

# **THE SIKKIM SHOPS AND COMMERCIAL ESTABLISHMENTS RULES, 1984.**

## **1. SHORT TITLE AND COMMENCEMENT:**

- (1) These rules may be called the Sikkim Shops and Commercial Establishments Rules, 1984.
- (2) They shall come into force from the date of their publication in the official gazette.

## **2. DEFINITIONS:**

In these Rules, unless there is anything repugnant in the subject or context :-

- (a) "Act" means Sikkim Shops and Commercial Establishments Act, 1983.
- (b) "Form": means a form appended to these rules.
- (c) "Section" mean a section of the. Act.
- (d) "Schedule" means a schedule appended to the rules.
- (e) Words and expressions not defined in these rules but defined in the Act shall have the meaning respectively assigned to them in the said Act.

## **3. EXEMPTIONS TO ESTABLISHMENTS ON CERTAIN HOLIDAYS FROM THE OPERATION OF THE ACT BY THE STATE GOVERNMENT.**

The state government may by notification, exempt from the operation of the provisions of the Act all establishments on the following holidays, namely :-

- (1) Magha Sankrati Mela;
- (2) Tibetan New Year's Day;
- (3) Saga Dawa;
- (4) Id-ul-Fitar;
- (5) Drukpa Thechi;
- (6) Pang Lhabsol;
- (7) Durga Puja;
- (8) Labab Thuchen;
- (9) Dewali;
- (10) Chrjstmas;
- (11) Any occasion on which a public emergency is declared in this behalf by the State Government;
- (12) Public fairs or exhibitions or religious festivals recognized in this behalf by the State Government;
- (13) Any other occasion which the State Government deems fit.

## **4. FORM FOR SUBMITTING, STATEMENT, FEES, REGISTRATION OF ESTABLISHMENT, FORMS OF REGISTRATION CERTIFICATE AND THE FORMS AND PERIODS FOR NOTIFYING A CHANGE AND THE FEES:**

- (1) A statement to be sent to the Chief Inspector by the employer under sub-section (2) of section 6 shall be in form "A" and shall be accompanied by a fee as specified in schedule 1.
- (2) An establishment shall be registered in the Register of Establishment under Sub-section (3) of section 6, under the appropriate category to which it belongs. The Register of establishment shall be in form "B".
- (3) The registration of certificate, to be issued under sub-section (3) of section 6 shall be in part A of form "C".

- (4) The application for renewal of a registration certificate shall be accompanied by a fee as specified in Schedule I and the renewal certificate shall be in Part B of form "C". Provided that any application for renewal of a license submitted after the period prescribed in these rules shall be accompanied with a late fee of Rs. 1/- for every day of delay.
- (5) In the event of loss or destruction of the registration certificate an application shall be made to the Chief Inspector within seven days of such loss or destruction for a duplicate copy thereof which may be granted on payment of ten rupees.
- (6) The employer shall notify to the Inspector of the area concerned, in form "D" alongwith such fees as are specified in Schedule II, any change in respect of the total number of employees, within 15 days after the expiry of the quarter to which the change relates; and any change, other than in respect of the total number of employees, in respect of the information contained in the statement furnished by him under rule 4(1) within thirty days after the change has taken place.
- Explanation:** For the purpose of this rule "quarter" means a quarter ending on 31st March, 30<sup>th</sup> June, 30th September and 31<sup>st</sup> December.

**5. PETITION OF APPEAL TO BE ACCOMPANIED BY FEE:-**

- (1) Every petition of appeal as referred to in sub-section (1) and (2) of Section 8 of the Act shall be accompanied by a Bank Receipt of the State Bank of Sikkim for ₹ 20/-.
- (2) Every fee as referred to under the Act and the Rules shall be credited under the head "087- Labour & Employment- Other Receipts".

**6. SIX DAYS IN A YEAR FOR ADDITIONAL OVERTIME :**

- (1) An employee may be required or allowed to work in a Shop or Commercial establishment under sub-section (3) of section 13 in excess of the period fixed under sub-section (1) of that section on any the following days, for the purposes of making accounts, stock, taking or settlements if such excess period does not exceed twenty four hours :-
- (i) The 31<sup>st</sup> day of March;
  - (ii) The 30<sup>th</sup> day of June;
  - (iii) The 31<sup>st</sup> day of December;
  - (iv) The three days preceding the Ram Nawami day;
- (2) On any of the days mentioned in sub-rule (1) the operation of the provisions relating to closing hours in sections 10 and 12 shall remain suspended.

**7. NOTICE TO BE GIVEN TO INSPECTOR WHEN ADDITIONAL OVERTIME IS TO BE WORKED:-**

Notice of the intention to require employees in a Shop or Commercial Establishment to work under sub-section (3) of section 13 in excess of the period fixed under sub-section (1) of section 13 and sub-section 2 of section 20 on any day as specified under sub-rule (1) of rule 6 shall be given by the employer in English or in any of the official languages of the State of Sikkim to the Inspector within whose jurisdiction such establishment is situated at least 24 hours before such day;

Provided that if employer for reasons beyond his control is unable to given requisite notice at least 24 hours before such day, he shall give the notice in such day.

**8. IDENTITY CARD TO BE ISSUED TO THE EMPLOYEES AFTER NECESSARY POLICE VERIFICATION:**

The Identity card to be issued under section 23 and 30 shall be issued only after necessary police verification.

**9. RECEIPT OF SECURITY MONEY**

- (1) The Inspector with whom money is deposited by way of security for the return of the seized goods under sub-section (3) of section it shall maintain in a serially numbered cash receipt in Form 'E' the amount so deposited. The amount shall be refunded to the depositor if he is not prosecuted within the period prescribed in sub-section (5) of that section, on the expiry of such period, and if he is prosecuted, after the case is finally disposed of in his favour.
- (2) The Inspector shall, for the goods seized by him under sub-section (2) of section II, issue a seizure memo in form "F" to the person from whom such goods have been seized and when such goods are returned to the person concerned he shall obtain a delivery memo from the said person with the acknowledgement in Part B of Form 'F'.

**10. THE EMPLOYMENT OF CHILDREN AND YOUNG PERSON**

An Inspector may require an employer to produce in respect of any person employed by him whom the Inspector suspects to be a child or young person as proof of his age.

- (i) An authentic extract from the school record, or
- (ii) A certificate of age from a registered medical practitioner in form 'G'.

**11. FIXATION OF TIMES AND METHODS FOR CLEANING ESTABLISHMENTS, EXEMPTION OF CERTAIN ESTABLISHMENTS FROM THE PROVISIONS OF THE ACT AND PRECAUTION AGAINST THE FLEA TO BE TAKEN.**

- (1) In every establishments,
  - (a) all the inside walls of the rooms and all the ceilings and tops of such rooms and all the passages and staircases shall be lime washed or colour washed at least once in every two years dating from the period when these were lime washed or colour washed and shall be maintained in a clean State.  
  
Provided that the Inspector may require them to be lime washed or colour washed earlier than two years if in his opinion they have become so unclean as to require immediate lime washing or colour washing.
  - (b) All the beams, rafter, doors, window frames and other wood work with the exception of floors shall be either painted or varnished once in seven years dating from the period when these were last painted or varnished and shall be maintained in a clean state;
- (2) The date on which lime washing, colour washing, painting or varnishing, as the case may be is carried out, shall be duly entered in a register maintained in form 'H' which shall be shown to the Inspector when required.
- (3) Nothing in this rule shall apply to:-
  - (a) rooms ( not being rooms in residential hotel, restaurants and eating houses) used only for storage of articles.
  - (b) Walls or tops of rooms which are made of galvanized iron, tiles, asbestos sheets or similar material or glazed bricks.

- (c) Any other establishment or part thereof in which lime washing or painting is in the opinion of the Inspector unnecessary to satisfy the requirements of section 44 as to cleanliness.
- (4) rubbish, filth or debris shall not be allowed to accumulate or to remain on any part of the establishment for more than twenty-four hours and shall be disposed of in the manner approved by the Inspector. All filth and other decomposing matter shall be kept in covered receptacles.
- (5) all drains carrying waste or sullage water or sewage shall be constructed of masonry or other impermeable material and shall be regularly flushed at least twice daily and where possible, connected with some recognized drainage line.
- (6) the establishment and the compound surrounding it shall be maintained in a strictly sanitary and clean condition. The floors shall be swept or otherwise cleaned at least once a month.
- (7) the employer shall enforce the proper use of latrines and urinals and prevent pollution by excreta or urine of the surface of the ground in the vicinity of the latrine or the urinal and in the compound of the establishment. The employer shall make suitable arrangement for the regular cleaning and conserving of the latrines and urinals to the satisfaction of the Inspector.
- (8) the area around the place where drinking water is distributed to the workers shall be kept clean and properly drained.
- (9) No person shall smoke or use a naked light or cause or permit any such light to be used in the immediate vicinity of any inflammable materials in any establishment.

## 12. FIRST AID APPLIANCES :

The first aid box to be maintained under section 48 shall contain the following equipment together with a book of instructions in first-aid, that is to say :

- (i) 3 small sterilized dressings,
- (ii) 2 medium size sterilized dressing,
- (iii) 2 large size sterilized burn dressings,
- (iv) 2 large size sterilized dressings,
- (v) 2(1/2 doz.) packets sterilized cotton wool.
- (vi) 1 pair of dressing scissors.
- (vii) 1 (1oz.) bottle containing solution of iodine or mercurichrome.
- (viii) 1 (1oz.) bottle containing solution of salvolative having the dose and mode of administration indicated on the label.
- (ix) 1 (1 oz.)bottle containing potassium permanganate crystals.
- (x) Any antidote for burns.

## 13. QUALIFICATIONS OF INSPECTORS:

No person shall be appointed to be an Inspector under the Act, or having been so appointed, shall continue to hold office, if he has or acquires, directly or indirectly by himself or by any partner, any share or interest in any establishment to which the Act applies in the area for which he is to be or has been appointed:

Provided that nothing in this rule shall apply-

- (I) To any person who has been permitted by the authority competent to appoint him as Inspector to hold or acquire directly or indirectly by himself or in the name of any member of his family living with him or dependent on him, any share or interest in any registered Co-operative Bank or Co-operative society or in any public limited company, or

- (II) To any person who acquires by inheritance any share or interest in any firm or business but who is not a working partner therein

#### **14. POWERS AND DUTIES OF THE INSPECTOR**

The Inspector shall make such examination as may appear to him to be necessary for the purpose of satisfying himself that the provisions of the Act and of these rules and any orders issued by the Government under the Act are duly observed in particulars, he shall satisfy himself.

- (1) That the establishments are duly registered under the Act;
- (2) That the registers, records and notices required be maintaining or displaying under the Act or these rules are properly maintained or displayed;
- (3) That the intervals of rest and holiday required to be granted or observed under the Act are granted and observed and that the limit of hours of work and spread-over laid down under the Act are not exceeded;
- (4) That the provisions of the Act and any orders issued by Government regarding the opening and closing hours are duly observed;
- (5) That the identity cards for employees in residential hotels, restaurants and eating houses are properly provided;
- (6) That the provisions of the Act and these rules regarding leave are properly observed;
- (7) That the provisions of the Act and these rules relating to cleanliness, lighting and precautions against fire and properly observed;
- (8) That the provisions of the Act relating to the payment for overtime work are duly observed; and
- (9) That no child is allowed to work in any establishment.

#### **15. MAINTENANCE OF REGISTERS AND RECORDS AND DISPLAY OF NOTICES:**

- (1) Every employer or manager of a Shop or Commercial Establishment shall maintain a register of employment in form 'I' provided that where the opening and closing hours and period of interval for rest are ordinarily uniform, the employer or Manager may maintain such register in form K.
- (2) Every employer or manager of a residential hotel, restaurant, eating house, theatre or other place of public amusement or entertainment shall-
  - (a) maintain a register of employment in form J provided that where the opening and closing hours and period of interval for rest are ordinarily uniform the employer or manager may maintain such register in form 'L'.
  - (b) exhibit in his establishment a notice in form M, specifying the day or days of the week on which his employees shall be given a holiday (such notice being exhibited before the employees to which it relates cease work on the Saturday immediately preceding the first week during which it is to have effect).
- (3) Every employer or manager shall maintain a register of leave in form 'N'.
- (4) The employer or manager shall provide each employee with a book called "Leave Book" in form 'O'. The book shall be the property of the employees and the employer or his manager shall not demand it except to make entries therein and shall not keep it for more than a week at a time :

Provided that with the consent in writing of an employee whose wages are Rs. 300/- P.M. or more, the "Leave Book" may be kept in the custody of the employer.

- (5) If any employee loses his "Leave Book" the employer or manager shall provide him with another copy on payment of Rs. 2/-, and shall complete it form his record.

- (6) Every employer or manager shall exhibit in his establishment a notice containing such extracts of the Act and these rules, in any of the said languages of the majority of his employees, as the Government may direct.
- (7) Any notice required to be exhibited under these rules shall be exhibited in such manner that it is readily seen and read by any person whom it affects and shall be replaced whenever it becomes defaced or otherwise ceases to be clearly legible.
- (8) In any register or record which an employer or manager is required to maintain under these rules, the entries relating to any day shall be made on such day and shall be authenticated under the signature of the employer or the manager on the same day

Provided that the entries relating to overtime work shall be made immediately after completion of such overtime work.

Provided further that in case both the employer and the manager are absent on any day the entries shall be authenticated by such person as may be authorized in writing by the employer.

- (9) The registers and records relating to any year shall be preserved to a period of two years after the last entry is made therein.
- (10) If on an application made by an employer or manager in writing, the State Govt. is satisfied that any muster roll, register or record maintained by the employer or manager gives in respect of all or any of the employees in his establishment the particulars required to be shown in any register, record or notice referred to in this rule, the State Govt. may by order in writing direct that such muster roll, register or record shall to the corresponding extent be that such muster roll, register or record shall to the corresponding extent be maintained in place of such register, record or notice referred to in this rule.
- (11) Save as provided in Sub-rule (6), all registers, records, muster rolls and notices required to be maintained, exhibited or given under this rule shall be either in English or in any of the said languages.
- (12)
  - (i) Every employer or manager shall maintain a visit book in which an Inspector visiting the establishment may record his remarks regarding any defects that may come to light at the time of his visit or give directions regarding the production of any documents required to be maintained or produced under the provisions of the Act and the rules. Where the Inspector has no remarks to offer, he shall merely enter the date and time of his visit and sign on the book. The visit book shall be produced when demanded by an Inspector.
  - (ii) The visit book shall be a bound book of size 7"x 6" containing at least 100 pages, every second pages thereof shall be consecutively numbered and the unnumbered page between each two consecutively numbered pages shall have a vertical perforated straight line on the margin side at a margin of 1". Every numbered page shall contain the following headings at the top:-
    - (a) Name of the establishment or employer
    - (b) Locality
    - (c) Registration number of the establishment
    - (d) Date
    - (e) Time.
  - (iii) In case the visit book containing the remarks passed by an Inspector is lost, destroyed or defaced, the employer or manager shall forthwith report in writing the loss of the visit book to the Inspector of the area and immediately maintain a new visit book.

- (13) Where an office, Store-room, Godown, Warehouse, or work place used in connection with the trade and business of a shop is situated at premises other than the premises of the shop, all registers, records, muster rolls, visit books and notices required to be maintained, exhibited or given under the Act and these rules shall be separately so maintained, exhibited or given in respect of and at such office, Store room, godown, warehouse or work place.

**FORM 'A'**  
**See Rule No. 4 (i)**

**STATEMENT UNDER SECTION 6 (2)**

- (1) Name of the Establishment, if any (in block letter)
- (2) Full postal address and location of the Establishment
- (3) Situation of office, storeroom, godown, warehouse or workplace, if any attached to the establishment but situated in premises different from those of the establishment.
- (4) Category of the Establishment i.e. whether (a) shops, (b) Commercial establishments (c) residential hotel, restaurant or eating house, (d) theatre or other place of public amusement or entertainment.
- (5) Particulars of the persons having interest in the establishment as employer (applicable only where a nomination is made under section 76)

Sl.No.	Name and parentage	Designation	Permanent address	Nature of interest(Whether partner member/director/ Shareholders)
1	2	3	4	5

- (6) Nature of business
- (7) Name, Designation and permanent address of the Employer (manager, agent or any other person) who is immediate in-charge of the general management or control of the establishment.
- (8) Particulars of the members of employer's family employed in the establishment as defined in section 2(17):

Name	Age	Sex	Relationship with employer
(1)			
(2)			
(3)			

- (9) Names of other persons occupying position of management or employees engaged in confidential capacity, if any.

Name	Age	Sex	Relationship with employer



(10) Total number of employees

	Male	Female	Total
(1) Adult			
(2) Young persons			
TOTAL			

(11) Name the day of the week on which weekly holidays will be observed (in case of Shops and Commercial Establishment only)

(12) Details of remittance (enclosed copy of Bank receipt) B.R. No. & date – Amount of fee paid.

Place.....

Date .....

Signature of  
Proprietor/Partner/Manager/  
Secretary/Managing Director or a  
person in charge.

**Form 'B'**  
**See Rule No. 4 (2)**

**REGISTER OF ESTABLISHMENTS**

Part I-- Shops.

Part II--Commercial Establishments.

Part III--Residential hotels

Part IV--Restaurants and eating houses.

Part V-- Theatres and other place of public entertainment & amusement.

**Note :** This register shall be maintained Category wise separately for each town.

Registration No. of establishment and date of registration	Name and address of the establishment(item 1 & 2 of form A)	Name of employer	Name of Manager or other person other than employer in immediate in charge of the general management or control of the establishment	Nature of business
1	2	3	4	5

6. No. of employees:

	Male	Female	Total
(1) Adult			
(2) Young persons			
TOTAL			

7. Renewals:

Year	Year	Year

**Form 'C'**  
**( See Rule 4 (3) )**

**The Sikkim Shops and Commercial Establishment Act 1983**  
**(Registration Certificate of Establishment)**

**Part A**

- (1) Registration mark and number .....
- (2) Name of establishment.....
- (3) Full postal address of the establishment.....
- (4) Nature of business, trade or profession carried on .....
- (5) Name & designation of the proprietor/manager/agent or any other person in the immediate charge or control of the establishment.
- (6) Name and designation of other persons (s) having interest as employer in the establishment, if any, with his/their address in the State.
- (7) Total number of employees

	Male	Female	Total
(1) Adult			
(2) Young persons			
TOTAL			

This is to certify that the establishment, the particulars of which have been given above, has been registered under the Sikkim Shops and Commercial Establishments Act 1983 on the day of .....198.....

(Seal)

Chief Inspector under the Sikkim Shops and  
Commercial Establishment Act, 1983

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( Annual renewals under rule 5 )

**Part B**

No.....Dated.....

It is hereby certified that the above certificate of Registration has been renewed for the year ending 31<sup>st</sup> Dec., 19.....

Chief Inspector  
The S.S.& C.E. Act, 1983.

**Form 'D'**  
**(See Rule 4(6))**  
**Notice of Change**

Name of the establishment already registered with full address and name of the employer/proprietor/Manager.

Registration number.

To  
The Inspector under S.S. & C.E. Act, 1983

Sir,

Notice is hereby given that the following change has been taken place in respect of information forwarded to you in form 'A'.

The Registration Certificate is forwarded herewith to be returned after recording necessary changes.

- 1.
- 2.
- 3.
- 4.
- 5.

Place.....  
Date.....

Signature of the Proprietor/Manager  
Secretary/Managing Director/or a person in charge

**Form 'E'**  
**(See Rule 9 (1))**  
**Cash Receipt**

Received a sum of Rs. 50/- only from Shri ..... S/o .....  
Resident of .....as a deposit by way of security for the return of  
seized goods/ in consideration that his goods may not be seized for contravention of the provisions of  
section 11(1) of the Sikkim Shops and Commercial Establishments Act, 1983.

Time.....

Place.....

Date.....

Inspector,  
Sikkim Shops & Commercial  
Establishment Act, 1983

.....  
Signature of depositor.

**Note** : - The depositor shall prefer his claim for refund only after the case has been finally disposed of.

**Form 'F'**  
**See Rule No. 9 (2)**  
**Seizure Memo (Part A)**

In exercise of the power conferred on me under sub-section (2) of section 11 of the Sikkim Shops and Commercial Establishments Act, 1983, I hereby seize the goods of following description belonging to Shri .....S/O ..... resident of ..... who has been detected hawking the said goods in contraventions of the provision of sub-section (1) of section 11 of the Sikkim Shops and Commercial Establishments Acts, 1983.

Particulars of goods seized.

Time.....

Date.....

& Place.....

witness.....

(1).....

(2).....

Inspector,  
Sikkim Shops & Commercial  
Establishments Act, 1983

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**Delivery memo**  
**( Part B )**

The goods seized with the description as given under seizure memo no..... dated..... are hereby delivered to their owner Shri ..... S/O ..... resident of .....

Time.....

Date.....

Place.....

Inspector,  
Sikkim Shops & Commercial  
Establishments Act, 1983.

Received the said goods

(Name of the owner of goods with  
signature & date).

**FORM 'G'**  
**[See Rule 10(ii)]**  
**Form of Certificate**

I hereby certify that I have personally examined (name) ..... residing at ..... and he/she has completed his/her twelfth/seventeenth year.

His / Her marks of identification are:-

.....  
.....  
.....

Thumb impression or signature of the person examined.

Place.....

Date.....

Medical Practitioner

Regd. No.....

Date.....

**Form 'H'**  
**[See Rule No. 11 (2)]**

Register showing dates of lime washing, colour washing etc.

Parts of the establishment, i.e. name of room	Parts lime washed, colour washed, painted or varnished, e.g. walls, ceilings, wood works etc.	Treatment (whether lime washed, colour-washed, painted or varnished)	Date on which lime washing, colour-washing painting or varnishing was carried out(according to the English Calender)	Signature of the employer or manager.	Remarks.
1	2	3	4	5	6



**Form I**  
[See Rule 15 (1)]

**Register of employment in a Shop or Commercial Establishment, for the week ending .....198**

Name of the employee and the establishment	Sex	Age
1	2	3

Days of the week								
Sunday			Mon-day	Tues-day	Wednes-day	Thurs-day	Fri-day	Satur-day
Time at which employ-ment commen-ces.	Time at which employ-ment ceases.	Rest intervals	*	*	*	*	*	*
4								

Total hours worked during the week.	Days on which overtime work is done and extend of such overtime on each day.	Extent of overtime worked during the week.	Extend of overtime worked previously during the year in accordance with the provisions of rule 9.
5	6	7	8

Note: The mark 'H' shall be made in the column relating to any day on which an establishment remains closed in accordance with the notice referred to in section 17(1) or a holiday is given in accordance with the condition subject to which exemption is granted as specified in sec : 4 and 5 of the Act and 'A' if the employee is absent on any other day.

\* The same sub-columns as for Sunday.

The entries under the heading "Rest intervals" shall be the actual hours at which intervals are to begin and end (e.g. 1 P.M. to 2 P.M. or so on).

**Form J**  
**[ See Rule 15(2) (a) ]**

Register of employment in a residential hotel, restaurant, eating house, theatre or other place of public amusement or entertainment for the month .....ending.....19.....

Name of the employee and the establishment	Sex	Age	Day of the month							
			1			2	3	4	5	6 etc.
			Time at which employment commences	Time at which employment ceases	Rest intervals	*	*	*	*	*
1	2	3	4							

Days on which overtime work is done and extent of such overtime on each day	Extent of overtime worked previously during the year in accordance with the provisions of Section 20 (2).
5	6

**Note :** The mark ‘H’ shall be made in the column relating to any day on which a holiday is given in accordance with the notice referred to in Sub-Sec : (2) (b) of Sec : 15 of the rule – and ‘A’ if the employee is absent on any other day.

\* The same Sub-Column as for 1.

The entries under the heading “Rest intervals” shall be the actual hours at which intervals are to begin and end (e.g. 1 P.M. to 2.00 P.M. or so on).

**Form K**  
**[See Rule 15 (1)]**

Register of employment in a Shop or Commercial Establishment where opening and closing hours are ordinarily uniform for the week ending ..... 19.....

Name of the employee and the establishment	Sex	Age	Time at which employment commences	Time at which employment ceases	Rest intervals
1	2	3	4	5	6

Hours worked on						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7						

Total hours worked during the week.	Days on which overtime work is done and extend of such overtime on each occasion.	Extent of overtime worked during the week	Extend of overtime worked previously during the year in accordance with the provisions of rule 5.
8	9	10	11

**Note:** The marks 'H' shall be made in the column relating to any day on which an establishment remains closed in accordance with the notice referred to in Sec : 17(1) or a holiday is given in accordance with the condition subject to which exemption is granted is specified in Sec : 4 and 5 of the Act and 'A' if the employee is absent on any other day.

The entries under the heading 'Rest of intervals' shall be actual hours at which intervals are to begin and end (e.g. 1.00 P.M. to 2.00 P.M. and so on).

**Form – L**  
**[See Rule 15 (2) (a)]**

Register of Employment in a residential hotel, restaurant, eating house, theatre or other place of public of amusement or Entertainment where opening and closing hours are ordinarily uniform for the month ending .....19.....

(Name of the employee and the establishment)	Sex	Age	Time at which employment commences	Time at which employment ceases	Rest intervals
1	2	3	4	5	6

Hours worked on								Days on which overtime work is done and extend of such overtime on each occasion	* Extend of overtime worked previously during the year in accordance with the provisions of rule 20(2) and 26(2).
1	2	3	4	5	6	7	Etc.		
7								8	9

**Note :** The marks “H” shall be made in the column relating to any day on which a holiday is given in accordance with the notice Referred to in rule 15(2) (a) and “A” if the employee is absent on any other day.

\* This column need not be filled by theatres or other places of public amusement or entertainment.

The entries under the heading “Rest intervals” shall be the actual hours at which intervals are to begin and end (e.g. 1 P/M. to 2 P.M.)

**Form M**  
**[See Rule 15 (2) (b)]**

**Notice of holiday.**

Name and address of the Establishment.

\*(Residential Hotel  
(Restaurant  
(Eating House

The employees in this

(Theatre  
(Other place of public amusement and entertainment  
(Shops/Commercial Establishment which

is entitled to exemption from Sections 17 and 29 of the Act. shall be given a holiday on the day named below in the week following the date of this notice and until further notice.

Name of the employee	Day on which holiday is allowed
(1)	(2)

\* Strike out the words which are not appropriate.  
Strike out the words "until further notice" if the notice is intended to apply only to one week.  
If the same day is fixed for all the employees, the word "all" only need to be inserted in this column.

Signature of the employer/manager

Date.....

**Form N**  
**[See Rule 15 (3)]**  
**Register of Leave**

Name of the employer of the establishment:

Name of the employee:

Description of the department (if applicable).Date of entry into service:

Accumulation of leave		Leave allowed		Payment for leave made on		Refusal of leave		
Leave due on	No. of days	From to	Balance of leave carried over	1 <sup>st</sup> Moiety	2 <sup>nd</sup> Moiety	Date of application	Date of refusal	Amount of leave refused
1	2	3	4	5		6		

Payment for leave on discharge of an employee quitting employment if admissible			Signature or thumb impression of employee in receipt of Leave Book in Form O and Date	Remarks.
Date of discharge	Date and amount paid	Signature or left hand thumb impression of employee.		
7			8	9

**Form O**  
**[See Rule 14 (4)]**  
**Leave Book**

Same form as the form of the register of leave but a separate book shall be made for each employee on a thick bound sheet.

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**Schedule I**

**(See Rule 4(1) and (4))**

Sl. No.	Category of establishment	Registration Fees	Renewal fees
(1)	(2)	(3)	(4)
1	Shops and establishment having no employees	₹ 50/-	₹ 50/-
2	Shops and establishments having 1 to 9 employees.	₹ 100/-	₹ 100/-
3	Shops and establishments having 10 to 19 employees.	₹ 150/-	₹ 150/-
4	Shops and establishment having 20 to 50 employees.	₹ 250/-	₹ 250/-
5	Shops and establishment having above 50 employees	₹ 500/-	₹ 500/-



**Schedule II**  
**[See Rule 4 (6)]**

The notice of change in form 'D' – shall be sent to the Inspector together with the fees specified in this schedule.

Sl.No.	Category of establishment	Fees
(1)	(2)	(3)
1	Commercial Establishments	₹ 10/-
2	Shops having Employees	₹ 10/-
3	Shops having no Employees	₹ 5/-
4	Residential Hotels	₹ 10/-
5	Restaurants and eating houses	₹ 10/-
6	Theatres and other places of public amusement or entertainment.	₹ 10/-