in hides and skins;
- (iii) ice factories;
- (iv) establishments engaged exclusively in repairs of cycles or motor vehicles or the service of motor vehicles (not being an

16 Substituted for the words "shops dealing in" by Punjab Act, *ibid*.

17 **Substituted for Clause (h) by Punjab Act, *ibid*.**

18 Added by Punjab Act, *ibid*.

19 Omitted by Punjab Act, *ibid*.

20 New clauses (p), (q), (r), (s) and (t) added by Punjab Act No. 1 of 1964.

21 Sub-section (2) added by Punjab Act, *ibid*.

establishment dealing in cycles or motor vehicles or exclusively in spare parts thereof);

- (v) establishments dealing exclusively in providing on hire tents, chhaldaries and other articles such as crockery, furniture, loud-speakers, gas lights and fans required for ceremonial purposes; and
- (vi) establishments dealing exclusively in the retail sale of phullian, murmara, sugar-coated gram, reories or other similar commodities.]

5. POWER OF GOVERNMENT TO EXTEND THE PROVISIONS OF ACT.-

- (1) Notwithstanding anything contained in Section 3 or Section 4, Government may by notification declare that any class of establishments or persons specified therein shall not be exempt from the operation of such provisions of this Act as may be specified in the notification and that the provisions of this Act specified in such notification shall apply to such class of establishments or persons as the case may be.
- (2) Every notification made under sub-section (1) shall as soon as possible after it is made, be laid before ²²[the House] of the State Legislature.

6. CONDITIONS OF EMPLOYMENT FOR YOUNG PERSONS.-

- (1) The total number of hours worked by a young person employed about the business of an establishment, exclusive of interval for meals and rest, shall not exceed thirty hours in any one week or five hours in any one day.
- (2) A young person employed about the business of an establishment shall not be employed continuously for more than three hours without an interval of at least half an hour for a meal or rest.

²² Substituted for the words "both houses" by the Haryana Adaptation of Laws Order, 1968.

- (3) Government may prescribe further conditions in respect of the employment of young persons employed about the business of establishments or any class of them, including, if it thinks fit, conditions with respect to the daily period of employment of those persons, and no such person shall be employed otherwise than in accordance with those conditions.
- (4) In the case of any contravention of, or failure to comply with, the provisions of this section, the employer shall be liable, on conviction, to a fine which shall not be less than fifty rupees but which may extend to two hundred rupees.
- (5) Where, in proceedings for an offence under this section, the person in respect of whom the offence was committed was a young person, and he appears to the court to have been at the date of the commission of the offence a young person, he shall, for the purposes of this Act, be presumed at that date to have been a young person unless the contrary is proved.

7. HOURS OF EMPLOYMENT:-

- (1) Subject to the provisions of this Act, no person shall be employed about the business of an establishment for more than forty-eight hours in any one week and nine hours in any one day.
- (2) On occasions of seasonal or exceptional pressure of work a person employed in an establishment may be employed about the business of the establishment in excess of the working hours specified in sub-section (1):

Provided that –

- (a) the total number of overtime hours worked by an employee does not exceed fifty within a period of ²³[any one quarter]; and
- (b) the person employed overtime shall be paid remuneration at twice the rate of his normal wages calculated by the hour.

Explanation- “Normal Wages” for the purposes of proviso (b) means basic wages plus such allowances including the cash

23 Substituted for the words “three months” by Punjab Act No. 1 of 1964.

equivalent of the advantages accruing through the concessional sale to workers of food grains and other articles as the worker is for the time being entitled to , but does not include bonus.

- (3) No employer shall, on any day or in any week, employ about the business of the establishment any person who has been previously employed on that day or in that week in another establishment or a factory for a longer period than shall, together with the time during which he has been previously employed on that day or in that week in such other establishment or factory, exceed the number of hours permitted by this Act.
- (4) In any proceedings against the employer of the establishment for a contravention of the provisions of sub-section (3), it shall be a defence to prove that the employer did not know and could not with reasonable diligence ascertain that the person was previously employed by the employer of the other establishment or factory.
- (5) No person shall work about the business of an establishment or two or more establishments or an establishment and a factory in excess of the period during which he may be lawfully employed under this Act.

8. INTERVALS FOR REST OR MEALS. –

²⁴[(1) Subject to the provisions of Section 6, no employee, except a chowkidar, watchman or guard, shall be allowed to work in an establishment for more than five hours before he has had an interval for rest of at least half an hour :

Provided that Government may by notification fix such interval for rest in respect of any class of establishments for the whole of the State or any part thereof as it may consider necessary.]

(2) The period of work of an employee in an establishment shall be so fixed that, inclusive of his interval for rest, the spread-over shall not be more than ²⁵[twelve hours] in a day.

24 Substituted by Punjab Act No. 1 of 1964.

25 Substituted by Haryana amending Act No. 21 of 2004 vide notification dated 2nd November, 2004 for the words “ten hours”.

²⁶**9. OPENING AND CLOSING HOURS.-**

Government shall by notification fix the opening and closing hours of all classes of establishments, and different opening and closing hours may be fixed for different classes of establishments and for different areas:

Provided that Government may allow an establishment attached to a factory to observe such opening and closing hours as the Government may direct.]

10. CLOSE DAY.-

(1) Save as otherwise provided by this Act, every establishment shall remain closed on every Sunday:

Provided that, in the case of an establishment attached to a factory the employer may substitute the close day of such establishment so as to correspond to the substituted close day of the factory in the same manner and subject to the same conditions, as are laid down in this behalf in the Factories Act, 1948;

²⁷[Provided further that Government may by notification fix any other day to be the close day in respect of any class of establishments for the whole of the State or part thereof]

(2) (i) The employer of an establishment shall in the prescribed form intimate to the prescribed authority ²⁸[the working hours, the day in a week referred to in clause (b) of Section- 11] and the period of interval of the employed person within fifteen days of the date of registration of the establishment.

(ii) The employer of an establishment may change the working hours and the period of interval once in a quarter of the year by giving intimation in the prescribed form to the prescribed authority at least fifteen days before the change is to take place.

(3) Notwithstanding anything contained in sub-section (1), the employer of an establishment may open his establishment on the close day if-

(a) such day happens to coincide with a festival; and

26 Substituted by Punjab Act No. 1 of 1964.

27 Second Proviso added by Punjab Act No. 1 of 1964.

28 Substituted for the words "working hours" by Punjab Act, ibid.

- (b) employees required to work on that day are paid remuneration at double the rate of their normal wages calculated by the hour.

11. EMPLOYEES' OFF DAY IN A WEEK.-

No employee shall be allowed or required to work –

- (a) on a close day, in any establishment which is required to observe a close day;
- (b) on one day in a week, in any other establishment; and
- ²⁹[(c) before the opening hour of the establishment and after the closing hour of the establishment:]

Provided that a watchman may be allowed or required to work on an off day under this section if he is allowed another off day in the week.

³⁰[12. HOLIDAYS.-

Every employee in an establishment shall be allowed –

- (a) a holiday with wages on the Independence Day, Republic Day and Mahatma Gandhi's Birthday; and
- (b) ³¹[five] other holidays with wages in a year in connection with such festivals as Government may declare from time to time by notification:

Provided that an employee required to work on any such holiday shall be paid remuneration at double the rate of his normal wages calculated by the hour.]

13. REGISTRATION OF ESTABLISHMENTS.-

- (1) Within the period specified in sub-section (3), the employer of every establishment shall send to the prescribed authority concerned a statement in the prescribed form ³²[accompanied by such fee as may be prescribed and] containing:–
- (a) the name of the employer and the manager, if any;
- (b) postal address of the establishment;

29 New clause added by Punjab Act No. 1 of 1964.

30 Substituted by Punjab Act No. 1 of 1964.

31 Substituted for the word "three" by Haryana amending Act No. 21 of 2004 vide Notification 2nd November, 2004.

32 Added by Haryana amending Act No. 1 of 1997 and published in the Haryana Government Gazette (Extraordinary) Notification dated 08.01.1997.

- (c) the name, if any, of the establishment ;
 - (d) number of persons employed ¹[in the establishment; and]
 - (e) such other particulars as may be prescribed.
- (2) (i) On receipt of the statement ¹[and the prescribed fee,] the authority shall, on being satisfied about the correctness of the statement, register the establishment in the register of establishments in such a manner as may be prescribed and shall issue in a prescribed form a registration certificate to the employer. The registration certificate shall, on demand by the Inspector, be shown to him by the employer.
- ³³[(ii).....]
- ³⁴[(iii)The registration certificate shall be renewable by the 31st March after every three years. Thirty days grace time shall, however, be allowed for the renewal of the certificate after payment of prescribed fee.]
- (3) Within thirty days from the date mentioned in column 2 below in respect of the establishment in column 1, the statement ³⁵[together with the prescribed fee] shall be sent to the prescribed authority under sub-section (1).

Establishment	Date from which the period of 30 days is to commence.
(1)	(2)
(i) Establishments existing in areas to which this Act applies or where this Act is extended.	The date on which the Act comes into force or the date on which the Act is extended, as the case may be.
(ii) New establishments in such areas.	The date on which the establishment commences its

³³ Omitted by Haryana Act No. 28 of 1970.

³⁴ Added by Haryana amending Act No. 1 of 1997 and published in the Haryana Government Gazette (Extraordinary) Notification dated 08.01.1997.

³⁵ Added by Haryana amending Act No. 1 of 1997 and published in the Haryana Government Gazette (Extraordinary) Notification dated 08.01.1997.

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(4) It shall be the duty of the employer to notify to the prescribed authority in the prescribed form any change in respect of any information contained in his statement under this section within seven days after the change has taken place. The authority shall on receiving such notice and on being satisfied about its correctness, make the change in the register of establishments in accordance with such notice and shall amend the registration certificate, if necessary.

(5) The employer shall, within ten days of his closing the establishment, notify to the prescribed authority in writing accordingly. The authority shall, on receiving the information and being satisfied about the correctness, remove the name of such establishment from the register of establishments and cancel the registration certificate.

³⁶[(6) In case of any contravention of, or failure to comply with the provisions of this section, the employer shall be liable, on conviction, to a fine, which shall not be less than one thousand rupees but which may extend to three thousand rupees alongwith the prescribed registration or renewal fee, as the case may be ³⁷ [:]

³⁸[Provided that the amount of registration or renewal fee so recovered from the employer shall be paid in the Government treasury or in any other mode as may be prescribed so as to enable the prescribed authority to issue or renew the registration certificate, as the case may be.]

14. LEAVE.-

(1) ³⁹[(a)Every employee who has been in employment for not less than twenty days in a year shall be entitled to one day's earned leave for every such twenty days:

Provided that a young person shall be entitled to one day's earned leave for every fifteen days of employment during the year.]

36 New sub-section (6) added by Haryana Amending Act No. 1 of 1997 published in the Haryana Government Gazette (Extraordinary) Notification dated 08.01.1997.

37 The sign “.” substituted by Haryana amending Act no. 21 of 2004 vide Notification dated 2nd November, 2004 by the sign “:”.

38 Added by Haryana Government Notification, *ibid*.

39 Substituted by Punjab Act No. 1 of 1964.

- (b) If an employee is discharged or dismissed from or leaves service during the course of the year he shall be entitled to leave with wages or wage in lieu of unavailed leave at the rates laid down in clause (a) ⁴⁰[-].
 - (c) In calculating leave under this section, fraction of half a day or more shall be treated as one day's leave, and fraction of less than half a day shall be ignored.
 - (d) If an employee does not in any one year take the whole of the leave allowed to him under clause (a), any leave not taken by him shall be added to the leave to be allowed to him in the succeeding year:
 Provided that-
 - (i) subject to any specific agreement between the employer and the employee, the total number of days of leave that may be carried forward to a succeeding year shall not exceed forty in the case of a young person or thirty in any other case;
 - (ii) the provisions of this section shall not operate to the prejudice of any rights to which an employee may be entitled under any other law or under the terms of any award, agreement or contract of service;
 - (iii) where such award, agreement or contract of service provides for a longer leave with wages or weekly holidays than those provided under this section, the employee shall be entitled to only such longer leave or weekly holidays as the case may be.
- (2) Leave provided in clause (a) of sub-section (1) shall, when applied for, be granted except for a valid reason to be communicated in writing by the employer to the employee within fifteen days of the application:
 Provided that the leave so refused shall, if applied for again, be allowed during the year.
- (3) (a) For the purpose of computing the period during which an employee has been in employment within the meaning of sub-section(1)(a), the period during which he was on leave ¹[under this

40 The words "even if he has not worked for the entire period specified in the said clause entitling him to earned leave" omitted by Punjab Act, ibid.

section and the off days in a week referred to in Section 11] , shall be included.

(b) The unavailed leave of an employee shall not be taken into consideration in computing the period of any notice required to be given before discharge, removal or dismissal.

⁴¹[(4) Notwithstanding anything contained in the foregoing sub-sections, every employee in an establishment shall be allowed with wages seven days casual leave and seven days sick leave in a year.]

15. WAGES FOR CLOSE DAYS AND DURING LEAVE PERIOD.-

⁴²[(1) Any person employed in or about an establishment for a period of fifteen days or more shall receive, for every off day in a week referred to in Section 11, wages at the rate of not less than the average daily wages earned by him for the days on which he worked during the week immediately preceding every such off day.]

(2) For the leave allowed to him under Section 14, an employee shall be paid at the rate equal to the daily average of his total full time earnings for the days on which he worked during the month immediately preceding his leave, exclusive of any overtime and bonus but inclusive of dearness allowance and the cash equivalent of the advantage accruing through the concessional sale to the employee of food grains and other articles.

(3) An employee who has been allowed leave for not less than five days in the case of a young person and four days in any other case shall, on demand, before his leave begins, be paid the wages due for the period of leave allowed.

16. WAGE PERIOD. -

(1) Every person responsible for the payment of wages to an employee shall fix a period in respect of which such wages shall be payable.

(2) No wage period shall exceed one month.

(3) The wages of every person employed shall be paid before the expiry of the seventh day from the date on which the wages became due.

41 Substituted by Punjab Act No. 1 of 1964.

42 Substituted by Punjab Act No. 1 of 1964.

(4) Where the employment of any person is terminated by or on behalf of the employer the wages earned by him and the remuneration in lieu of unavailed period of due leave shall be paid before the expiry of the second working day after such termination and where an employee quits his employment on or before the next pay day.

Provided that no claim under this section shall be entertained unless it is preferred within six months from the date of its accruing except under special circumstances at the discretion of the Chief Inspector of Shops and Commercial Establishments, ⁴³[Haryana.]

17. DEDUCTION FROM WAGES.-

The wages of an employee shall be paid to him without deductions of any kind except those authorized by or under the Payment of Wages Act, 1936, in so far as such deductions are applicable to the employee and in such manner , to such extent and subject to such conditions as are specified in that Act.

18. REALISATION OF COMPENSATION.-

(1) In case of contravention of the provisions of Section 16, if a ⁴⁴[Judicial Magistrate] is satisfied that the employee has not been paid his due wages, he shall direct the employer to pay the wages along with compensation not exceeding eight times the amount of wages withheld.

(2) The amount of wages withheld and compensation payable under this section shall for the purposes of its recovery, be deemed to be a fine imposed under this Act in addition to the penalty imposed under Section 26 and shall be realized as such.

19. ⁴⁵[ENFORCEMENT AND APPOINTMENT OF INSPECTORS].-

(1) Government may, by notification, appoint such persons or such class of persons as it thinks fit to be inspecting officers for the purposes of

43 Substituted for the word "Punjab" by Haryana Adaptation of Laws Order, 1968.

44 Substituted for the word "Magistrate" by Punjab Act No. 25 of 1964.

45 Substituted by Haryana Amending Act No. 21 of 2004 vide Notification dated 2nd November, 2004 for the words "Enforcement and inspections".

this Act within such local limits as it may assign to them respectively⁴⁶[:.]

⁴⁷[Provided that the Government may, by notification in the Official Gazette, also appoint such persons, as it may deem fit, not below the rank of Deputy Labour Commissioner, to be the Chief Inspector or Deputy Chief Inspector of Shops and Commercial Establishments who shall, in addition to the powers conferred on a Chief Inspector or Deputy Chief Inspector under this Act or the rules made thereunder, exercise the powers of Inspector throughout the territory of the State of Haryana.]

- (2) Subject to any rules made by Government in this behalf, an inspecting officer may, within the local limits for which he is appointed –
- (a) enter at all reasonable times and with such assistants, if any, being persons in the service of Government or of any local authority as he thinks fit, any place which is or which he has reasons to believe to be an establishment;
 - (b) make such examination of the premises and of any prescribed registers, records and notices and take on the spot or otherwise evidence of any persons as he may deem necessary for carrying out purposes of this Act;
 - (c) exercise such other powers as may be necessary for carrying out the purposes of this Act:
Provided that no one shall be required under this section to answer any question or give any evidence tending to incriminate him.
- (3) Every inspecting officer appointed under this section shall be deemed to be a public servant within the meaning of Section 21 of the Indian Penal Code.

20. RECORDS.-

- (1) The employer of every establishment shall, in the prescribed form and manner, keep exhibited in the establishment a notice setting forth the

⁴⁶ Substituted by Haryana amending Act, ibid for the sign “.”

⁴⁷ Added by Haryana amending Act, ibid.

close day, the working hours and the period of interval of employed persons, if any, and such other particulars as may be prescribed.

- (2) The employer of every establishment, about the business of which persons are employed, shall in the prescribed form and manner, keep a record of the working hours, rest intervals and the amount of leave taken by every person employed about the business of an establishment and particulars of all overtime employment shall be separately entered in the record. ⁴⁸[-]

⁴⁹[(2A) The employer of every establishment, about the business of which persons are employed, shall mark the attendance of every employee in the register maintained for the purpose within one hour of the start of duty and in the case of overtime every entry regarding the commencement or closure of overtime shall respectively be made before or after such commencement or closure]

- (3) The employer of every establishment shall keep a photograph of each employee who has completed three months continuous service in the establishment:

Provided that where such employee fails to supply such photograph to the employer within fifteen days of the completion of such service, his failure to do so shall be recorded by the employer under the signatures of the employee.

- (4) The employer of every establishment shall for the purposes of this Act maintain such other records and registers and display such other notices as may be prescribed.
- (5) In the case of any contravention of the foregoing provisions of this section, the employer of an establishment shall be liable, on conviction, to a fine not exceeding five rupees for every day on which the contravention occurs or continues.
- (6) If any person with intent to deceive makes, or causes or allows to be made, in any such record, register or notice as aforesaid an entry which is to his knowledge false in any material particular, or wilfully omits or causes or allows to be omitted from any such record, register or notice an entry required to be made therein, he shall be

48 The words "such entries for the day shall be made while the employee is at the disposal of the employer" omitted by Punjab Act No. 1 of 1964.

49 Inserted by Punjab Act, *ibid*.

liable, on conviction, to imprisonment for a term not exceeding three months or to a fine which shall not be less than twenty-five rupees and may extend to two hundred rupees or both.

21. INSPECTION OF REGISTERS AND CALLING FOR INFORMATION:-

- (1) It shall be the duty of every employer of an establishment to make available for inspection of such officer, as may be prescribed, all accounts or other records required to be kept for the purposes of this Act, and to give such officer any other information in connection therewith as may be required.
- (2) Whoever contravenes the provisions of sub-section (1) or wilfully obstructs the inspecting authority in the exercise of the powers under this Act or conceals or prevents any employee in an establishment from appearing before or being examined by the authority, shall be liable, on conviction, to a fine which shall not be less than twenty-five rupees and may extend to two hundred rupees.

22. NOTICE OF REMOVAL.-

- (1) No employee shall be removed from service unless and until one month's previous notice or pay in lieu thereof has been given to him:
Provided that -
 - (a) no employee shall be entitled to the notice or pay in lieu thereof if he is removed on account of misconduct established on record;
 - (b) no employee shall be entitled to one month's notice or notice pay unless and until he has been in the service of the employer continuously for a period of three months.
- (2) In any case instituted for a contravention of the provisions of sub-section (1), if a ⁵⁰[Judicial Magistrate] is satisfied that an employee has been removed without reasonable cause, the ⁵¹[Judicial Magistrate] shall, for reasons to be recorded in writing, award compensation to the employee equivalent to two months salary:

50 Substituted for the word "Magistrate" by Punjab Act No. 25 of 1964.

51 Substituted for the word "Magistrate" by Punjab Act No. 25 of 1964.

Provided that no such claim shall be entertained unless it is preferred by the employee within six months from the date of his removal.

- (3) The amount payable as compensation under this section shall be in addition to, ⁵²[and recoverable as] fine payable under Section 26.
- (4) No person who has been awarded compensation under this section shall be entitled to bring a civil suit in respect of the same claim.

23. NOTICE BY EMPLOYEE.-

- (1) No employee, who has been in the service of the employer continuously for a period of three months, shall terminate his employment unless he has given to his employer ⁵³[thirty] days' previous notice or pay in lieu thereof.
- (2) Where an employee contravenes the provisions of sub-section (1), his employer may forfeit his unpaid wages for a period not exceeding ¹ [thirty], days.

24. ⁵⁴[* * * *]

25. PROVISIONS AS TO TRADING ELSEWHERE THAN IN ESTABLISHMENTS.-

Save as otherwise provided by any law for the time being in force, it shall not be lawful in any locality to carry on in any place not being an establishment, retail trade or business of any class at any time if it is unlawful in that locality to keep an establishment open for the purpose of such retail trade or business, and, if any person carries on any trade or business in contravention of this section, this Act shall apply as if he were the employer of the establishment which was being kept open in contravention of this Act.

26. PENALTIES.-

Subject to the other provisions of this Act, whoever contravenes any of the provisions of this Act, or the rules made thereunder and no penalty has been provided for such contravention in this Act, shall be liable on

52 Substituted for the word "or recoverable as" by Punjab Act No. 1 of 1964.

53 Substituted for "seven" by Haryana Act No. 4 of 1976.

54 Omitted by Punjab Act No. 1 of 1964.

conviction, to a fine not exceeding one hundred rupees for the first offence, and three hundred rupees for every subsequent offence:

Provided that the fine in respect of every subsequent offence within the same year shall not be less than one hundred rupees in any case.

⁵⁵**[26A. POWER TO COMPOUND OFFENCES.-**

(1) Notwithstanding anything contained in this Act or the rules framed thereunder, the compounding authority as may be notified by the Government in the Official Gazette, shall compound the offence committed under this Act or the rules framed thereunder. The said authority shall discharge the offender by recovering a sum of money not less than fifty percent of the maximum amount of fine prescribed under this Act or the rules framed thereunder. However, if the violation relates to registration of shops or commercial establishments, in that case the amount of fee as may be prescribed shall be recovered from the offender in full in addition to the amount of fine:

Provided that no offence of the same nature shall be compoundable if it is committed more than twice in a year.

(2) An appeal against the order of the compounding authority shall lie within thirty days from the date of the order of the compounding authority before the appellate authority as may be notified by the Government and whose decision shall be final:

Provided that no appeal shall be maintainable unless the amount of fine is deposited with the said authority.

(3) No penalty shall be imposed unless the person concerned is given a notice in writing informing him of the grounds on which it is proposed to impose a penalty.

(4) The compounding authority and the appellate authority shall have all the powers of a civil court under the Code of Civil Procedure, 1908

⁵⁵ Added by Haryana amending Act no. 21 of 2004 vide Notification dated 2nd November, 2004.

(Act 5 of 1908), while exercising any powers under this section, in respect of the following matters, namely:-

- (i) summoning and enforcing the attendance of witnesses;
- (ii) requiring the discovery and production of any document;
- (iii) requisitioning any public record or copy thereof from any court or office;
- (iv) receiving evidence on affidavit; and
- (v) issuing commissions for the examination of witnesses or documents].

27. PROTECTION OF OFFICERS AND THEIR AGENTS FROM PERSONAL LIABILITY.-

No suit, prosecution or other legal proceeding shall lie against any public servant or any other person in the service of the Central or State Government, acting under direction of any such public servant, for anything in good faith done or intended to be done in pursuance of the provisions of this Act or of any rule made thereunder.

28. POWER TO GRANT EXEMPTIONS. –

⁵⁶[Government or any officer empowered by the Government in this behalf may], by notification in the official Gazette, exempt from the operation of all or any of the provisions of this Act for any period it considers desirable any establishment or any class thereof or any employer or employee or class of employers or employees to whom this Act applies on such conditions as it may think fit.

29. PROHIBITION OF EMPLOYMENT OF CHILDREN. -

No child who has not completed the age of fourteen years shall be employed in any establishment.

30. CONDITIONS OF EMPLOYMENT OF WOMEN.-

- (1) No woman shall be required or allowed to work whether as an employee or otherwise in any establishment during night:

⁵⁶ Substituted for the words "Government may" by Punjab Act No. 1 of 1964.

⁵⁷[Provided that nothing in this sub-section shall apply to an establishment which is engaged in the treatment or care of the sick, the infirm, the destitute or the mentally unfit.]

- (2) No employer of any establishment shall knowingly employ a woman and no woman shall engage in employment in any establishment during six weeks following the day of her confinement or miscarriage.
- (3) Government may prescribe further conditions in respect of employment of women employed about the business of establishments or any class of them, including if it thinks fit, conditions with respect to the daily period of employment, leave, and other matters and no woman shall be employed otherwise than in accordance with these conditions.

31. MATERNITY BENEFIT.-

- (1) Every woman employed in an establishment who has been continuously employed in that establishment or in establishments belonging to the employer of that establishment for a period of not less than six months preceding the date of her delivery shall be entitled to receive, and the employer shall be liable to make to her, a payment of a maternity benefit which shall be prescribed by the Government for every day during the six weeks immediately preceding and including the day of her delivery and for each day of the six weeks following her delivery:

Provided that no such payment shall be made for any day on which she attends work and receives payment thereof during the six weeks preceding her delivery.

- (2) The manner in which the maternity benefit shall be payable may be prescribed by the Government.

32. BAR OF LEGAL PRACTITIONERS IN CERTAIN PROCEEDINGS.-

Notwithstanding anything contained in the law relating to legal practitioners for the time being in force, no legal practitioner shall be

⁵⁷ Added by Punjab Act No. 1 of 1964.

permitted to appear, plead or act for the employer or the employee in any proceedings, before a court between an employer and an employee, arising out of the contravention of any of the provisions of this Act.

33. SAVING OF CERTAIN RIGHTS AND PRIVILEGES.-

Nothing in this Act shall affect any rights or privileges to which an employee in any establishment is entitled on the date this Act comes into force, under any other law, contract, custom or usage applicable to such establishment or any award, settlement or agreement binding on the employer and the employee in such establishment, if such rights or privileges are more favourable to him than those to which he would be entitled under this Act.

⁵⁸**[33- A. COGNIZANCE OF OFFENCES.-**

No Court shall take cognizance of any offence punishable under this Act or any rule made thereunder or of the abetment of or attempt to commit such offence, save on a complaint made by the employee concerned or by such officer as may be authorised in writing in this behalf by the Government.]

34. POWER TO MAKE RULES -

- (1) Government may make ⁵⁹rules for the purpose of giving effect to the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-
 - (a) the manner and form in which the registers and notices shall be kept;
 - (b) the officers who may be empowered to inspect registers and call for information as required by this Act;
 - (c) the agency by which and the manner in which the prosecution shall be instituted;

58 New Section 33-A added by Punjab Act No. 1 of 1964.

59 For rules see Punjab Government Notification No. 6089/5544-C-Lab-58, 13.5.1958, published in Punjab Government Gazette (Extraordinary) 1958, pages 1353-1361.

- (d) the form of submitting a statement, the particulars under sub-section (1) of Section 13, the manner in which registration of establishments is to be made and the form of registration certificate under sub-Section(2) and the form for notifying a change under sub-section (4) of Section 13;
 - (e) the authority to and the manner in which any notice required by this Act shall be given;
 - (f) the conditions subject to which any exemption under this Act may be granted;
 - (g) the manner in which the employer of an establishment shall keep exhibited in the premises the close day, closing and opening hours and such other particulars as may be prescribed ; and
 - (h)to safeguard health, safety and welfare of the employees while on duty.
- (3) All rules made under this section shall, as soon as possible after they are made, be laid before ⁶⁰[the House of] the State Legislature.

35. REPEAL.-

The Punjab Trade Employees Act, 1940, is hereby repealed:-

Provided that –

- (a) every appointment, order , rule , bye-law , regulation , notification or notice made , issued or given under the provisions of the Act so repealed shall in so far as it is not inconsistent with the provisions of this Act , be deemed to have been made , issued or given under the provisions of this Act , unless and until superseded by any other appointment , order , rule , by-laws , regulation , notification or notice made , issued or given under this Act;
- (b) any proceeding relating to the trial of any offence punishable under the provisions of the Act so repealed , shall be continued and completed as if the said Act has not been repealed , but has continued in operation , and any penalty imposed in such proceeding shall be recovered under the Act so repealed.

60 Substituted for the words “both Houses” by Haryana Adaptation of Laws Order, 1968

THE PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS RULES, 1958

**(First published in Punjab Government Labour Department Notification No.
6089/5544-C-Lab-58, dated 13th May 1958)**

No. 6089/5544-C-Lab-58, dated 13th May, 1958 - In exercise of the powers conferred by Section 34 of Punjab Shops and Commercial Establishments Act, 1958, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules :-

1. SHORT TITLE.-

These rules may be called the Punjab Shops and Commercial Establishments Rules, 1958.

2. DEFINITIONS. -

In these rules, unless there is anything repugnant in the subject or context.-

- (a) "Act" means the Punjab Shops and Commercial Establishments Act, 1958;
- (b) "Chief Inspector" means the Chief Inspector of Shops and Commercial Establishments,⁶¹[Haryana;]
- (c) "Form" means a form appended to these rules;
- (d) "Inspector" means an inspecting officer appointed under Section 19 of the Act.

3. FORM OF AN INTIMATION UNDER SECTION 10 OF THE ACT. –

- (1) An intimation under clause (i) of sub-section (2) of Section 10 of the Act shall be sent by the employer in Form A to the Inspector within whose local limits the establishment is situated:

Provided that such intimation need not be sent by an employer within whose establishment no employee is working.

- (2) If any employer referred to under the proviso to sub-rule (1) employs in his establishment any person at any subsequent time, he shall send

⁶¹ Substituted for the word "Punjab" by Haryana Government, Labour Department Notification No. GSR-14/PA-15/58/S.34/Amd (1)74, dated 19.4.1974.

the intimation in Form A to the Inspector within one week of the employment of such person.

4. FORM OF NOTICE UNDER SECTION 20(1) OF THE ACT -

The notice under sub-section (1) of Section 20 of the Act to be exhibited by the employer in his establishment shall be in Form B.

5. MAINTENANCE OF REGISTERS.-

The employer of every establishment about the business of which persons are employed shall maintain the following registers, namely:-

- (1) a register of employees in Form C ;
- (2) a register of wages of employees in Form D; and
- (3) a register of deductions in Form E.

6. LANGUAGE ETC. IN WHICH RECORDS AND REGISTERS ARE TO BE KEPT.-

- (1) Every register, form or record required to be maintained or furnished under the Act and these rules shall be in ⁶²[English and Hindi] and all entries therein shall be legibly made in ink.
- (2) Every such register shall be duly bound and page-marked in serial number.
- ⁶³ [(3) Every such register shall be signed by the employer and the Inspector concerned.]

7. PRESERVATION OF RECORDS, ETC. -

All registers and records required to be maintained under the Act and these rules shall be preserved by the employer for a period of ⁶⁴[three years] to be calculated from the date to which such records or registers relate.

62 Substituted vide Haryana Government Notification No. GSR 18/PA-15/58/S.34/72, dated 28.2.1972

63 Sub-rule (3) added by Haryana Government Notification, *ibid*.

64 Substituted for the words "two years" by Haryana Government Notification, *ibid*.

8. PAYMENT OF OVERTIME. -

The payment in respect of overtime shall be made by the employer to an employee on the next pay day under Section 16 of the Act.

9. UTILIZATION OF FINES IMPOSED ON EMPLOYEES.-

Acts and omissions on the part of employees for purposes of imposition of fine and the manner in which the amount of fine so imposed is to be utilised as laid down in Section 8 of the Payment of Wages Act, 1936, shall be approved by the Chief Inspector on an application duly made by the employer in that behalf.

10. POWERS OF INSPECTOR. –

For carrying out the purposes of the Act an Inspector may –

- (i) cause to be taken a photograph of any employee or the premises of any establishment; and
- (ii) call for any information, document or record, and obtain a copy thereof or take into possession any register, form, document or record maintained under the Act and these rules.

11. CONDITION UNDER SECTION 24 OF THE ACT – ⁶⁵[omitted.]

12. MATERNITY BENEFIT.-

(1) The maternity benefit payable to a woman under Section 31 of the Act shall be at the rate of her average daily wages earned during the three months immediately before the period of six weeks proceeding the day of her delivery.

⁶⁶[(2)The payment of maternity benefit accruing to a woman employee shall be made to her after one week from the date of demand after delivery. If the employer fails to make the payment within the said period he shall pay to her an additional amount at the rate of 50 per centum of the maternity benefit as penalty.]

⁶⁵ Omitted by Punjab Government Notification No. 251/PA.15/58/S.34/Amd(2)/ 64, dated 16-11-1964.

⁶⁶ Substituted by Haryana Government Notification No. GSR.18/PA.15/58/S.34/72, dated 28-02-1972.

(3) The amount payable to a woman employee as maternity benefit in accordance with the foregoing rules shall for the purposes of its recovery be deemed to be a part of her wages illegally withheld.

13. REGISTRATION.-

⁶⁷[(1)A statement required under Section 13 of the Act for registration of an establishment or its renewal shall be submitted by the employer to the Inspector of the area within whose jurisdiction the establishment is situated in triplicate in Form F, alongwith requisite registration/renewal fee prescribed hereunder for different categories of establishments :-

Sr No	Type of establishment	Registration fee for 3 years	Renewal fee for each block of 3 years
1	2	3	4
1.	Starred hotels, nursing homes, cinema houses, privately managed educational institutions, private colleges including medical colleges, petrol pumps, banks, insurance companies and financial institutions.	Rs. 10,000	Rs.10,000
2.	Workshops, automobiles service stations not covered under Factories Act, computer training centers, shorthand and type institutions, health and fitness clubs, clinics and medical laboratories and restaurants, un-stared hotels, all shops (excluding dhabas and	Rs.5,000	Rs. 5,000

⁶⁷ Substituted for sub-rule (1) by Haryana Government, Labour Department Notification No. 1/32/83- 1Lab, dated 28-02-1997.

	halwais) employing 10 employees or more.		
3.	Shops and commercial establishments (excluding dhabas and halwais) not covered under the above two categories and employing less than 10 employees.	Nil	Nil
4.	Shops and commercial establishments owned and managed by the shopkeepers himself and not employing any employee.	Nil	Nil

The Inspector, after scrutiny of the statement and if found in order, shall issue or renew the registration certificate , as the case may be, as required under clause (i) of sub-section (2) of Section 13 of the Act in the same form within 30 days of the receipt of the statement by him :

Provided that all those establishments in whose case a registration certificate has already been issued and is valid on the date of publication of this notification shall also remit the requisite fee on the scale prescribed above, to the Inspector of the area in which the establishment falls, within 90 days of the publication of this notification.]

- (2) The notice about any change as required under sub-section (4) of Section 13 shall be given to the Inspector referred to in sub-rule (1) in Form G and the registration certificate shall be sent along with such notice.
- (3) The registration certificate shall be returned by the Inspector to the employer ⁶⁸[after making the necessary amendment therein, within 15 days of the receipt of the notice referred to in sub-rule (2).]
- (4) A register of establishments in Form H shall be maintained in the office of the Inspector.

68 Added by Punjab Government Notification No. GSR.257/PA.15/58/ S.34/Amd(2)/64, dated 16.11.1964.

(5) The notice of closing the establishment as required under sub-section (5) of Section 13 shall be given by the employer to the Inspector within whose area the establishment is situated.

14. AUTHORITY COMPETENT TO PROSECUTE.-

A prosecution under this Act may be instituted on a complaint in writing before a court of competent jurisdiction by the Chief Inspector of Shops or by a Labour Officer of the Labour Department, ⁶⁹[Haryana] in whose jurisdiction the offence is committed or with the permission in writing of the Chief Inspector of Shops, ²[Haryana] or of the Labour Officer concerned by any Inspector or by the employee concerned.

15. CONDITION FOR GRANT OF EXEMPTION. –

⁷⁰[(1)] No application for the grant of an exemption under Section 28 of the Act shall be entertained unless received by ⁷¹[Labour Commissioner] within one month before the date of commencement of the period in respect of which the exemption is required.

⁷²[(2)] Any exemption to be granted under Section 28 of the Act shall be subject to the following conditions, namely:-

- (i) the total number of hours of work in any establishment shall not exceed ten on any one day;
- (ii) the spread-over inclusive of intervals for rest in any establishment shall not exceed twelve hours on any one day;

69 Substituted for the word "Punjab" by Haryana Government Notification No. GSR.18/PA15/58 /S.34/72, dated 28.02.1972.

70 Rule 15 re-numbered as sub-rule (1) and sub-rule (2) alongwith Clauses (i) to (iv) and explanation added vide Haryana Government Notification No. GSR.14/PA.15/58/S.34/Amd(1)74, dated 19.4.1974.

71 Substituted for the words "Chief Inspector" by Haryana Government, Labour Department Notification No. 6/35/2002-1Lab, dated 27.08.2003.

72 Rule 15 re-numbered as sub-rule (1) and sub-rule (2) alongwith Clauses (i) to (iv) and explanation added vide Haryana Government Notification No. GSR.14/PA.15/58/S.34/Amd(1)74, dated 19.4.1974.

- (iii) the total number of hours of over-time work shall not exceed sixty in any one quarter and the person employed for over-time work shall be paid remuneration at double the rate of normal wages, payable to him, calculated by the hours; and
- (iv) no woman shall be required or allowed to work whether as an employee or otherwise in any establishment during the hours from 8.00 p.m. to 6.00 a.m. :

⁷³[Provided that nothing contained in clause (iv) shall be applicable to a woman working in Information Technology establishments, Information Technology enabled establishments, Banking establishments ⁷⁴[, Three star or above hotels] and hundred percent exports oriented establishments.]

Explanation.- For the purposes of this rule 'Quarter' means a period of three consecutive months beginning on the 1st day of January , the 1st day of April , the 1st day of July or the 1st day of October.]

16. HEALTH.-

- (1) The premises of every establishment shall be-
- (i) kept clean and free from accumulation of dirt and refuse;
 - (ii) kept sufficiently lighted during all working hours;
 - (iii) properly ventilated so as to permit sufficient air and light into the premises;
 - (iv) white washed and varnished at least once in a year and notice indicating the date of last white-washing and varnishing shall be exhibited in the premises.

73 Proviso added by Haryana Government, Labour Department Notification No. 6/35/2002-1-Lab, dated 27.08.2003.

74 Inserted by Haryana Government, Labour Department Notification No. 6/3/2002-1Lab, dated 1.12.2004.

- (2) Where the floor of the premises of an establishment is liable to become wet in the course of any manufacturing process effective means of drainage shall be provided and maintained.
- (3) In every establishment proper arrangements shall be made for providing sufficient supply of drinking water to the persons employed in the establishment. The water so supplied shall be fit for human consumption and shall be stored in a sheltered place and kept properly covered.
- (4) The employer of every establishment will provide and maintain at a convenient place at least one spittoon in a clean and hygienic condition with a disinfectant in it which may be liquid or sand covered with lime. The disinfectant shall be replaced daily.
- (5) In every establishment which is a workshop or in which articles are produced, adapted or manufactured with a view to their use, transport or sale, adequate washing facilities shall be provided and maintained for the use of employees such as soap, towel, nail brush, etc.
- (6) In every establishment in which, by reason of the manufacturing process carried on, there is given off any dust or fume or other impurity of such nature and to such an extent as is likely to be injurious or offensive to the persons working therein or any dust in substantial quantities, effective measures shall be taken to prevent its inhalation and accumulation in the premises and if any exhaust appliance is necessary for this purpose, it shall be applied as near as possible to the point of origin of the dust, fume or other impurity, and such point shall be enclosed so far as possible.
- (7) No stationary internal combustion engine shall be operated in any establishment unless exhaust is conducted into the open air, and no other internal combustion engine shall be operated in any room unless effective measures have been taken to prevent such accumulation of fumes therefrom as are likely to be injurious to the employees working in the establishment.

17. SAFETY.-

- (1) Every dangerous part of a machinery in an establishment shall be securely fenced by safeguards of substantial construction which shall

be kept in position while the parts of machinery they are fencing are in motion or in use.

- (2) In every establishment, where manufacturing process is carried on with the aid of electric power, suitable devices for cutting off power in emergencies from running machinery shall be provided and maintained.
- (3) No employee with loose fitting clothes on shall be allowed or made to work near the moving machinery or belt and the tight clothes for the purpose will be provided by the employer.

⁷⁵**[17-A PROTECTION OF EYES .-**

The employer shall provide suitable goggles for the protection of eyes of the employees engaged on or in the immediate vicinity of, the manufacturing process which is in any way open to -

- (a) risk of injury to the eyes from particles or fragments thrown off in the course of the process;
- (b) risk to the eyes by reason of exposure to excessive light.]

18. PRECAUTIONS IN CASE OF FIRE .-

- (1) Every establishment shall be provided with adequate means of escape in case of fire.
- (2) In every establishment the doors affording exit from any room shall not be locked or fastened so that they cannot be easily and immediately opened from inside while any person is within the room.
- (3) In every establishment buckets and/or chemical fire extinguishers shall be provided in suitable number and at suitable sites according to the nature of work carried on and the size of the premises.

19. WELFARE.-

- (1) In every establishment a first-aid box with the following contents shall be maintained -
 - (i) six medium sterilized dressings;

⁷⁵ Inserted vide Haryana Government Notification No. 1550-2 Lab-67/4439, dated 8th March 1967.

- (ii) six 2-1/2" bandages;
 - (iii) one ounce bottle containing 2 per cent alcoholic iodine;
 - (iv) one ounce bottle containing selvolatile having the dose and mode of administration indicated on the label;
 - (v) one pair of scissors;
 - (vi) one tube of burnol;
 - (vii) one ounce olive oil to be used as eye drops;
 - (viii) one roll of sticking plaster;
 - (ix) one copy of the first-aid leaflet issued by the Chief Inspector.
- (2) The employer of every establishment, where smoke is produced in the course of carrying out its business, will take effective measures to exhaust out the smoke in order to safeguard the health of the persons employed in the premises.
- (3) The employer of every establishment where food, drink and beverage is served to the customers will have all the persons employed in connection with the business of the establishment including the employer, medically examined at least once in a year by certifying surgeon or by doctor incharge of civil dispensary ,where certifying surgeon is not available. A certificate in Form I to the effect that the person so examined is free from communicable diseases shall be obtained and produced before the Inspector on demand:
 Provided that if an employee shifts to another concern before the expiry of one year from the date of medical examination, it will not be necessary for him to get a fresh medical certificate and a copy of the certificate already issued will be considered sufficient for the purposes of these rules.

20. APPLICATION OF RULES 16, 17, ¹ [17-A,] 18 AND 19. -

Rules 16, 17, ⁷⁶[17-A], 18 and 19 shall apply to those establishments only in which persons are employed by the employer.

⁷⁶ Added by Haryana Government Notification No. 1550-2Lab-67/4489, dated 08-03-1967.

21. POWER OF CHIEF INSPECTOR TO DECIDE THE ADEQUACY OF MEASURES.-

- (1) If any dispute arises with regard to the adequacy of the measures adopted in accordance with rules 16, 17, ⁷⁷[17-A,] 18 and 19 it shall be referred to the Chief Inspector whose decision shall, subject to the provision of sub-rule (2), be final.
- (2) An appeal shall lie against the decision of the Chief Inspector in respect of matters specified in sub-rules (6) and (7) of rule 16 and sub-rule (1) of rule 17 to the Labour Commissioner, ⁷⁸[Haryana,] within a period of one month from the date on which decision of the Chief Inspector is received by the employer.

⁷⁹[**Explanation.-** 'Dispute' means any difference of opinion between an employer or an employee and the Inspector under the Act.]

22. PERIOD FOR SUPPLYING INFORMATION REQUIRED BY INSPECTOR.-

Any information or document required by the Inspector for carrying out the purposes of the Act and these rules shall be furnished to him by the employer of every establishment within one week from the date on which such requisition is received by the employer.

⁷⁷ Added by Haryana Government Notification No. 1550-2Lab-67/4489, dated 08-03-1967.

⁷⁸ Substituted for the word "Punjab" by Haryana Government Notification No. GSR-14/PA.15/58/S.34/Amd(1)/74, dated 19-04-1974".

⁷⁹ Added vide Punjab Government Notification No. GSR-257/PA-15/58/S. 34/Amd(2)/64 dated 16 Nov., 1964.

FORM A
INTIMATION UNDER SECTION 10(2)(i) OF
THE PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENT ACT,
1958
(Rule 3 of the Punjab Shops and Commercial Establishments Rules, 1958)

To

The Inspector of Shops and
Commercial Establishments
Circle _____

I hereby furnish the following information which is correct to the best of my knowledge.

The working hours and the periods of interval of the persons employed in my establishment are fixed below and shall take effect from (date) _____

Name of the employee and father's name *[or husband's name)	Working Hours		Interval for rest	
	From	To	From	To
1	2	3	4	5
Young persons				
1.				
2.				
3.				
4.				
Other persons				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(Sd.)-----
Name and Parentage of employer with full
address

* Added by Punjab Government Notification No. G.S.R.257/P.A. 15/58/S.34/Amd(2)/64, dated the 16th November, 1964.

FORM B
INTIMATION UNDER SECTION 10(2)(i) OF
THE PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENT ACT,
1958

(Rule 4 of the Punjab Shops and Commercial Establishments Rules, 1958)

1.	Close day , if any					
	Year					
2.	Opening hours of the Establishment _____ closing hour of the Establishment _____					
3.	Name and Parentage of the Employer					
4.	Name of the Manager, if any					
5.	Name of the establishment					
6.	Nature of the Business					
7.	Full address					
8.	Name of the employee and Father's Name * [or husband's Name]	Working Hours		Interval for rest		Weekly Off Days
		From	To	From	To	
	1	2	3	4	5	6
	Young persons					
	1.					
	2.					
	3.					
	4.					
	Other persons					
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
7.						
8.						
9.						
10.						
9.	Date of declaration					
10.	Inspections by authorities					

Signature of the employer

* Inserted by Punjab Government Notification No. G.S.R. 557P.A.15/58/S.34/Amd(2)/64, dated the 16th November, 1964.

(Name and full address)

FORM C

REGISTER OF EMPLOYEES

(Rule 5 of the Punjab Shops and Commercial Establishments Rules, 1958)

Name of establishment _____
 Year and month _____ Name of employee _____
 Father's/Husband's name _____ Age _____
 Nature of work _____
 Whether employed on daily, monthly, contract or piece-rate wages, with rate _____ Date of appointment _____.

Spread-Over			Interval for rest and Meals			Total working hours	Over-time			Leave				Signature of		
Date																
From	To	Total	From	To	Total		From	To	Total	Remuneration	Duration	Date of	Date of grant	Remarks	Employer	Employee
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																

FORM D
REGISTER OF WAGES OF EMPLOYEES
(Rule 5 of the Punjab Shops and Commercial Establishments Rules, 1958)

Name of employee * [and father's name or husband's name] _____
 Month _____ Year _____ Wages Fixed _____

Arrears from last month		Wages Due	Deduction as shown in Register-E	Advances made on (date)	Payments made	Signature of employee	Signature of Employer	Remarks
Wages earned	Ordinary Overtime							
			Total Balance carried			Stamp		

* Inserted by Punjab Government Notification No. G.S.R. 557P.A.15/58/S.34/Amd(2)/64, dated the 16th November, 1964.

FORM- E
REGISTER OF DEDUCTIONS

(Rule 5 of the Punjab Shops and Commercial Establishments Rules, 1958)

Name of the establishment _____ Year _____ Acts and omission approved by the authorities _____

Serial No.	Name of employee	Parentage	Wage Period	Wages payable	Amount deducted	Fault for which deductions made	Date of deduction
1.	2.	3.	4.	5.	6.	7.	8.
Whether employee showed cause against deduction	Amount of deduction and purpose for which utilised	Date of utilization	Balance with the employer	Signature of employee	Signature of employer	Remarks	
9	10	11	12	13	14	15	

FORM F
STATEMENT FOR REGISTRATION OF ESTABLISHMENT UNDER
SECTION 13 OF THE PUNJAB SHOPS AND COMMERCIAL
ESTABLISHMENTS ACT, 1958

(Rule 13 of the Punjab Shops and Commercial Establishments Rules, 1958)

To

The Inspector of Shops and
Commercial Establishments
_____ Circle.

I hereby submit this statement for the registration/renewal of my establishment for the year _____. The information furnished hereunder is correct to the best of my knowledge.

1. Name and parentage _____
of employer
2. Name of manager , if _____
any
3. Name of the _____
establishment
4. Full postal address of _____
the establishment
5. Nature of Business _____
6. No. of employees , if _____
any :
Young persons _____
Other persons _____
7. No. and date of _____
previous registration
certificate
surrendered
- *[7- Description of _____
A. registration/ renewal
fee].
8. Date _____

* Added by Haryana Government, Labour Department, Notification No. 1/32/83-1Lab, dated 28-02-1997.

Signature of employer

(To be filled in by the authority)

R.No..... The establishment mentioned above is hereby
registered till 31 March, _____ ,

Inspector,
Shops and Commercial Establishment

Dated : _____ Circle

FORM G
FORM OF CHANGE IN RESPECT OF INFORMATION CONTAINED IN
STATEMENT REQUIRED BY SUB-SECTION (4) OF SECTION 13 OF
THE PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS ACT,
1958

(Rule 13 of the Punjab Shops and Commercial Establishments Rules, 1958)

To

The Inspector of Shops and
Commercial Establishments
Circle _____

I hereby notify that the following change has with effect from
_____ (date) taken place in respect of the information relating to
my establishment as supplied by me in my statement dated

My registration certificate number is _____ dated _____.

(Here mention the change)

Dated

(Signature of the employer)

Note :- The change is required under sub-section (4) of Section 13 of the Punjab Shops and Commercial Establishments Act , 1958 to be notified by the employer within seven days after the change has taken place.

FORM H
REGISTRATION OF ESTABLISHMENT REQUIRED UNDER SECTION
13(2) (i) OF THE PUNJAB SHOPS AND COMMERCIAL
ESTABLISHMENT ACT, 1958
(Rule 13 of the Punjab Shops and Commercial Establishments Rules, 1958)

Name of Circle _____ Name of Town _____

Serial No.	Registration		Name and address of establishments	Number of employees			Date of renewal	Date of renewal	Date of renewal	Remarks
	No. Date	Name of the employer		Young persons	Other persons	Total				
1	2	3	4	5			6	7	8	9

FORM I

[See Rule 19(3) of the Punjab Shops and Commercial Establishments Rules, 1958]

I hereby certify that Shri _____, son of/ daughter of _____, age _____, resident of _____, district _____ has been thoroughly examined by me and is considered to be free from any communicable diseases and is fit for being employed in any establishment where food, drink and beverage is served to customers.

His mark of identification _____

Date _____

Signature or Thumb Impression of the person examined.

Signature and the designation of the competent medical authority.

**GOVERNMENT OF HARYANA
LABOUR DEPARTMENT HARYANA
INFORMATION SHEET FOR EXEMPTION UNDER
THE PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1958**

Sr. No.		
1.	Details of the Application for Exemption	
1.1	Receipt No.	
1.2	Computer ID No.	
1.3	Application Date	
1.4	For the year	
2.	Details of employer	
2.1	First Name	
2.2	Middle Name	
2.3	Last Name	
2.4	Father's Name	
2.5	Plot No./Mile Stone/Village/Street	
2.6	Colony/Road/Sector/Post Office	
2.7	City/Tehsil	
2.8	District	
2.9	State	
2.10	Pin Code	
2.11	Phone	
2.12	Mobile	
2.13	Fax	
2.14	E-mail	

3.	Details of Establishment of employer	
3.1	Name of Establishment	
3.2	Plot No./Mile Stone/ Village/ Street	
3.3	Colony/Sector/ Road/Post Office	
3.4	City/Tehsil	
3.5	District	
3.6	State	
3.7	Pin Code	
3.8	Phone	
3.9	Mobile	
3.10	Fax	
3.11	E-mail	
4.	Details of Manager/Authorised Signatory	
4.1	First Name	
4.2	Middle Name	
4.3	Last Name	
4.4	Father's Name	
4.5	Plot No./Mile Stone/ Village/ Street	
4.6	Colony/Road/Sector/Post Office	
4.7	City/Tehsil	
4.8	District	
4.9	State	
4.10	Pin Code	
4.11	Phone	

4.12	Mobile	
4.13	Fax	
4.14	E-mail	
5.	Scrutiny of the application	
(i)	Whether photocopy of Form F is attached?	
(ii)	Whether photocopy of receipt of fee of Rs. 5000/10000/- is attached?	
(iii)	Whether one self addressed stamped registered post (A-5) envelope enclosed?	
(iv)	Whether life/annual membership from Haryana Labour Journal submitted?	
(v)	No. of employees employed in the establishment? Male: Female	
(vi)	Date of commencement of business:	
(vii)	Whether registration has been obtained under Section 13 of the Act?	
(viii)	Whether certificate of registration is renewed upto to date?	
(ix)	Whether requisite record under the Shops Act/Rules is being maintained?	
(x)	Whether requisite record under the Shops Act/Rules is being maintained?	

(xi)	Whether facility of adequate security and the transport from the place of residence to the place to work will be provided to women employees during night shift? If any, then details alongwith contracts, if any.	
(xii)	Whether the management is providing all welfare facilities as required under the rules framed under the Act?	
(xiii)	Whether the management is granting maternity benefits to its eligible women workers?	
(xiv)	Harassment policy applicability in the company pursuant to the decision of the Hon'ble Supreme Court of India in the matters titled as Vishaka and Others v. State of Rajasthan, decided on 13 August, 1997 (AIR SC 3011). Details of the committee, if any.	
(xv)	Minimum and the maximum number of women employees to be employed in the night shift	Minimum..... Maximum.....
(xvi)	Shift timings of the establishment	
(xvii)	Details of the nature of activity in establishment	
(xviii)	Reasons for the exemption along with nature of activity to be carried upon by availing the exemption.	
(xix)	For IT/ITES Companies only STPI	

	Regd. if any? Details, along with certificate.	
--	--	--

TERMS & CONDITIONS FOR EXEMPTION UNDER SECTION 30

The management of the company shall comply with the following terms and conditions within a period of 30 days (**from the grant of temporary exemption/ Exemption**), under Sec 30 of the Punjab shops and commercial establishment Act, 1958.

- 1) *Management will provide adequate security and proper transport facility to the women workers during the evening night shift. The management will strictly all here to the security transport facility guidelines issued by the labour department from time to time.*

Private Security Management Terms & Conditions-

- (a) The management shall furnish the security contract executed by the company with an appropriately licensed/ Registered security agency under the Shops & Commercial Establishment Act, 1958. The copy of the contract alongwith License Details of the security agent shall be submitted within 7 days from any change in the arrangement.
- (b) The management will conduct an annual self-defense Training workshop for the women employees.
- (c) The management shall maintain the Daily Attendance Register as prescribed under the Shops and Commercial Establishments Act, 1958.
- (d) The security guards on duty will ensure that the women employees board the transport facility in their presence. The Security Incharge/ Management shall maintain the Boarding Register/ Digitally Signed Computerized Record. The register should clearly mention the Date, Name of the Model & Manufacturer of the Vehicle, Vehicle Registration No., Name of the Driver, Address of the Driver, Phone Contact No. of the Driver/ Vehicle, Time of pick up of the Women Employees from the Establishment/ Destination, Details of Women & Male employees Traveling in the Vehicle & Name of the Security Guard in the Vehicle & Time of reporting back to the establishment after dropping all the women employees/ Pick up from the destination.
- (e) Adequate Security will be provided in the transport facility vehicle.
- (f) The attendance Register of the security guard/s will be maintained by the management/ Security Incharge.

- (g) The management will provide for a separate “Women Room” with attached toilet / bathroom.

Transport Facility conditions

- a) *If case the management has executed a contract with private transporter, the copy of the Contract shall be submitted to the Labour Department.*
- b) *The drivers will carry the photo identity cards clearly bearing the Name of the Driver, Father’s Name of the Driver, Temporary Address of the Driver, Permanent Address of the Driver, Phone Contact No. of the Driver, Date of Issuance of ID & Driving License No., issued by the Management.*
- c) *The transport vehicle incharge/ Security Incharge/ Management will maintain a Movement Register, which shall include Name of Women Employee, Time of pickup of Women Employees, Place of Drop-Back of women employee, Time of Drop-Back of Women Employees, Signature of Women employees at the time of drop-up.
The driver shall wear proper dress and his name is clearly displayed at his shirt.*
- d) *A Pepper spray (self defense spray) & mobile phone shall be placed at the disposal of the women employees in every Vehicle.*
- e) *The employer of the driver shall ensure that no driver has any criminal record.*
- f) *The management will ensure that no vehicle has black or tinted glasses.*
- g) *The emergency calls nos. should be displayed inside the vehicle.*
- h) *The drivers will not to leave the dropping point before the employee enters into his/her accommodation.*
2. *The management shall ensure protection of women from sexual harassment at work place in terms of the direction of Hon’ble Supre Court in the case of Vishaka & others v/s state of Rajasthan vide Judgement dated 13.08.1997 (AIR 1997) Supreme Court 3011).
The guidelines and norms pre-scribed herein are as under:-
Having regard to the definition of 'human rights' in Section 2(d) of the Protection of Human Rights Act, 1993,*

Taking note of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time.

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women:

1. Duty of the Employer or other responsible persons in work places and other institutions:

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

2. Definition:

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- a) physical contact and advances;
- b) a demand or request for sexual favours;
- c) sexually coloured remarks;
- d) showing pornography;
- e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances whereunder the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in Government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

3. Preventive Steps:

All employers or persons in charge of work place whether in the public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- (b) The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- (c) As regards private employers steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.
- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

4. Criminal Proceedings:

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. Disciplinary Action:

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaint Mechanism:

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organization for redress of the

complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

7. Complaints Committee:

The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counselor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

8. Workers' Initiative:

Employees should be allowed to raise issues of sexual harassment at workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

9. Awareness:

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

10. Third Party Harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

11. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

Accordingly, we direct that the above guidelines and norms would be strictly observed in all work places for the preservation and enforcement of the right to gender equality of the working women. These directions would be binding and enforceable in law until suitable legislation is enacted to occupy the field.

12. The management will submit the complete list of Women Employee/s working in the establishment, to the Labour Department with in 30 days from the grant of the exemption. The management will submit the details of any Women Employee to the Labour Department within 15 days of her joining/ relieving from the establishment.
13. The Management will maintain a **Record Register of Women Employees** working in the Establishment on Monthly Basis and it will include the Name of the Women Employee, Age, Father's Name/ Mother's Name, Husband's/ Guardian's Name, Designation, Temporary Address & Phone Info., Permanent Address & Phone Info., Date of Joining the Establishment, Date of Relieving the Establishment, No. of days worked in the previous Month during the Evening/ Night Shifts in the Previous Month & No. of days worked during the Day Shifts in the Previous Month.
14. The management will issue photo identity cards to all the women employees. The identity cards shall clearly bear the Name of the employee, Father's Name, Age, Temporary & Permanent Address, Phone Contact No. of the Employee, Distress Call No. of the Establishment & All Emergency Service Nos.
15. The no. of women employees should not less than 10% of the male employees in the evening/ night shifts. In any case the management will not employ a Woman Employee alone, during the night shift in the establishment.
16. The management will conduct an annual workshop for all the women employees making terms aware of the assessment and harassment policy of the company.
17. The guidelines framed by the Company/ Management for the harassment policy shall be displayed on the Notice Board of the establishment.
18. The above exemption shall be further subject to the condition that the management will continue to have a valid registration certificate

issued under Section 13 of the Punjab shops and commercial establishment Act, 1958, and rules made the under.

19. Any other conditions as may be subjected in this regard by the Labour Department from time to time.

BOARDING REGISTER FOR THE WOMEN EMPLOYEES (ARRIVAL)

<i>Dated:</i>			
<i>Time of Arrival to Establishment-</i>			
<i>Name of the Driver-</i>			
<i>Address of the Driver-</i>			
<i>Phone No. of Driver-</i>			
<i>Name of the Model & Manufacturer of Vehicle-</i>			
<i>Vehicle Regn. No-</i>			
<i>Name of the Security Guard in Vehicle</i>			
<i>Sr. No</i>		<i>Name of the Employee</i>	<i>Signature of Employee</i>

***Signature of the Security Incharge/
Management***

**BOARDING REGISTER FOR THE WOMEN EMPLOYEES
(DEPARTURE)**

<i>Dated:</i>				
<i>Time of Arrival to Establishment-</i>				
<i>Name of the Driver-</i>				
<i>Address of the Driver-</i>				
<i>Phone No. of Driver-</i>				
<i>Name of the Model & Manufacturer of Vehicle-</i>				
<i>Vehicle Regd. No-</i>				
<i>Name of the Security Guard in Vehicle</i>				
<i>Sr. No</i>	<i>Name of the Employee</i>		<i>Signature of Employee</i>	
<i>Time of Reporting to Establishment after dropping Employees-</i>				

**Signature of the Authorized Signatory/
Management**

MOVEMENT REGISTER (DEPARTURE)

<i>Dated:</i>				
<i>Time of Pick up of Women Employees from Establishment:</i>				
<i>Sr. No.</i>	<i>Name of the Employee</i>	<i>Place of Drop- Back of Women Employee</i>	<i>Time of Drop Back</i>	<i>Signature</i>

Signature of the Driver

*Signature of the Vehicle Incharge
/Security Incharge/ Management at the
Establishment*

NOTE: Security in-charge shall sign when the vehicle reports back after dropping the employees at the destination

MOVEMENT REGISTER (ARRIVAL)

<i>Dated:</i>				
<i>Time of Pick up of Women Employees from Establishment:</i>				
<i>Sr. No.</i>	<i>Name of the Employee</i>	<i>Place of Pick-Up of Women Employee at Destination</i>	<i>Time of Pick Up</i>	<i>Signature</i>
<i>Dated:</i>				
<i>Time of arrival at the Establishment:</i>				

Signature of the Driver

*Signature of the Vehicle Incharge
/Security Incharge/ Management at the
Establishment*

MOVEMENT REGISTER (COMMON)

<i>Dated:</i>				
<i>Time of Arrival/ Pick up of Women Employees from Establishment:</i>				
<i>Sr. No.</i>	<i>Name of the Employee</i>	<i>Place of Pick-Up/ Drop-Back of Women Employee</i>	<i>Time of Pick-Up /Drop Back</i>	<i>Signature</i>

Signature of the Driver

*Signature of the Vehicle Incharge
/Security Incharge/ Management at the
Establishment*

NOTE: Security Incharge Shall Sign When the Vehicle Reports Back after Dropping the Employees at the Destination

ON THE LETTER HEAD OF THE COMPANY
LIST OF WOMEN EMPLOYEES EMPLOYED IN THE
ESTABLISHMENT

<i>Sr. No.</i>	<i>Name</i>	<i>Age</i>	<i>Father's/ Mother's Name</i>	<i>Husband's Name</i>	<i>Designation</i>

*to be signed under the seal/ stamp of the
company by the **employer/ manager/
authorized signatory***

RECORD REGISTER OF WOMEN EMPLOYEES WORKING IN THE ESTABLISHMENT

<i>Dated:</i>	
<i>For the Month of _____,</i> <i>200_.</i>	

Monthly List of Women Employees employed in the Establishment

Sr. No.	Name	Age	Father's/ Mother's Name	Husband's/ Guardian's Name	Designation	Temporary Address & Phone info	Permanent Address & Phone	Date of Joining	Date of Relieving	No. of Days in	No. of Days in the

to be signed under the seal/ stamp of the
company by the employer/ manager/ authorized
signatory

