

## The U.P. Dookan Aur Vanijya Adhishthan Niyamavali, 1963<sup>1</sup>

In exercise of the powers under Section 40 of the Uttar Pradesh Dookan Aur Vanijya Adhishthan Adhinyam, 1962 (Act No. XXVI of 1962), the Governor of Uttar Pradesh is pleased to make the following rules, the same having been previously published as required by sub-section (3) of the said section.

**1. Short title and commencement.**—(1) These rules may be called the Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963.

(2) They shall come into force at once.

**<sup>2</sup>[2. Definitions.**—In these rules, unless there is anything repugnant in the subject or context—

- (a) "the Act" means the Uttar Pradesh Dookan Aur Vanijya Adhishthan Adhinyam, 1962;
- (b) "financial year" means the period of twelve months commencing on the first day of April;
- (c) "form" means a form appended to these rules;
- (d) "inspector concerned" in relation to a shop or commercial establishment, means an inspector for the area within which the shop or commercial establishment is situated;
- (e) "night" means the period of twelve consecutive hours beginning at 7 p.m.;
- (f) "Registration Certificate" means a certificate showing the registration of a shop or a commercial establishment;
- (g) "Register of shops or commercial establishments" means a register maintained for the registration of shops or commercial establishments under Section 4-A of the Act;
- (h) "Section" means a section of the Act;
- (i) "State Government" means the Government of Uttar Pradesh;
- (j) "Restaurant" means any premises in which the business or supply of meals or refreshments on payment to the public or a class of public for consumption on the premises is carried on wholly or mainly by whatever name called; and
- (k) "Theatre" includes any premises intended mainly or wholly for the exhibition of pictures or other optical effects by means of cinematography or other suitable apparatus or for dramatic or circus performances or for any other public amusement or entertainment.]

### [SECTION 4-B(2)]

**<sup>3</sup>[2-A. Form of Register to be kept by the Inspector concerned of the shop or commercial establishment and the fees charged for their registration and its validity.**—(1) The register of shops or commercial establishments shall be maintained in Form 'K'.

<sup>4</sup>[(2) The owner of every shop or commercial establishment shall within the period as specified in sub-section (1) of Section 4-B of the said Act, make an application in Form "L" to the Inspector concerned for registration of his shop or commercial establishment. The application shall be signed by the owner and accompanied by a Treasury Challan/Bank Draft (crossed) in favour of the Inspector concerned in proof of payment of registration fee as specified below. The maximum number of employees employed in the shop or commercial establishment on any day during the financial year in respect of which the registration is sought will be taken into consideration for deciding the amount of fee leviable.

PART I				
Sl. No.	Category of shop	Fee per financial year or part of the year	Category of commercial establishment	Fee per financial year or part of the year
1	2	3	4	5
		Rs		
1.	With no employee	40	With no employee	80
2.	Employing 1 to 5 employees	200	Employing 1 to 5 employees	300
3.	Employing 6 to 10 employees	300	Employing 6 to 10 employees	400
4.	Employing 11 to 25 employees	500	Employing 11 to 25 employees	1000
5.	Employing more than 25 employees	1000	Employing more than 25 employees	2000

PART II		
Sl. No.		
		Rs
1.	Commercial establishment which is used as theatre or cinema or for any other public amusement or entertainment or Barat Ghar or Guest houses	1000
2.	Hotel up to three-starred standard	2000
3.	Four or five-starred hotels or hotels of like standard	5000
4.	Any shop or commercial establishment having ownership of registered company employing 1 to 25 employees	1000
5.	Non-Banking Financial Institution/Adhishthan	2000]

1. *Vide* Noti. No. 2084(LL)/XXXVI-B-489(LL)-1962, dated May 1, 1963, published in U.P. Gazette, Extraordinary, of the same date.

2. *Subs.* by Noti. No. 4375(V)/36-3-712(S)-80, dated Feb. 3, 1984 (w.e.f. 3-2-1984).

3. *Subs.* by Noti. No. 4375(V)/36-3-712(S)-80, dated Feb. 3, 1984 (w.e.f. 3-2-1984).

4. *Subs.* by Noti. No. 3504/XXXVI-3-2000-3(DV)-97, dt. 22-12-2000 (w.e.f. 22-12-2000).

## [SECTION 4-B(3)]

(3) If the Inspector concerned is satisfied about the correctness of the statement made in the application as provided in sub-section (2) of Section 4-B, he shall register the shop or commercial establishment in the register of shops or commercial establishments and issue a registration certificate in Form 'M'. The registration certificate shall, on demand, by the Inspector concerned be shown to him by the owner.

<sup>5</sup>[(4) Every owner of a shop or commercial establishment shall get his shop or commercial establishment registered for five financial years and if it is a case of renewal, renewed for five financial years which may be up to ten financial years at the time of next renewal under this Act on payment of prescribed fee. The shops and commercial establishments which are run on yearly contract basis shall pay the prescribed fee for that financial year only for which the contract has been given.

(5) Every registration certificate granted under Section 4-B or renewed under Section 4-C shall remain valid for such number of financial years, as it is registered or renewed for.

(6) *Amendment of Registration Certificate.*—The owner shall communicate in Form 'N' to the inspector concerned any change in the name and address of the shop or commercial establishment, name or names of the employers or change in the number of employees within 15 days of the date of occurrence of such change together with registration certificate and Treasury Challan/Bank Draft (Crossed) for Rs 5 in the case of a shop or commercial establishment having no employee and Rs 10 in the case of others and the amount, if any payable as specified in sub-rule (1) above having regard to the increase in the number of employees. The inspector concerned after being satisfied about the correctness of the change, shall make necessary amendments in the register of shops or commercial establishments and in the registration certificate and issue a fresh registration certificate, if necessary.]

## [SECTION 4-C]

(7) *Renewal of registration certificate.*—(i) Every application for renewal of a registration certificate may be made on plain paper stating therein the name of owner, name and address of shop/commercial establishment and number of employees, to the Inspector concerned and shall be accompanied by the prescribed fee. The renewal of the registration certificate shall be in Form 'M'.

(ii) The fee chargeable for renewal of a registration certificate shall be the same as for the grant thereof.

<sup>6</sup>[(8) *Late fee on application for Registration Certificate and its renewal.*—If an application for registration of a shop or commercial establishment is not received within the period specified under sub-section (1) of Section 4-B of the Act or an application for renewal of the registration is not received within the period specified in sub-rule (7) such registration or renewal, as the case may be, shall be made only on the payment of a late fee at the rate of 12-1/2 per cent of the fee of registration or renewal, per month or part thereof, in addition to the prescribed fee. The late fee shall accompany the application.]

(9) *Transfer of registration certificate.*—The registration certificate under these rules shall not be transferable. In case of transfer of ownership of a shop or

commercial establishment the new owner shall have to apply afresh and obtain a registration certificate in that behalf on payment of the prescribed fee for it.

## [SECTION 4-D]

<sup>7</sup>[(10) *Issue of duplicate copy of Registration Certificate.*—Where a registration certificate issued under Section 4-B or renewed under Section 4-C is lost, destroyed, torn, defaced, mutilated or otherwise becomes illegible, an application to the Inspector concerned for the issue of a duplicate copy thereof shall be made in Form 'O' accompanied by a Treasury Challan/Bank Draft (Crossed) for Rs 5 or Rs 10, as the case may be, on account of fee as specified below:—

For shops or commercial establishments:—

- |                      |       |
|----------------------|-------|
| (i) Without employee | Rs 5  |
| (ii) With employees  | Rs 10 |

Upon receipt of such application together with the fee, the Inspector concerned shall issue a duplicate copy of the registration certificate duly marked 'DUPLICATE' in red ink.]

(11) Payment of any fees under these rules through the Government Treasury or State Bank of India shall be credited under the Head of Account "0230—Labour and Employment—09—Shops & Commercial Establishments—Nibandhan Fees—800 Miscellaneous Receipts".

(12) *Closing down of shop or commercial establishment to be communicated to the Inspector concerned.*—The owner shall, within 15 days of his closing down the shop or commercial establishment, notify such closure in writing to the Inspector concerned. On receipt of the information and having been satisfied that the shop or commercial establishment has actually been closed down, the Inspector concerned shall remove such shop or commercial establishment from the register of shops or commercial establishments and cancel the registration certificate. The registration fee/renewal fee shall, in no case, be refunded.

(13) *Display of the registration number in the shop or commercial establishment.*—Every owner of the shop or commercial establishment shall display at a conspicuous place in his shop or commercial establishment the registration number on a plate with letters and figures at least 5 cms high and 1 cm thick written in white or luminous paint of any colour.]

## [SECTION 5(1)]

<sup>8</sup>[3. **Hours of business.**—(1) No employer shall on any day open before 9 a.m. or keep after 8 p.m. any shop, not mentioned in Schedule II of the Act:

Provided that in summer the employer may open before 10 a.m. but not before 9 a.m.

*Explanation.*—For the purposes of the above proviso "summer" means the period from midnight of March 14 to midnight of September 14, in any year:

Provided further that shops exclusively or mainly dealing in foodgrains, pulses and oilseeds may open earlier but not before 8 a.m.

(2) No employer shall on any day open before 9 a.m. or keep open after 7 p.m. any commercial establishment, not mentioned in Schedule II of the Act.

5. Subs. by Noti. No. 1036(I)/XXXVI-3-712(S)-80, dt. 20-8-1994 (w.e.f. 20-8-1994).

6. Subs. by Noti. No. 1036(I)/XXXVI-3-712(S)-80, dt. 20-8-1994 (w.e.f. 20-8-1994).

7. Subs. by Noti. No. 1036(I)/XXXVI-3-712(S)-80, dt. 20-8-1994 (w.e.f. 20-8-1994).

8. Subs. by Noti No. 37073-3-19(S)/87, dt. Feb 3, 1989.

(3) The shops and commercial establishments wherein only wholesale business of foodgrains, pulses and oilseeds is carried on, and which are situated in a grain mandi specified in this behalf by the District Magistrate having jurisdiction over the area may open earlier, but not before 6 a.m.]

## [SECTION 6(1)]

<sup>9</sup>[4. **Information of overtime work.**—Whenever any employee is required or allowed to work overtime under the first proviso to sub-section (1) of Section 6, the employer shall within twenty-four hours of the expiry of the period of such work, furnish information giving the name of the employee, and the duration of overtime work to the Chief Inspector and to the Inspector concerned.]

## [SECTION 8(1)(b)]

<sup>10</sup>[5. **Public holidays.**—For the purposes of clause (b) of sub-section (1) of Section 8 and clause (i) of Section 9 the following shall be the public holidays—

- (1) Republic Day;
- (2) Holi Parewa;
- (3) Birthday of Dr Ambedkar;
- (4) Independence Day;
- (5) Birthday of Mahatma Gandhi;
- (6) Diwali Parewa;
- (7) Kartiki Poornima; and
- (8) Idu'1 Fitr.]

## [SECTION 8(2)]

6. **Approval of an employer's choice of a close day.**—Every District Magistrate shall, for the area within his jurisdiction, be the authority empowered under sub-section (2) of Section 8 to approve the choice by the employer of a close day.

## [SECTION 8(2) and (3)]

7. **Notice of close day and notice of alteration in close day.**—(1) The notice for the approval of a close day under sub-sections (2) and (3) of Section 8 of the Act, shall be in Form "A".

(2) For fixation of a uniform close day for a locality under the first proviso to Section 8 or for altering the close day on a written request of the majority of the employers in a locality, under the second proviso to the said section, the authority appointed under sub-section (2) of Section 8, shall ascertain the views of the majority of the employers in the locality in regard to the proposed close day by calling a meeting of the employers or in such other manner as he may deem fit and shall fix or alter the close day for that locality after considering the views, if any, so ascertained.

(3) A copy of the order passed by the aforesaid authority shall be sent to the Chief Inspector and the Inspector concerned, as soon as possible.

9. Subs. by Noti No. 3044(v)/XXXVI-3-704(v)-72-UPA-26/1962-Rule-1963-AM (2)-77, dated December 3, 1977.

10. Subs. by Noti No. 2454/XXXVI-3-67(Sa)-86, dated 28-11-1995 (w.e.f. 28-11-1995).

## [SECTION 8(2)]

8. **Notice specifying close day.**—(i) The notice specifying close days, shall be in Form, "B".

(ii) A copy of every such notice shall be sent by the employer to the Inspector concerned within two days of its being first displayed in the shop or commercial establishment.

## [SECTION (9)]

9. **Notice of weekly holiday.**—Every employer shall exhibit in his shop or commercial establishment a notice in Form "C" specifying the day or days of the week on which the employees shall be given holiday. The notice shall be exhibited before the persons employed cease work on the Saturday immediately preceding the week during which it will have effect.

## [SECTION 10]

10. (i) **Earned Leave**—

(a) Every application for earned leave shall be made in writing and in case of leave for more than three consecutive days shall ordinarily be made at least seven days before the date from which leave is required. An application for leave for three days or less shall ordinarily be made at least twenty-four hours before the date from which leave is required:

Provided that earned leave shall not be taken more than three times in a year.

(b) The earned leave applied for, may be refused by the employer on grounds of exigency of work and reasons for giving refusal shall be recorded in writing and communicated to the employee concerned.

(c) The order on an application, either accepting or refusing earned leave shall be passed and communicated to the employee before the date from which leave has been applied for.

(d) Every application for earned leave and the orders of the employer passed thereon shall be retained by the employer for a period of not less than three years.

(e) The employer shall at the close of every year, communicate in writing to the employee, on demand made by him, the account of his earned leave including leave carried forward from the previous year, the leave earned during the year, the leave availed during the year and the leave to be carried forward to the next year.

(ii) **Sickness leave**—

No application from an employee for sickness leave, in accordance with the provisions of sub-section (2) of Section 10 shall be refused, but if in any case the employer is not satisfied about the truth of the assertion set out therein, the employer may require it to be supported by a certificate from a registered medical practitioner recommending the leave applied for.

(iii) **Casual leave**—

(a) Every application from an employee for casual leave shall be in writing. The employer shall record his orders on all such applications and shall retain them for at least one year.

- (b) Ordinarily no application for casual leave for one day in any month, if due, shall be refused by the employer. Where, however, an employee has rendered more than one month's service in any calendar year, he may apply for a part or the whole of the casual leave due to him, provided that such leave does not exceed one day for every month of service rendered by him in that calendar year.
- (c) An employer may after recording his reasons in writing refuse an application for casual leave from an employee on grounds of exceptional pressure of work requiring his attendance on the day or days in respect of which casual leave has been asked for:

Provided that leave shall not be refused where it has been asked for on account of accident, physical injury to the employee, death in the family or sickness of the employee, his wife or child.

- (d) Where an application has been made on grounds of physical injury or sickness of the employee, his wife or child, an employer may get the employee or the wife or child of the employee, as the case may be, examined at his (employer's) own expense by a registered medical practitioner for the purpose of verifying the facts mentioned in the application for leave and may grant or reject the application on the basis of the certificate of such medical practitioner.
- (e) The medical certificate shall be retained by the employer for at least one year.
- (f) Where an application for casual leave is refused by an employer under clause (c) the employer shall, therefor, grant equivalent leave to the employee in the same calendar year.
- (g) Any casual leave, not applied for, by an employee during a calendar year, shall lapse.

#### [SECTION 13]

**11. Payment of wages.**—(1) Wage period may be monthly, fortnightly, weekly or daily. Where the wage period consists of a month every employer shall pay the wages of his employee, before the expiry of the seventh day after the last day of the wage period in respect of which the wages are payable. Where the wage period is either a fortnight or a week, payment shall be made by the employer before the expiry of three days after the last day of the wage period in respect of which the wages are payable, where the wage period is daily, payment shall be made by the employer before the expiry of 24 hours of the wage period:

Provided that if an employee be absent on a day on which payment would have been made, but for such absence the payment shall be made within three days after the employee returns to work or demands payments.

- (2) All payment of wages shall be made on a working day.

#### [SECTION 15]

**12. Deduction from wages.**—(1) No deduction shall be made by an employer from the wages of an employee except on account of—

- (a) fines;  
(b) absence from duty;

- (c) damage to or loss of goods expressly entrusted to the employee for custody, or loss of money for which he is required to account, where such damage or loss is directly attributable to his neglect or default;
- (d) house accommodation supplied by the employer where the rent was being charged by the employer from the employee on the date the Act came into force;
- (e) such amenities and services as the State Government may, by general or special order, specify.
- Explanation.*—The word "services" in this sub-rule does not include the supply of tools and raw materials required for the purposes of employment;
- (f) recovery of advance or of overpayment of wages;
- (g) income tax payable by the employee;
- (h) amounts required to be recovered by order of a court or other authority competent to make such order;
- (i) subscription to, or repayment of advance from, any provident fund to which the Provident Funds Act, 1925 (XIX of 1925), applies or any other provident fund recognised under Rule 3 of Part A of the Fourth Schedule to the Income Tax Act, 1961 (43 of 1961), or approved in this behalf by the State Government during the continuance of such recognition or approval;
- (j) payments to co-operative societies approved by the State Government;
- (k) revenue stamps required to be attached to pay receipts;
- (l) supply of cooked food or refreshment during the hours of employment in accordance with any scheme previously approved by the Chief Inspector;
- (m) payment of any insurance premium on the employee's life insurance policy or of contribution to the National Defence Fund or any Defence Saving Scheme approved by the State Government, provided that prior written authorization in this behalf is obtained from the employee;
- (n) payment of security deposits agreed to in writing by an employee and in accordance with any scheme approved previously in writing by the Chief Inspector;
- (o) employee's contribution to a superannuation fund approved under Part B of the Fourth Schedule to the Income Tax Act, 1961, or of any similar scheme agreed to in writing by employer and previously approved in writing by the Chief Inspector.

*Explanation.*—(i) Every payment made by an employee to the employer or his agent shall, for the purposes of these rules, be deemed to be a deduction from wages.

(ii) Every deduction made by an employer or his agent from any deposit taken from an employee as security for the purposes of employment shall be deemed to be a deduction from wages.

- (2) No fine shall be imposed on an employee—

- (a) except for an act or omission specified by the employer with the approval of the Chief Inspector or the Deputy Chief Inspector; or
- (b) without giving the employee concerned a reasonable opportunity of showing cause against the proposed fine:

Provided that the employer may if he is satisfied that for some reason to be recorded by him in writing it is not reasonably practicable to give the employee an opportunity to show cause, dispense with such opportunity.

(3)(a) Deductions may be made under clause (b) of sub-rule (1) only on account of the absence of an employee from the place or places where, by the terms of his employment he is required to work, such absence being for the whole or any part of the period during which he is so required to work.

(b) The amount of such deductions for absence from duty shall, in no case, bear to the wages payable to the employee in respect of the wage period for which the deduction is made, a larger proportion than the period for which he has been absent bears to the total period, within such wage period during which by the terms of his employment, he was required to work:

Provided that, subject to any orders made in this behalf by the State Government, if ten or more employees or where the total number of employees is 20 or less one-half of the total number acting in concert absent themselves without the due notice (that is to say without giving the notice which is required under the terms of their contract of employment), and without reasonable cause, such deduction from any employee may include such amount not exceeding his wages for eight days as may by any such terms be due to the employer in lieu of the notice.

*Explanation.*—For the purpose of this sub-rule, an employee shall be deemed to be absent from the place where he is required to work if, although, present in such place he refuses in pursuance of a stay-in-strike or for any other cause, which is not reasonable in the circumstances, to carry out his work.

(4) A deduction under clause (c) of sub-rule (1) shall not exceed the amount of damage or loss caused to the employer by the neglect or default of the employee and shall not be made until the employee has been given an opportunity of showing cause against such deduction.

(5) A deduction under clause (d) or clause (e) of sub-rule (1) shall not be made from the wages of an employee unless the house accommodation, amenity or service has been accepted by him, as the term of employment or otherwise, and such deduction shall not exceed an amount equivalent to the value of the house accommodation, amenity or service supplied and in the case of a deduction under clause (e) shall be subject to such conditions as the State Government may impose in the order specifying the amenities or services.

(6) Deductions under clause (f) of sub-rule (1) shall be subject to the following conditions—

- (i) recovery of an advance of money given before employment began shall be made from the first payment of wages in respect of a complete wage period, but no recovery shall be made of such advances for travelling expenses;
- (ii) recovery of advances of wages not already earned shall be subject to any order made by the State Government regulating the extent to which such advances may be given and the instalments by which they may be recorded;
- (iii) no instalments for recovery of advance shall exceed one-third, or where the wages for any wage period do not exceed Rs 20, one-fourth of the wages for the period in respect of which the deduction is made; and

(iv) the amount and date of every advance and its repayment with the date thereof shall be entered in Form "G" prescribed under Rule 18.

(7) Deductions under clause (j) of sub-rule (1) shall be subject to such conditions as the State Government may, by order, impose.

(8) All such deductions and realizations shall be recorded in a register in Form "D".

[SECTION 17(1)]

**13. Register of fines.**—(1) Every employer shall maintain a register of fines and realization thereof in Form "E".

(2) At the beginning of the register shall be entered serially numbered approved purposes for which the fines realised can be expended.

[SECTION 17(2)]

**14. Utilization of fines for beneficial purposes.**—(1) The Chief Inspector shall be the authority empowered under sub-section (2) of Section 17 of the Act, by the State Government to approve the purposes on which recoveries of fines may be applied.

(2) The Chief Inspector may, by general or special order, direct that the recoveries of fines shall be expended in whole or part within such reasonable time as may be specified by him.

[SECTION 19(2)]

**15. Acts constituting misconduct.**—The following acts or omissions shall constitute misconduct for purposes of sub-section (2) of Section 19—

- (a) wilful insubordination or disobedience whether alone or in combination with another of any lawful order of a superior;
- (b) striking work either singly or with any other employee without giving due notice prescribed by any law for the time being in force;
- (c) inciting, whilst in the shop or commercial establishment, any employee to strike work;
- (d) theft, fraud or dishonesty in connection with the employer's business or property;
- (e) taking or giving bribe or any illegal gratification whatsoever;
- (f) habitual absence without leave;
- (g) drunkenness, fighting, riotous or disorderly behaviour or conduct likely to cause a breach of peace, or conduct endangering the life or safety of any other person or any act subversive of discipline and efficiency and any act involving moral turpitude, committed within the shop or commercial establishment;
- (h) habitual negligence or neglect of work;
- (i) threatening or intimidating any employee in the shop or commercial establishment;
- (j) disclosing to an unauthorised person any information in regard to the working process of the shop or commercial establishment which comes into the possession of an employee during the course of his work;
- (k) gambling within the shop or commercial establishment;
- (l) sleeping while on duty; and

(m) insubordination, malingering, deliberate delaying of production or carrying out of orders.

*Explanation.*—No act of misconduct which is committed on less than three occasions within one year or a lesser period shall be treated as “habitual”.

#### CASE LAW

**Strike.**—In order to amount to strike it must be an action in pursuance of a concerted decision by workmen. If a workman acting on his individual whim decides on cessation of work it would not amount to ‘strike’ as defined under Industrial Disputes Act, *Chhedi Lal Karia v. W.D. Pvt. Ltd.*, 1975 Lab IC 681.

**Notice.**—To attract Rule 15(b) the action of the employee must amount to strike for then alone a notice prescribed by law is required. No notice is required for mere absence from work, *Chhedi Lal Karia v. W.D. Pvt. Ltd.*, 1975 Lab IC 681.

#### [SECTION 26]

**16. Maternity benefit.**—(1) The maternity benefits payable to a woman employee under Section 26 shall be at the rate of her average daily wages calculated on the total wages earned on the days when full-time work was done during a period of three months immediately preceding the date on which she has given notice under sub-section (1) of Section 24 or at the rate of Re 1 per day, whichever is more.

(2) The payment of maternity benefit accruing to a woman employee shall be made to her at any time not later than one week after the date of her delivery. Provided that if a woman dies during this period, the maternity benefit shall be payable only for the days up to and including the day of her death.

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

(4) Payment in respect of a claim of maternity benefit shall be made by the employer to the woman employee concerned or to a person nominated by her in writing or acting on her behalf, or in case of her death to the person who undertakes the care of the child and if the child does not survive her, to her legal heir.

#### [SECTION 24(1)]

**17.** The notice under sub-section (1) of Section 24 shall be in Form “F”. This form shall be made available by the employer to the employee concerned at any time during working hours.

#### [SECTION 32]

**18. Maintenance of register, record, etc.**—(1) Every employer shall—

(a) Employing up to ten employees shall also maintain a register in respect of attendance, and payment of wages, deductions and leave facilities in Form ‘CC’.

(b) Employing employees exceeding ten but not exceeding twenty-five shall maintain the register of attendance and wages in Form ‘G’ and also maintain a register of leave in Form ‘H’.

(c) Employing employees exceeding 25 shall be required to maintain a register of attendance and wages in Form ‘G’, a register of leave in Form ‘H’, a register of deductions from wages in Form ‘D’.

(2) Every employer employing more than 25 employees shall exhibit in his shop or commercial establishment a notice containing such extracts of the Act and these rules in Hindi written in Devnagri script, as the Chief Inspector may direct.

(3) Any notice required to be exhibited under these rules shall be exhibited in such manner that it can readily be seen and read by any person whom it affects and shall be in Hindi written in Devnagri Script. Every such notice shall be renewed promptly, whenever it becomes defaced or otherwise illegible.

(4) In any register or record which an employer is required to maintain under these rules, the entries relating to any day shall, as far as possible, be made on that particular day.

(5) The registers and notices to be kept by the employers relating to any year shall be preserved for six years after the expiry of the year to which they relate and shall be produced before an Inspector.]

#### CASE LAW

**Omission to mark attendance.**—Omission to mark the attendance of the worker in the register would not strictly amount to an offence. Where the omission of attendance related to a recent date and no question was put to the accused under Section 342, Cr.P.C., 1898 no infringement of rule was necessarily involved, *State v. Mirza Bashir Beg*, 1973 All Cr R 124 : 1973 All WR 150 : 1973 All LJ 220 : 1973 Cri LJ 1645.

#### [SECTION 30]

**19. Manner of entry into premises and examination of records and registers, etc.**—(1) An Inspector making entry under Section 30 may interrogate such persons as he may consider necessary.

(2) The Inspector may also call for any information, document or record relevant to his examination and obtain copy thereof.

(3) Before seizing any register, record or document the Inspector shall record in writing his reasons for such seizure and shall as soon as may be after the seizure grant a receipt for the same and shall retain the same only for so long as may be necessary for examination thereof for prosecution.

(4) After entry and on examination the Inspector shall record an inspection note, in duplicate and shall furnish one copy thereof to the employer. The inspection note shall state any defects or defaults that may come to light at the time of examination.

(5) An Inspector may require an employer to produce at his own expense a certificate of age in Form “I” of a registered medical practitioner in respect of any employee whose age he may have reason to doubt and whom he considers to have been employed in contravention of the provisions of the Act.

#### [SECTION 32]

**20. Inspector’s Visit and Inspection Book.**—Every employer shall maintain an Inspector’s Visit and Inspection Book in his shop or commercial establishment and shall produce the same before the Inspector on demand. The book shall contain all Inspection notes recorded or issued by Inspector in respect of that shop or commercial establishment.

21. Where the Chief Inspector is satisfied that the maintenance of any register in the form prescribed in these rules will entail particular hardship in the case of any shop or commercial establishment or class of shops and commercial establishments, he may allow the employers thereof to maintain the register in such modified form as may be determined by him.

**CASE LAW**

Where the proprietor of the shop was absent at the time of the Inspector's visit he cannot be punished for not producing the books before the Inspector, *State v. Mirza Bashir Beg*, 1973 All LJ 220: 1973 Cr LJ 1645:1973 All Cri R 124: 1973 All WR 150.

22. (1) Whenever the Collector is satisfied in respect of a shop that it deals exclusively or mainly in the material needed for burial, funeral and cremation purposes, he shall issue a notification in Form 'J' in respect of the shop.

(2) The notification shall be published by—

(a) delivering a copy thereof to the employer of the shop and another to the Inspector concerned; and

(b) being displayed on the notice-board of the office of the Collector.

(3) A notification under sub-rule (1) may, for reasons to be recorded, be cancelled by the Collector after allowing the employer of the shop an opportunity to show cause against the proposed cancellation.

**FORM "A"**

(See Rule 7)

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963)  
**Notice of Weekly Close Day or an Alteration in Weekly Close Day**

Name and address of shop/commercial establishment\* .....

Notice is hereby given that with effect from ..... the above shop/commercial establishment\* proposes to observe ..... as the weekly close day/alter the existing weekly close day\* from ..... to .....

Dated ..... 20 .....

Signature of Employer

\*Strike out the words not applicable.

**FORM "B"**

[See Rule 8(1)]

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963)  
**Notice Specifying Close Days**

Name and address of shop/commercial establishment:

Name and address of employer:

The following days shall be observed as close days (weekly close day and public holidays) with effect from ..... by the above shop/commercial establishment.

Weekly close day

Public Holidays

Dated ..... 20 .....

Signature of Employer

Copy forwarded to the Inspector .....  
for information.

Dated ..... 20 .....

Signature of Employer

**FORM "C"**

[See Rule 9]

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963)

**Notice of Weekly Holiday**

Name and address of shop/commercial establishment .....

Name and address of the employer .....

The persons employed in this shop/commercial establishment shall be given a holiday on the day mentioned below in the week following the date of this notice and until further notice.

Serial No.	Name of employee	Date on which weekly holiday is allowed
------------	------------------	---

Dated ..... 20 .....

Signature of Employer

<sup>12</sup>[FORM "CC"]

[See Rule 18(1)(a)]

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963)

**Register of Attendance and Wages Register**

Name of employee ..... Man/Woman/young person/child, Father/Husband's

Name ..... Address .....

Nature of employment .....

Whether employed on daily, monthly, contract or piece-rate wages with rate .....

Wages period ..... Date of Employment .....

**Entitlement of Leave and its sanction**

Date	Signature or thumb-impression of the employee	Earned leave unavailed at the beginning of the month	Earned leave availed	Casual leave unavailed at the beginning of the month	Casual leave availed	Medical leave unavailed at the beginning of the month	Medical leave availed
1	2	3	4	5	6	7	8

Overtime worked	Deductions				Total Deductions	Total Amount payable at the end of the month
Hours of work	Wages	Advance	Deductions for absence	Any other deductions		
9	10	11	12	13	14	15

## FORM "D"

<sup>13</sup>[See Rules 12(8) & 18(1)(c)]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

## Register of Deduction From Wages

(From ..... to .....)

Name and address of the shop/commercial establishment .....

Serial No.	Name of employee	Rate of wages including dearness allowance	Deduction Imposed		Reason for deduction if for damage or loss—mention the nature of the damage or loss caused, with date
			Date	Amount	
1	2	3	4	5	6

Rs. np.

If deduction is for damage or loss, mention whether the employee showed cause against the deduction and, if so, the date of it	Number of instalments if any	Amount realized		Remarks	Signature of employee
		Date	Amount		
7	8	9	10	11	12

Rs. np.

## FORM "E"

[See Rule 13]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

## Register of Fines and Realization Thereof

Name and address of the shop/commercial establishment .....

Serial No.	Name of employee with number in register of employees	Rate of wages	Act or omission for which fined	Fines imposed	
				Date	Amount
1	2	3	4	5	6

Date	Fines realized or remitted		Rate of realization or disbursement	Amount realized	Reference to serial number (Col. 1)
	Amount realized	Amount remitted			
7	8	9	10	11	12

Amount disbursed	Object for which disbursed	Amount in hand in the Fund	Remarks	Signature of employer or of his agent
13	14	15	16	17

13. Subs. by *ibid.*

## FORM "F"

[See Rule 17]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

## Notice under Section 24(1) of the U.P. Dookan Aur Vanijya Adhishthan Adhiniyam, 1962

Name of employer:

I, ..... wife/daughter a woman worker in the ..... shop/commercial establishment hereby given notice to my employer that I except to be confined within six weeks, from ..... I will be absent from the shop/commercial establishment from this date and that I shall not work in any employment during the period for which I receive maternity benefit.

Dated ..... 20 .....

Signature of the woman employee.

## FORM "G"

<sup>14</sup>[See Rule 18(1)(b) and (c)]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

## Register of Attendance and Wages

Name of employee ..... Man/Woman/Young Person/Child,  
 Father/Husband's name ..... Address .....  
 Nature of employment ..... Whether employed on daily, monthly, contract or piece-rate wages with rate ..... Wage period .....  
 Date of Employment .....

Date	Work begins	Rest		Work ends	Overtime worked	Wages earned		
		From	To			Basic	D.F.A.	Overtime
1	2	3	4	5	6	7	8	9

Signature or thumb-impression of employee	Advance		Advance	Balance
	Amount	Date		
10	11	12	13	14

Fines or other deduction vide Forms D and E	Net Amount due	Signature or thumb-impression of employee
15	16	17

Received Rs. .... P ..... in words Rupees .....  
 to ..... on account of wages for the wage period from .....  
 Signature of employee ..... Signature of employer .....

14. Subs. by Noti No. 1036(I)XXXVI-3-712(S)-80, dt. 20-8-1994 (w.e.f. 20-8-1994).



**FORM "H"**

<sup>15</sup>[See Rule 18(1)(b) and (c)]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

**Register of Leave**

Period from ..... to .....

Name of employee ..... Nature of employment .....  
 ..... Father's name ..... Date of employment .....

Balance carried forward	Date on which leave applied for	Earned leave		Balance due	Sickness leave	
		Date of availing leave From	To		Date of availing leave From	To
1	2	3	4	5	6	7

Balance due	Date of application	Whether application granted or refused	Casual leave		Balance due	Signature of employer
			Date of availing leave From	To		
8	9	10	11	12	13	14

Signature of Employer

**FORM "I"**

[See Rule 19(5)]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

**Form of Certificate**

I hereby certify that I have personally examined (name) .....  
 ..... son/daughter of ..... (caste, etc.), residing at .....  
 ..... and that he/she has completed his/her  
 twelfth/seventeenth year, his/her description marks are .....

Dated ..... 20 .

Medical Practitioner

**FORM "J"**

[See Rule 22(i)]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

**Notification**

Name and address of the shop .....

Name and address of the employer .....

It is hereby notified that the above shop deals exclusively/mainly in material needed for burial, funeral and cremation purposes.

15. Subs. by Noti No. 1036(I)/XXXVI-3-712(S)-80, dt. 20-8-1994 (w.e.f. 20-8-1994).

Collector,

Date.....20 .

District.....

<sup>16</sup>[FORM "K"]

[See Rule 2-A(1)]

**PART I—Shops**

**PART II—Commercial Establishments**

**Register of Shops or Commercial Establishments**

Region .....

Class of shops or commercial establishments .....

Serial No.	Registration certificate, number and date of registration	Name of the shop/commercial establishment	Location and address	Name of the owner with address
1	2	3	4	5

Name of the Partner(s) with address	Name of the Manager with address	Nature of business	Date of commencement of business
6	7	8	9

Name of member(s) of employer's/Owner's family who are not employed within the meaning of Section 2(6)	No. of other persons occupying managerial, confidential or supervisory positions within the meaning of Section 3(1)(a)
Male Female Young persons	
10 11 12	13

Total Number of employees	Date of renewal	Details of fee Treasury Challan/Indian Postal Order (Crossed)/ Bank Draft (Crossed) Amount No. and date	Date of inspection	Remarks
Male Female Young persons				
14 15 16	17	18	19	20

**FORM "L"**

[See Rule 2-A(2)/Section 4-B(1)]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

**Application for registration—Statement of facts**

1. Name of the Shop/Commercial Establishment.
2. Location and Postal Address.
3. Full name of the owner, including father's/husband's name and his/her residential address.

16. Ins. by Noti. No. 4257(v)/36-3-728(S)-76, dated November 4, 1976 (w.e.f. 3-11-1976).

4. Full name of the manager, if any, including his father's/husband's name and his/her residential address.
5. Names of the partner(s), if any, and the residential address of each (if a partnership concern).
6. Nature of business.
7. Date of commencement of business.
8. Names of members of owner's family employed in the shop/commercial establishment.

No.	Relationship
Male	
Female	
Young persons	
Total	

9. Names of employees:
  - (1) in managerial, confidential and supervisory capacity.
  - (2) Others (categorywise)
10. Total number of employees.

No.	Relationship
Male	
Female	
Young persons	
Total	

11. Previous Registration Certificate Number (Certificate to be attached to this application).
12. Year for which renewal is required.
13. Details of remittance [enclose Treasury Challan obtained from Treasury or Indian Postal Order (Crossed) or Bank Draft (Crossed)].

Name of Treasury or Post Office or Bank	Treasury Challan/Indian Postal Order (Crossed)/Bank Draft (Crossed) No.—Date—	Amount paid by way of		
		Fee	Penalty	Total
1	2	3	4	5

I hereby declare that the details given above are correct to the best of my knowledge and belief.

Place \_\_\_\_\_  
Date \_\_\_\_\_ Signature of the Owner.

**FORM "M"**

[See Rule 2-A(3)/Section 4-B(3)]

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963)

**Registration Certificate of Shop or Commercial Establishment**

1. Name of the shop or commercial establishment.
2. Full postal address and location.
3. Name of the owner.
4. Nature of business.
5. Number of employees.
6. Registration number.

It is hereby certified that the shop/commercial establishment, the particulars of which have been given above, has been registered under the U.P. Dookan Aur Vanijya Adhishtan Adhinyam, 1962 on this day..... 20 .....

*Signature of the Chief Inspector of Shops and Commercial Establishments, Uttar Pradesh*

*Renewals*

Date of renewals	From	To	Signature of the Chief Inspector of Shops and Commercial Establishments, U.P. with seal
1	2	3	4

**FORM "N"**

[See Rule 2-A(6)]

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Adhinyam, 1963)

**Notice of Change**

Name of the shop/commercial establishment already registered  
Name of the owner  
Registration Certificate Number  
Address

Dated this ..... day of ....., 20 .....

To,  
The Chief Inspector,  
Shops and Commercial Establishments,

Sir,  
Notice is hereby given that the following change has taken place in respect of information forwarded to you in Form 'L' which please note.

The registration certificate and Treasury Challan/Indian Postal Order (Crossed)/Bank Draft(Crossed) No. ...., dated ....., for Rs. .... are enclosed.

Signature of Owner.

**Note.**—The notice of change in this form shall be sent together with such fee as prescribed.

**FORM "O"**

[See Rule 2-A(10)/Section 4-D]

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963)

**Notice of loss of registration certificate and application for issue of duplicate certificate**

Name of the shop/commercial establishment  
Address  
Registration number

To,  
THE CHIEF INSPECTOR,  
SHOPS AND COMMERCIAL ESTABLISHMENTS,

Sir,  
This is to inform you that the registration certificate of the shop/commercial establishment has been lost/torn/destroyed/damaged/defaced due to ..... (here specify the reasons or circumstances).

Kindly issue a duplicate certificate. Treasury Challan/Indian Postal Order (Crossed)/Bank Draft (Crossed) No. ...., dated ....., for Rs. .... is enclosed.

Yours faithfully,

Signature of Owner

## NOTIFICATION

**Noti. No. 401/36-3-06-7(MW)/04, dt. 24-2-2006.**—In exercise of the powers under clause (b) of sub-section (1) and sub-section (2) of Section 3 read with clause (i) of sub-section (1) of Section 4 of the Minimum Wages Act, 1948 (Act No. XI of 1948), and in supersession of the notifications mentioned in Annexure I and after considering objections and suggestions received in respect of the Government Notifications No. 198/36-3-99-8(MW)/89, dated February 4, 2000, No. 3604/36-3-99-3 (MW)/97, dated October 25, 1999, No. 200/36-3-2000-3 (MW)/83, dated February 3, 2000, No. 4106/36-3-99-65(MW)/84, dated December 22, 1999, No. 605/36-3-2000-13(MW)/91 T.C., dated March 6, 2000, No. 3704/36-3-99-3(MW)/99, dated November 22, 1999 and No. 419/36-3-2000-1044(MW)/75 T.C., dated March 22, 2000 published in Official Gazette and with the advice of the Uttar Pradesh Minimum Wages Advisory Board, the Governor is pleased to revise the minimum basic rates of wages, on the average Price Index No. 522 for the period from July 2004 to December 2004, of All India Consumer Price Index (1982=100) for the employees employed in 59 scheduled employments mentioned in Annexure I below with effect from the date of publication of this notification in the Gazette:—

Basic rate of wages in employment mentioned at **Serial No. 1 to 58** of Annexure I will be as follows—

Sl. No.	Category	Minimum basic wage rates payable to employees
1.	Unskilled	Rs 2600.00 per month
2.	Semiskilled	Rs 2964.00 per month
3.	Skilled	Rs 3290.00 per month

Basic rate of wages in employment mentioned at **Serial No. 59 (Employment in Brick Kiln Industry)** of Annexure I will be as follows—

Sl. No.	Category	Minimum basic wage rates payable to employees
1.	Unskilled	Rs 2600.00 per month
2.	Skilled	Rs 3290.00 per month
1[***]		

**Note:**—Categories of the employees are mentioned in Annexure II

**2. Variable Dearness Allowance.**—For any rise over 522 points of All India Consumer Price Index (1982=100), neutralising the dearness 100%, the Variable Dearness Allowance shall be paid from every April and October respectively for the period of July to December of preceding year and January to June of the same year.

**Illustration.**—On an imaginary average points of 525 for the period of January 2005 to June 2005 of All India Consumer Price Index (1982=100), payable amount of Variable Dearness Allowance will be as follows:—

$$\frac{(525-522)}{522} \times 2600 = 14.94$$

3. The daily rate of wages shall not be less than 1/26th of the minimum basic rate plus Variable Dearness Allowance.

4. The hourly rate wages shall not be less than 1/6th of the daily rates.

5. The employees, whose working hours including interval for rest, are less than 6 hours a day or 36 hours a week, will be treated as part-time employees and their hourly rate shall not be less than 1/6th of the corresponding daily rate.

6. The above rates of wages shall not in any way operate to the prejudice of any employee. If the rates of wages prevailing before coming into force of these rates are higher, then the prevailing rate shall be continued and paid as if they have been so fixed under the said Act as minimum rates of wages and in no case the same shall be reduced by any employer.

7. If any work is performed or taken on piece-rate, the guaranteed rate for such work will be the presently determined time-rate.

8. The time-rate of minimum basic rate of wages, as decided above includes remuneration in respect of the day of rest, as contemplated under clause (b) of sub-section (1) of Section 13 of the Minimum Wages Act, 1948.

9. If an employer undertakes any work of employment, through contract labour, with or without obtaining the certificate under the Contract Labourer (Regulation and Abolition) Act, 1970 (Act No. XXXVI of 1970) such labour shall be deemed to be the labour engaged by the employer directly in view of Section 9 of the said Act read with sub-clause (iv) of clause (i) of Section 2 of the United Provinces Industrial Disputes Act, 1947 (U.P. Act No. XXVIII of 1947) and shall also be entitled to the same rate of wages and cost of living allowance which have been made admissible under Paras 1 and 2 of the notification.

10. The rate of minimum time-rate wages payable to adolescent shall not be less than time-rates payable to an adult employee.

### ANNEXURE I

Sl. No.	Name of the schedule employment	Notification No. and date
1.	Employment in rubber manufacturing and rubber products industry (including tyre tubes)	3636/36-3-8(MW)/89 dated October 31, 1996
2.	Employment in plastic industry and plastic products industry	-do-
3.	Employment in confectionery industry	-do-
4.	Employment in manufacturing of aerated drinks	-do-
5.	Employment in fruit juices manufactory	-do-
6.	Employment in plywood industry	-do-
7.	Employment in petrol and oil pump	-do-
8.	Employment in dairy, milk dairies	3636/36-3-8(MW)/89 dated October 31, 1996
9.	Employment in readymade garments manufactory	-do-

1. Sl. Nos. 3 to 6 deleted by Corrigendum, Noti. No. 1101/36-3-06-7(M.W.), dt. 16-6-2006.

Sl. No.	Name of the schedule employment	Notification No. and date
10.	Employment in construction and maintenance of dam, embankments, irrigation projects, sinking of wells and tanks	-do-
11.	Employment in all registered factories not covered before	-do-
12.	Employment in private hospitals, clinics and medical shops by whatever name called	-do-
13.	Employment in any foundry	-do-
14.	Employment in any metal industry	-do-
15.	Employment in tin plate shaping and printing	-do-
16.	Employment in engineering industry employing less than 50 persons	-do-
17.	Employment in tanneries and leather manufacturing	1870/36-3-12(MW)/94 dated June 13, 1996
18.	Employment in leather goods manufacturing industry	-do-
19.	Employment in hosiery works	1057/36-3-1(MW)/92 dated July 4, 1994
20.	Employment in private libraries	2524/36-3-20(MW)/92 dated November 24, 1994
21.	Employment in wood works and furniture	858/36-3-8(MW)/92 dated July 4, 1994
22.	Employment in private coaching classes, private schools including nursery schools and private technical institutions other than, (a) a madarsa run by muslim community where no fee or a nominal fee is being charged from the student (b) a private school run by religious or charitable institution where no fee or nominal fee is being charged from the students (c) a balbadi run by the U.P. Council for Child Welfare (d) a recognised private school receiving government aid	4814/36-3-21(MW)/83 dated January 31, 1991
23.	Employment in tobacco manufacturing	859/36-3-5(MW)/83 dated July 4, 1994
24.	Employment in dharmshalas	3542/36-3-6(MW)/93 dated December 30, 1994
25.	Employment in forestry, logging and timbering including employment in collection of any other forest produce and transportation of the same to the market	875/36-3-39(MW)/93 dated May 22, 1995

Sl. No.	Name of the schedule employment	Notification No. and date
26.	Employment in shops	214/3-6-3-6(MW)/90 dated January 18, 1992
27.	Employment in commercial establishments	-do-
28.	Employment in rice mill, flour mill or dal mill	3596/36-3-2(MW)/85 dated November 30, 1991
29.	Employment in oil mill	-do-
30.	Employment in public motor transport	3595/36-3-4(MW)/90 dated November 28, 1991
31.	Employment in mechanical transport workshop	-do-
32.	Employment in automobile repair workshop	-do-
33.	Employment in construction or maintenance of roads or in building operations	3815/36-3-10(MW)/90 dated October 30, 1991
34.	Employment in stone breaking or stone crushing	-do-
35.	Employment in chikan work	-do-
36.	Employment in match industry	-do-
37.	Employment in ice candy, ice cream manufactories	-do-
38.	Employment in bakeries and biscuit manufactories	-do-
39.	Employment in ice manufactories	-do-
40.	Employment in asbestos cement factory and other cement products manufactories	-do-
41.	Employment in laundries and washing establishments	-do-
42.	Employment in book binding	-do-
43.	Employment in cold storages	-do-
44.	Employment in potteries, ceramics or refractories	-do-
45.	Employment in private printing presses	4482/36-3-1019(MW)/80 dated January 31, 1992
46.	Employment in cinema industry	216/36-3-6(MW)/90 dated January 20, 1992
47.	Employment in printing of cloth	3814/36-3-10(MW)/90 dated October 30, 1991
48.	Employment in tailoring industry	3600/36-3-1077(MW)/77 dated November 19, 1991
49.	Employment in ayurvedic, allopathic and unani pharmacies	215/36-3-6(MW)/90 dated January 20, 1992
50.	Employment in clubs	3816/36-3-10(MW)/90 dated October 30, 1991

Sl. No.	Name of the schedule employment	Notification No. and date
51.	Employment in Handloom (Weaving of silk sarees) Zari work in U.P.	2593/36-3-1001(MW)/78 dated April 2, 1990
52.	Employment in washing or toilet soap or silicate or soap powder or detergent manufacturing in U.P.	1331/36-3-3(MW)/83 dated July 27, 1990
53.	Employment in Woollen Blanket making establishments in U.P.	-do-
54.	Employment in Khandsari in U.P.	-do-
55.	Employment in Handloom Industries in U.P.	2987/36-3-65(MW)/84 dated November 8, 1995
56.	Employment in Powerloom Industries in U.P.	-do-
57.	Employment in Miniature Bulb and Glass Products Manufacturing Industries (Except optical lenses and glass bangles industries) in U.P.	4472/36-3-313(MW)/91 dated February 4, 1992
58.	Employment in Paper, Straw Board and Paper Board Industries in U.P.	726/36-1-623(ST)/81 dated March 12, 1992
59.	Employment in Brick Kiln Industries in U.P.	1334/36-3-1044(MW)/75 dated August 8, 1990

## ANNEXURE II

**Categorisation in respect of Employments mentioned at Serial Nos. 1 to 16 of Annexure I**

1. Employment in rubber manufacturing and rubber products industry (including tyre tubes)
2. Employment in plastic industry and plastic products industry
3. Employment in confectionery industry
4. Employment in manufacturing of aerated drinks
5. Employment in fruit juices manufactory
6. Employment in plywood industry
7. Employment in petrol and oil pump
8. Employment in dairy, milk dairies
9. Employment in readymade garments manufactory
10. Employment in construction and maintenance of dam, embankments, irrigation projects, sinking of wells and tanks
11. Employment in all registered factories not covered before
12. Employment in private hospitals, clinics and medical shops by whatever name called
13. Employment in any foundry
14. Employment in any metal industry

## 15. Employment in tin plate shaping and printing

## 16. Employment in engineering industry employing less than 50 persons

**Unskilled.**—Peon, chaukidar, packer, sweeper, labour, orderly, loader, unloader, helper, waterman, palledar, charawala, dai, aya, wardboy and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Mixturemen, moulder, assistant machine operator, cutter, jurai wala, weighman, assistant karigar (mithai), sealer, labeller, bottle juice filler, fireman, assistant machine man, assistant blacksmith, assistant turner, assistant welder, assistant fitter, assistant supervisor, assistant inspector, assistant door assembler and finishers, delivery man, pump attendant, farm man, tester, milkman, milk delivery man, pressman, buttunwala, kaj bananewala, turpi wala, napai wala, beldar, mate, tressure, mali, engine driver, assistant operator, jugaria, assistant machine operator, assistant machine moulder, chiraiya, assistant compounder, patti bandheney wala, plaster man and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Operator, supervisor, driver, mistri, karigar, machineman, filler, mixer, check fitter, press operator, turner, boiler, attendant, assistant quality inspector, electrician, assistant foreman, cutter, designer, tailor, generator operator, blacksmith, carpenter, inspector, compounder, nurse, lab technician, X-ray technician, veneer maicher, welder, door assembler and finishers, head supervisor, head in charge, chemist, foreman, quality inspector, dairy in charge, head designer, pharmacist, clerk, typist, munim, tagadgir, salesman, storekeeper, accountant, cashier, stenographer, accounts clerk, purchaser, assistant telephone operator, bill cutter, head accountant, head munim, head clerk, head cashier, head salesman, telephone operator, head purchaser and any other employee doing work of similar nature by whatever name he may be called.

**Categorisation in respect of Employments mentioned at Serial Nos. 17 and 18 of Annexure I**

## 17. Employment in tanneries and leather manufacturing

## 18. Employment in leather goods manufacturing industry

**Unskilled.**—Raw handlers, pits, puddles and drum worker, scudders, pilers, coolies, sweeper, watch and ward, peons, workers feeding automatic machine like spray, plating, staking, etc., boarding and toggling worker, vacuum drier workers, helpers (boiler, electrical, fitter, carpentry) helper on all types of machines, packing and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Machine operator (unhairing, fleshing, scudding, setting, sammying, buffing, jaw staking, shaving, glazing, embossing/plating press, pendulum/rolling, dhekia), hand flesher, hand scourers, hand setter, hand trimmers, mistries and supervisors and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Splitting machine operators, fitters, electrician, licensed boiler attendant, turners, carpenter, munim, accountant, cashier, typist, clerk, salesman, ugahi, tagadgir, head munim, chief accountant, head cashier, senior salesman, head

clerk, office superintendent, stenographer, sales representative and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 19 of Annexure I**

#### **19. Employment in hosiery works**

**Unskilled.**—Packer, helper, peon, chaukidar, sweeper, labelman, waterman, mali and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Knitter, pressman, cutter, winder, washing man, button fastner, mender, garment checker, bleacher, assistant machine man, assistant operator, neck-cutter, oilman and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Master, head mechanic, supervisor, fitter, machineman, operator, mistri, tailor, mender master, designer, auto machines sock knitter, senior examiner, dyers, assistant accountant, junior accountant, clerk, typist, telephone operator, storekeeper, cashier, head clerk, senior clerk, head cashier, head storekeeper, head munim, senior accountant, stenographer and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 20 of Annexure I**

#### **20. Employment in private libraries**

**Unskilled.**—Peon, mali, chaukidar, booklifter, sweeper and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Geniter, daftari and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Librarian, deputy librarian, senior cataloguer, junior cataloguer, magazine assistant, accession clerk, office superintendent, library assistant, issue clerk, pustak prabhari, clerk, typist and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 21 of Annexure I**

#### **21. Employment in wood works and furniture**

**Unskilled.**—Goods carrier, packers, helper, chaukidar, sweeper, mazdoor and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Carvers, engravers, cutters, inlay workers, carpenter (in work of wood carving), drawer, frontman, polishers (in work of wood carving), assistant cutter, assistant oilman and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Carpenter (in work of furniture making), mistri, polishers (in work of furniture making), pattern maker, saw mistri, machineman (and other skilled employee who has job experience of over five years and of carving, engraving, etc., supervised the work of the skilled and semi-skilled workers), senior clerk, head

munim, chief accounts clerk, chief accountant, head cashier, senior head munshi, senior salesman, head clerk, munim, accountant, cashier, accounts, clerk, typist, clerk, munshi, salesman, junior clerk and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 22 of Annexure I**

#### **22. Employment in private coaching classes, private schools including nursery schools and private technical institutions other than,—**

(a) a madarsa run by muslim community where no fee or a nominal fee is being charged from the student

(b) a private school run by religious or charitable institution where no fee or nominal fee is being charged from the students

(c) a balbadi run by the U.P. Council for the Child Welfare

(d) a recognised private school receiving government aid

**Unskilled.**—Peon, chaukidar, rickshaw puller, mali, cleaner, beldar, masalchi, aya, waiter, caretaker and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Daftari, mason, cook and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Bus/truck driver, carpenter, plumber, electrician, lab assistant, tailor, nurse, compounder, clerk/typist, librarian/cashier, junior accountant, senior accountant, head clerk, head cashier and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 23 of Annexure I**

#### **23. Employment in tobacco manufacturing**

**Unskilled.**—Packer, stamper, marker, loader, unloader, peon, chaukidar, mazdoor, sweeper, rickshaw puller and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Weighman, tobacco mixer, tobacco chhanane wala and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Supervisor, driver (heavy vehicles), head munim, head clerk, head cashier, head storekeeper, senior clerk, senior accountant, head salesman, stenographer, clerk, munim, accountant, typist, senior storekeeper, salesman and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 24 of Annexure I**

#### **24. Employment in Dharmsalas**

**Unskilled.**—Peon, chaukidar, roomboy, helper, mali, kahar, jamadar and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Labour in charge, electrician, cook and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Accountant, munim, cashier, clerk, typist, assistant manager, supervisor, head clerk, office superintendent, manager, deputy manager and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 25 of Annexure I**

25. Employment in forestry, logging and timbering including employment in collection of any other forest produce and transportation of the same to the market

**Unskilled.**—Lopping and felling, sawing, de-barking, making ballies, slash making, kandha dhulan (main felling), loading (sawn timber), unloading (round and sawn timber), plantation (including nursery, forestry), unskilled job in resin tapping, unskilled job in road and building construction, collection of medical herbs, cutting of bamboos, handling and stacking of timber, handling and stacking of firewood, collection of sal seeds, collection of tendu leaves and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Billeting, kandha dhulan (scattered filling), log slide, nali floating, khud floating, river floating, loading (round timber), skilled job in resin tapping, skilled job in road and building construction, forest billeting (field sawing) and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employments mentioned at Serial Nos. 26 and 27 of Annexure I**

26. Employment in shops

27. Employment in commercial establishments

**Unskilled.**—Palledar, packer, bundlers, loaders, unloaders, peon, mazdoor, chaukidar, safai mazdoor and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Godown keeper, weighman, mistri, cycle repairer, golden and silver chilaiwala, silver pakaney wala, razder and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Driver, machineman, carpenter, fitter, welder, painter, electrician, designer of ornaments of gold and silver, supervisor, chemist, mechanic, operator, munim, accountant, cashier, typist, clerk, salesman, ugahi, tagadgir, head munim, head accountant, head cashier, senior search man, head clerk, office superintendent, stenographer, sales representative and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employments mentioned at Serial Nos. 28 and 29 of Annexure I**

28. Employment in rice mill, flour mill or dal mill

29. Employment in oil mill

**Unskilled.**—Packer, coolie, storeboy, mazdoor, mali, watchman, chaukidar, gatekeeper, peon, messenger, storeman, helper, bardana man, coalman, ghani man, kamdar, sweeper and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Washerman, grouping man, lineman, tagadgir, watchman in charge and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Mistri, rollerman, silkman, purifierman, oilman, angleman, fitter, tinsmith, carpenter, turner, driver, electrician, electric mistri, markman, pasteman, machineman, operator, weighman, supervisor, boiler attendant, welder, painter, kolhu cutter, kolhu kharadi, pump attendant, head munim, chief accountant, head cashier, senior salesman, head clerk, office superintendent, stenographer, sales representative, munim, accountant, junior clerk, W.R. clerk, delivery clerk, salesman, timekeeper and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employments mentioned at Serial Nos. 30 to 32 of Annexure I**

30. Employment in public motor transport

31. Employment in mechanical transport workshop

32. Employment in automobile repair workshop

**Unskilled.**—Orderly, peon, bhisti, waterman, chaukidar, mazdoor, sweeper, cleaner, hair dresser, cobbler, chamber servant, treasury peon, store mazdoor, loader, vehicle washer, coolie, office boy, petrol pump attendant and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Grinder, boring man, assistant painter, radiator repairer, welder, blacksmith, assistant fitter, assistant mechanic, conductor, daftari, zamadar, bundle lifter, dafadar and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Serviceman, workshop supervisor, mechanic, driver, turner, fuse injection, punchman, painter, fitter, latheman, air-conditioner mechanic, mistri, gate sergeant, electrician, tinsmith, compounder, supervisor, assistant storekeeper, carpenter, vulcanizer, upholster, traffic superintendent, station superintendent, manager, works in charge, overseer, foreman, head clerk, stenographer, senior accountant, draftsman, godown keeper, head cashier, store superintendent, accountant, assistant accountant, clerk-cum-typist, melaman, accounts clerk, out agency clerk, cashier, assistant godown keeper, superintendent receipt and dispatch, storekeeper, progress checker, station in charge/master, traffic inspector, head timekeeper and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employments mentioned at Serial Nos. 33 to 44 of Annexure I**

33. Employment in construction or maintenance of roads or in building operations

34. Employment in stone breaking or stone crushing

35. Employment in chikan work
36. Employment in match industry
37. Employment in ice candy, ice cream manufactories
38. Employment in bakeries and biscuit manufactories
39. Employment in ice manufactories
40. Employment in asbestos cement factory and other cement products manufactories
41. Employment in laundries and washing establishments
42. Employment in book binding
43. Employment in cold storages
44. Employment in potteries, ceramics or refractories

**Unskilled.**—Fireman (ordinary furnace), slip house worker, fitter (including pressing and lugging), glazor (by dipping process), loader and unloader of saggars, kilns and other material, chaukidar, peon, sweeper/scraper, helper, mazdoor, jalley and dye press worker, sorter, stamp marker, plunger, seive attendant, agitator, mixer, cylinder mazdoor, pulverizer attendant, pump attendant, mould maker, truck cleaner, trolley loader, unloader, waterman, brick press attendant, brick tiles press attendant, store ware pipe press attendant, store ware pipe attendant, mate, trainee, finishers and caster, conveyer, gateman, handle man, packer, coolie, watchman, cash peon, sorter, counter boy and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Pressman, dhobi, machineman, tailor, assistant supervisor, assistant mistri, potter, caster and finisher making pots by throwing on casting process, fireman (tunnel furnace), head fireman (ordinary furnace), colour sprayer (including glazing by spray), assistant lathemen, sagarman, jarman, jigarmen, joiner, oilman, sagar maker, assistant dye fitter, assistant mason, assistant carpenter, wireman, caster lacer polisher, grinder, block maker, cylinder attendant, hammerman, assistant painter, packer for packing biscuits, assistant electrician, kiln man, checker, pipe cutter, oiler, assistant foreman, helper to electrician, order supplier, book binder, binder, cutter, stitcher, daftari, karigar, dahaiya, colour maker, sewing man, hemming man, calendar man, mal dikhane wala, assistant machine operator, assistant machine man, weighman, doodh chini adi machine main dalney wala, maker, roller driver, mixer and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Potter (making pots exceeding 4.5 ltr. capacity), dye fitter, turner (lathemen), moulder, dye maker, carpenter, artist, designer, mason, motor generator, driver, electrician, paperman, painter, chakwala, kumhar, fitter, blacksmith, welder, motor winder, automobile driver, shaperman, supervisor, head mistri, store in charge, head boiler man, design maker, block maker, chemist, silk printer, engineer, chief operator, foreman, rafoogar, surveyor, plumber, freezer, head munim, chief accountant, head accountant, head cashier, stenographer, head clerk, office superintendent, steward, head storekeeper, munim, accountant, clerk, cashier, salesman, tagadgir, delivery clerk, timekeeper, typist, storekeeper and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 45 of Annexure I**

#### **45. Employment in private printing presses**

**Unskilled.**—Peon, sweeper, chaukidar, mazdoor, packer, paper lifter, plate cutter, unskilled helper to machine man and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Assistant sangsaz, assistant machineman, paperman, kachcha binder, inkman, distributor, grinding man, paper cutter, grainer, copy holder, paper feeder, assistant compositor, checker/examiner, daftari and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Machineman, pressman, pakka binder, compositor, diemaker/cutter/painter, blockmaker, proofman, carpenter stitcher, plate printer, proofreader, electrician, blacksmith, sangsaz, caster lino/mono, machineman who can operate every automatic cylinder machine and can do 2, 3 and 4 types of colour jobs, compositor who has adequate knowledge of type in Hindi, English and Urdu and can perform job work such as balance sheet, cash memo, invitation card, etc., block maker who can make half tone and 4 colour block, designer, artist, cameraman/operator/retoucher, operator lino/mono, proofreader who has adequate knowledge of Hindi, English and Urdu and can give cent per cent proof, caster who can correct lino/mono mould and do minor repairs, head cashier, head accountant, stenographer, senior salesman, head clerk, cashier, accountant, munim, typist, clerk, storekeeper, salesman and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 46 of Annexure I**

#### **46. Employment in cinema industry**

**Unskilled.**—Office peon, chaukidar, sweeper, publicity man and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Lineman, gateman, assistant electrician/wireman and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Air-conditioner operator, generator operator, painter, carpenter, electrician, chief operator, rewinder/operator, booking clerk, clerk, typist, accountant, cashier and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 47 of Annexure I**

#### **47. Employment in printing of cloth**

**Unskilled.**—Dyer, packer, printers, chaukidar, peon, waterman, bytiniwala, dhulaiwala, pressman, helper and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Dahaiya, colour maker, sewing man, hemming man, calendar man, maldikhane wala, carpenter, fitter, driver and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Design maker, block maker, screen maker, thikaiya (rekhadalneywala), boiler man, supervisor, foreman, chemist, silk printer,



chhapaiwala, head accountant, head munim, head cashier, clerk, munim, tagadgir, cashier, typist and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 48 of Annexure I**

#### **48. Employment in tailoring industry**

**Unskilled.**—Sweeper, packer, peon, loha garam karnewala, helper and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Button stitcher, person preparing kaz, helper to tailor, person doing the job of stitching pyjama, simple kurta, underwear, person doing the job of repairing, person doing the job of unstitching, pressman, machine cleaner and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Cutter, person doing the work of measuring, person doing the job of stitching trousers, coats, shirts, achkan, sherwani, blouses, ladies gown, maxies, etc. and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 49 of Annexure I**

#### **49. Employment in Ayurvedic, Allopathic and Unani pharmacies**

**Unskilled.**—Peon, chaukidar, sweeper, mali, helper, mazdoor, sorter, assistant blacksmith, rickshaw puller/driver, packer, gatekeeper, kutai and kharalwala, khalasi, weighman and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Assistant machineman, blacksmith, publicity assistant, construction assistant, packer (who along with medicines also packs pamphlets, etc.), fireman, senior helper, plumber, assistant electrician, checker, carpenter, dispenser, lab assistant, painter, compounder, bottle filler and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Machineman, driver, supervisor, electrician, air-conditioner mechanic, fitter, conveyor, packer, supervisor, junior chemist, pharmacist, foreman, shift in charge, munim, timekeeper, typist, assistant storekeeper, badhya, hakeem, cashier, accounts clerk, head munim, head accountant, head cashier, senior salesman, senior clerk, office superintendent, stenographer, sales representative and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 50 of Annexure I**

#### **50. Employment in clubs**

**Unskilled.**—Peon, security guard, assistant bar man, game boy, room boy, masalchi, gateman, sweeper, paintery assistant, assistant laundry man, tennis boy, cleaner, kahar, helper, mazdoor and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Cook, tanduria, confectioner, halwai, bakeryman, order supplier, kabab sek wala, bhelpuri wala, khansama, car driver, liftman, assistant

electrician, instructor (swimming pool), barman, samosa wala, rotiwala, chapatiwala, pooriwala, dosawala, bhajiwala, ice creamwala, pantryman, tea/coffee man, market man, falooda maker, sherbat wala, lassi wala, other waiters, gardeners, wireman, mali, assistant tennis coach, assistant billiard coach and other coach and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Head clerk, head bearer, head waiter, butler, electrician, carpenter, chief instructor (swimming pool), head barman, housekeeper, tennis coach, billiard coach, squash coach and other coaches, bar in charge, kitchen in charge, chief mali, head clerk, senior clerk, head accountant, head librarian, head storekeeper, head munim, senior accountant, stenographer, steward, assistant accountant, junior accountant, clerk, counter clerk, typist, receptionist, billman, assistant steward, telephone operator, khariddar and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 51 of Annexure I**

#### **51. Employment in Handloom (Weaving of silk sarees) Zari work in U.P.**

**Unskilled.**—Peon, chaukidar and any other employee doing the work of similar nature by whatever name he may be called.

**Semi-skilled.**—Tanhara, rewinder (nali bharne wala), bobbin bharne wala, bitai and charpai ka kam karne wala and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Nakshaband, garua gaur, jardan, drawing master, master weaver, bunkar, khadriwala, dyeingman, pattikatai, gullaphani, tarkashi gittak, hast karma, head clerk, head munim, head cashier, head accountant, stenographer, head storekeeper, clerk, typist, cashier, munim, accountant, storekeeper and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employments mentioned at Serial Nos. 52 to 54 of Annexure I**

#### **52. Employment in washing or toilet soap or silicate or soap powder or detergent manufacturing in U.P.**

#### **53. Employment in Woollen Blanket making establishments in U.P.**

#### **54. Employment in Khandsari in U.P.**

**Unskilled.**—Helper, packer, cutter, stamper, marker, weighman, lab boy, loader, mazdoor, rikshawpuller, thelewala, spinner (handwheel), cheese winder (handwheel), weft bobbing winder (handwheel), blending man, jamman, watch and ward/chaukidar, millers (manual), hopperman, wool securing man, sun drying/entering man, raw wool sorter, peon, sweeper and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Bhattiwala, boiler attendant, assistant fitter, assistant welder, assistant tester, heatender, cheese winder (winding machine), cop winder (winding machine), fitter, dyers, milling machine man, hydro extractor machineman, raising machine man, washing machine man, moth proofing man, beltman, labeller, rotary

press man, oilman, gardening machine man, fernaught machine man, cutters, pakala, assistant operator, karhawawala, centrifugal man and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Soap mistri, fitter, tester, welder, chageman, machine operator, driver, weaver, warper, ring frame operator, condenser man, engine operator, blacksmith, electrician, clerk, godown keeper, typist, salesman, accountant, cashier, junior clerk, munshi, munim, head munim, head accountant, chief cashier, steno, senior salesman, head clerk and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employments mentioned at Serial Nos. 55 and 56 of Annexure I**

55. Employment in Handloom Industries in U.P.

56. Employment in Powerloom Industries in U.P.

**Unskilled.**—Palledar, mazdoor, sweeper, cleaner, weft distributor, waterman, peon, washer, dhobi, gardener, clipper, packer, helper, soot kholane wala/winder and other employees doing work of similar nature by whatever name they may be called.

**Semi-skilled.**—Rafugar, powerloom reacher, thrower, finishing machineman, thread sizer, bach sizer, folder, quister, twister, checker, design cloth cutter, oil welder, bleacher, stamper, oiler, marker, boiler, waterman and other employees doing work of similar nature by whatever name they may be called.

**Skilled.**—Fitter, carpenter, handloom reacher, dyeing master, jobber, electrician, front cizer, drier, wireman, boiler attendant, salesman, mistri, tailor, card cutter, warper, weaver, heald, manager, design master, engineer, head munim (where there is more than one munim), head accountant, head cashier, stenographer, clerk, typist, cashier, munim, munshi and other employees doing work of similar nature by whatever name they may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 57 of Annexure I**

57. Employment in Miniature Bulb and Glass Product Manufacturing Industries (Except optical lenses and glass bangles industries) in U.P.

**Unskilled.**—Helper, astarwala, bubblewala, ghundiwala, glasswala, bagharwali, batch mixer, coal man, thandi battiwala, pantiwala, pissaiwala, extractor of material from packing process, packer, bubbler, thanda bawriwala, gaugeman, bharai karne wala, carrier, rubber fraust, stamper, sanchewala, khursiwala, melter, waterman, jaliwala, glass carrier, liberwala, stamp seal washer, cooker, sealing, helper, cap langanewala, baker, buffer, basor, chunaiya, bal cooler, bal maker, storeman, mazdoor, gateman, coolie and any other employee doing work of similar nature by whatever name he may be called.

**Semi-skilled.**—Gulliwala, loam man, pahalwala, hot loomwala, ghisaiwala, fraster, grinder, moulder, bottle, jar stopper, fillerman, glass cutter, rusa fireman, rusa glass assistant, turner, glove cutter, majhila foreman, weader, checker, tube cutter, middleman, weeding rod khechnewala, counter, solder, polisher, mixerman, loam giver, loam maker, beltman, compressorman, cleaner, palledar and any other employee doing work of similar nature by whatever name he may be called.

**Skilled.**—Sealer, exhauster, adjuster, mounter, ring filter, steam maker, sikaiman, fireman, corpling oven in charge, generator in charge, electric in charge, production in charge, finishing in charge, mixing in charge, in charge mistribattiwala, muthawala, belanwala, batti applier, jagaiwala, jhokaiwala, tarkash, malla handler, engraver, blower, foreman, blacksmith, mistri, carpenter, turner, fitter, furnacemen, handworker, drillman, motor winder, pressman, driver, engine driver, junior clerk, senior clerk and any other employee doing work of similar nature by whatever name he may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 58 of Annexure I**

58. Employment in Paper, Straw Board and Paper Board industries in U.P.

**Unskilled.**—Mazdoor, chowkidar, watchman, peon, sweeper, helper, attendant and other employees doing purely unskilled nature of job requiring no experience of qualification, by whatever name they may be called.

**Semi-skilled.**—Helper to motor maintenance, switch board attendant, attendant to water pumps, oilman, pressman, calendarman, pulpboy, packer, wallman, beatermen, conveyerman, fireman, cookerman, wireman, pulp attendant, m.g. paper attendant, gunman, packermate and other workmen doing similar nature of semi-skilled job, by whatever name they may be called.

**Skilled.**—Machine operator having knowledge of running the machine, machine man, boiler attendant having first class boiler certificate, electrician having ITI certificates, beatermate, cookermate, fitter, solderman, carpenter, cutter, finisher, accounts clerk, steno, accountant, godown keeper, store purchase officer, timekeeper, salesman, security officer, cashier and other workmen doing similar nature of skilled job, by whatever name they may be called.

### **Categorisation in respect of Employment mentioned at Serial No. 59 of Annexure I**

59. Employment in Brick Kiln Industries in U.P.

**Unskilled.**—Peon, chaukidar, beldar, helper, fireman, cleaner and other employees doing work of similar nature by whatever name he may be called.

**Skilled.**—Driver, head munim, chief accountant, cashier, head clerk, munim, accountant, clerk or any other employee doing work of similar nature by whatever name he may be called.