

GOVERNMENT OF MEGHALAYA  
LABOUR DEPARTMENT

ANN II

NOTIFICATION  
DATED SHILLONG, THE 7TH OCTOBER, 2004

NO.LBG.132/82/209 - Whereas, the State Government under sub-section (1) of Section 30 issued Notification vide LBG.132/82/143 dt. 26.5.04 publishing the Draft Meghalaya Shops and Establishments Rules, 2004 in the Official Gazette of Meghalaya calling for objections and suggestions from all concerns for taking up for consideration by the Government after the expiry of 45 days from the date of such publication of such notification in the Gazette of Meghalaya.

And, whereas the Government has not received any objection or suggestion on the provision of the said Draft rules.

Now, therefore, in exercise of the powers conferred by subsections (1) and (2) of Section 30 of the Meghalaya Shops and Establishments Act, 2003 (Act No.4 of 2004) the State Government of Meghalaya hereby make the Meghalaya Shops and Establishments Rule 2004 as follows :-

CHAPTER - 1

PRELIMINARY

1. Short title and commencement :- (1) These rules may be called the Meghalaya Shops and Establishments Rules, 2004.
2. They shall come into force at once.
2. Definitions : In these rules, unless there is anything repugnant in the subject or context :-
  - (a) ' Act' means the Meghalaya Shops and Establishments Act, 2003.
  - (b) 'Appellate authority' means the authority set up under these rules;
  - (c) "Form" means a form appended to these rules;
  - (d) "Government" means the Government of Meghalaya;
  - (e) "Rules" means the Meghalaya Shops and Establishments Rule, 2004;

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- (f) "Schedule" means a schedule appended to these rules;
- (g) "Section" means a section of the Act;
- (h) "Time" with reference to time of day in these rules means the Indian Standard Time;
- (i) Words and expressions used in the Act and not defined in these rules shall have the same meaning as assigned ~~ix~~ to them in the Act.

CHAPTER II

REGISTRATION

3. Registration of Establishment and application for registration :

Within thirty days from the date of enforcement of these rules in the case of an establishment existing on that day and within thirty days from the date of commencement of the business in the case of a new establishment, the employer of every establishment shall apply for registration under the Act to the Labour Commissioner or the officer authorised by him in this behalf in Form 'A' prescribed for the purpose in duplicate and in print together with the original copy of the treasury challan depositing the requisite amount of fees specified in Schedule I-

Provided that the State Government may, in relaxation of the provisions of this rule, allow the employer of a particular establishment, if satisfied with the reasons furnished by him, to get his establishment registered or the registration of his establishment renewed on or before a date specified in the order issued in this behalf.

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4. Register of Shops and Establishments : The Labour Commissioner or the officer authorised by him in this behalf shall maintain a Register of Shops and Establishments in Form 'B' which shall consist of three Parts as follows :

- Part I ..... Shops.
- Part II ..... Commercial Establishments.
- Part III ..... Establishments for Public Entertainment or Amusement.

5. Issue of Certificate of Registration : In receipt of the application in the prescribed Form 'A' and the original copy of the treasury challan depositing the fees, the Labour Commissioner or the Officer authorised by him in this behalf shall, on being satisfied about the correctness of the statement made in the application, register the establishment in the appropriate part of the Register of Shops and Establishments and shall, in the prescribed Form 'C' issue a Certificate of Registration to the Employer :

Provided that a Certificate of Registration shall be valid up to a period of twelve months only from the date of issue unless renewed thereafter.

6. Display of Notices and Certificate of Registration : (1) Any notice or certificate required to be exhibited under the Act or the rules shall be exhibited in such a manner that it is readily seen and can be read by any person whom it concerns and shall be replaced by a fresh one whenever it becomes defaced or ceases to be legible at case.

(2) Every employer in an establishment shall display the Certificate of Registration or the Renewed Certificate of Registration, as the case may be, issued under Rule 5 in a conspicuous place in the establishment.

7. Renewal of Certificate of Registration : An application for the renewal of a Certificate of Registration shall be submitted in the prescribed Form 'A' within three months after the date of expiry of the Certificate of Registration or the Renewed Certificate of Registration, as the case may be and shall be accompanied by the current Certificate of Registration together with the original copy of the treasury challan depositing such fees as are prescribed in Schedule I and the Labour Commissioner or the Officer authorised by him in this behalf shall, on being satisfied about the correctness of the statement, issue the renewed

Certificate of Registration in the prescribed Form 'C' after making relevant entries in the appropriate part of the Register of Shops and Establishments.

8. Notice of change in establishments : (1) It shall be the duty of every employer in an establishment to notify to the Labour Commissioner or the Officer authorised by him in this behalf, in the prescribed Form 'D' together with the original copy of the treasury challan depositing the requisite fees, for any change in respect of any of the particulars contained in the statement submitted under Rule 3 within ten days after the change has taken place.

(2) The Labour Commissioner or the Officer authorised by him in this behalf on receiving the prescribed notice of change together with the original copy of the treasury challan depositing the required fees shall, on being specified about the correctness of the change of particulars, make the required change in the Register of Shops and Establishments in accordance with such notice and shall amend the current certificate of Registration or issue a fresh Certificate of Registration, if necessary.

9. Notice of winding up of establishments : The employer shall, within ten days of the winding up of the business of his establishment, notify to the Labour Commissioner or the Officer authorised by him in this behalf in the prescribed Form 'E' accompanied by the Certificate of Registration. The Labour Commissioner or the Officer authorised by him in this behalf shall, on receiving the information of the closure of the establishment and on being satisfied about its correctness, remove the name of such establishment from the Register of Shops and Establishments and cancel the Certificate of Registration :

Provided that if the Labour Commissioner or the Officer authorised by him in this behalf does not receive any written information about the winding up of the business of an establishment but he is otherwise satisfied that the establishment has been wound up, he may remove the name of such establishment from the Register of Shops and Establishments and cancel the Certificate of Registration.

Explanation : Every case where an establishment is closed for a continuous period of three months or more shall be treated for the purpose of these rules as a case of winding up of the business of that establishment.

10. Loss of Certificate of Registration : If any Certificate of Registration issued under Rule 5 or a renewed Certificate of Registration issued under Rule 7 is lost, destroyed or defaced the employer shall forthwith report the matter and make an application in the prescribed Form 'F' accompanied by the original copy of the treasury challan depositing the required fees specified in Schedule I and the Labour Commissioner or the Officer authorised by him in this behalf shall issue a duplicate copy of the Certificate of Registration duly stamped with the words 'DUPLICATE' in red ink.
11. Non-transferability of Certificate of Registration : A Certificate of Registration or a renewed Certificate of Registration issued under these rules shall not be transferable.
12. Certificate of Registration on transfer of ownership of establishment : (1) In case the ownership of an establishment is transferred the employer shall, within fifteen days of such transfer, notify the fact of transfer and surrender the Certificate of Registration or the renewed Certificate of Registration, as the case may be, to the Labour Commissioner or the Officer authorised by him in this behalf along with a signed statement specifying the name and address of the transferee.  
(2) The Labour Commissioner or the Officer authorised by him in this behalf, on being satisfied about the correctness of the statement relating to transfer shall cancel the certificate of Registration or the renewed certificate of Registration, as the case may be, by making necessary alterations in the Register of Shops and Establishments.  
(3) The employer of the establishment so transferred shall apply for a new Certificate of Registration as provided in the Act and these rules.
13. Enquiry in connection with registration, renewal, etc. : The Labour Commissioner or the Officer authorised by him in this behalf may, for the purpose of satisfying himself about the correctness of any particulars contained in any statement made under these rules in any application or notice, hold such inquiry as he deems necessary and in such manner as he considers fit.
14. Mode of payment of fees : All fees to be paid by the employer of an establishment under the provisions of these rules shall be credited to the Government Treasury under the 'Head of Account' "0230-Labour & Employment-106-Fees under the Meghalaya Shops and Establishment Rules, 2004." and the original copy of the challan

de depositing the requisite amount of fees shall be forwarded by the employer to the Labour Commissioner or the Officer authorised by him in this behalf accompanied by the prescribed application form duly filled in and signed.

15. Finality of decision in matter of doubt, etc. : In the event of any doubt or difference of opinion as to the manner of registration and renewal or Certificate or payment of fees or the category to which an establishment should belong the Officer authorised by the Labour Commissioner to do the registration etc. shall refer the matter to the Labour Commissioner who shall, after such inquiry as he thinks proper, decide the issue and the decision of the Labour Commissioner shall be final for the purpose of this Act and these rules.

### CHAPTER III

#### WEEKLY CLOSURE, WEEKLY HOLIDAYS, OVERTIME WORK

16. Notice of weekly closure of Shops : (1) Every employer of a shop shall display a weekly closure notice in Form 'G' specifying the day of the week on which the shop shall remain entirely closed.
- (2)\* Every employer of a shop, before displaying the weekly closure notice in Form 'G' shall submit the said notice with the required entries in duplicate to the Inspector of shops and establishments within whose jurisdiction the shop is situated and the inspector shall, on receipt of the Forms duly filled in and on being satisfied about the correctness of the entries made therein, countersign them and shall, after retaining one copy thereof for his office record, return the other copy to the employer for display in the shop as required under the Act.
17. Notice of Weekly Holidays in Establishments (1) The employer in a commercial establishment or an establishment for public entertainment or amusement as the case may be, shall display in the establishment a Notice in Form 'H' specifying the one and a half days in each week during which every employee in the establishment shall be allowed holidays.
- (2) Every employer in a commercial establishment or an establishment for public entertainment or amusement, before displaying the Notice in Form 'H' shall submit the said notice with the required entries in duplicate to the Inspector within these jurisdiction

the establishment is situated and the Inspector shall, on receipt of the Forms duly filled in and on being satisfied about the correctness of the entries made therein, countersign the Forms and shall, after retaining one copy thereof for his office record, return the other copy to the employer for display in the establishment.

(3) The one and a half Weekly Holidays so determined by the employer of an establishment shall be continuous and shall not be altered more than once in any year.

18. Overtime :- (1) Every person employed in a shop may be required to work overtime to cope with sudden spurt of business transactions during the periods and occasions specified below :

- (i) Durga Puja - a period not exceeding 28 days ending on the day of Navami Puja.
- (ii) Christmas - a period not exceeding 28 days ending on the 25th December.
- (iii) Dewali - a period not exceeding 7 days ending on the day of Dewali.
- (iv) Id-ul-Fitr - a period not exceeding 7 days ending on the day of Id.
- (v) Such other occasions as the state Government may, after taking into consideration their nature and importance, specify in this behalf by notification - such period as may be specified in the notification.

19. Overtime slip : In addition to recording the full particulars of the overtime work done by an employee on any day in the register prescribed for the purpose, overtime slips in Form 'I' shall be issued to an employee immediately after overtime work is done by him on each occasion by the employer concerned under his own signature or under the signature of any other person authorised by him to do so on his behalf by general or special order.

#### CHAPTER - IV

##### LEAVE

20. Privilege Leave : (1) Every employee in an establishment desiring to avail of any Privilege leave which is due to his credit under the Act, shall make an application in writing at least seven days prior to the intended commencement of such leave and the employer shall issue orders on the application within three days of its submission;

Provided that the employer may, if satisfied that the leave is required for urgent matters waive the period of seven days notice and pass orders accordingly.

(2) Leave due and prayed for shall not be refused and no part of the privilege leave earned by an employee in an establishment shall be allowed to lapse by the refusal of the employer to grant such leave:

Provided that the employer may regulate the grant of privilege leave according to convenience of work in the establishment;

Provided further that all refused privilege leave shall accumulate without any limit.

(3) Every employee who has been allowed leave under Sub-Rule (1) above shall, on demand, before his leave begins, be paid by the employer half the total amount of wages due to him for the period of such leave.

21. Casual Leave :- Ordinarily casual leave of absence shall not be admissible for more than seven days at a time and previous permission in writing of the employer shall be obtained before such leave is availed of :

Provided that when it is not possible to obtain such previous permission the employer shall, as soon as may be practicable, be informed in writing of the absence from duty and the probable duration of such absence with reasons thereof.

22. Medical Leave : Grant or extension of medical leave on grounds of sickness incurred or accident sustained, if due, shall not be refused when prayed for in writing by or on behalf of an employee supported by a certificate from a registered medical practitioner

Provided that the employer may, if he so think fit and undertakes to defray the cost involved, require the employee by an order in writing to be examined by the nearest State Health Officer of Class I and if the employee refuses to submit to such examination or is certified on such examination to be fit for duty, the employer may refuse the leave or extension thereof as the case may be.

23. Combination of medical leave with privilege leave : Leave on medical certificate allowed under Rule 22 above may be combined with privilege leave is due under the Act.

24. Prohibition of alteration of nature of leave : The employer shall not alter the nature of leave applied for by the employee.



25. Intimation of employee's address on leave : (1) Every employee praying for privilege or medical leave shall intimate to the employer his address during the period of leave and if there is any change of the address so communicated, that shall be intimated within three days of such change.
26. Extension of leave : If an employee after proceeding on leave desires an extension thereof, he shall apply in writing to the employer, and the latter shall send a written reply either granting or refusing the extension of leave to the applicant at the address last given by him.
27. Unauthorised absence : (1) If an employee remains absent without leave or beyond the period of leave originally granted or subsequently extended, the employer, shall, before taking any disciplinary action against the absentee-employee, issue a notice requiring him to explain in writing the reasons of his absence within fifteen days of the receipt of the notice.
- (2) If on receipt of the notice referred to in Sub-Rule (1) above the absentee-employee explains the reasons of his absence to the satisfaction of the employer, the latter may regularise the period of unauthorised absence by grant of such leave as may be due to the employee and treat the remaining period of absence, if any, as leave of absence without wages; and where the explanation given by the employee is considered not satisfactory, the employer may either treat the period of unauthorised absence of the employee as absence without wages even though leave with wages may be due to him or terminate his lien on service, depending on the seriousness and gravity of the case.
- (3) If the employee does not submit any explanation to the employer within the time limit given in the notice referred to in Sub-Rule (1) above, the latter may terminate the lien of the person employed on his service.
- (4) The notice referred to in Sub-Rule (1) above shall be served by registered post to the address given under Rule. 25 or in its absence, to the address last given by the persons employed.

#### CHAPTER - V

#### WAGES AND TERMINATION OF SERVICE

28. Continuous employment for six months : An employee shall be deemed to have completed a period of six months continuous service within the meaning of Sub-Section (1) of Section 15 of the Act, notwith-

standing any interruption in service during these six months brought about (a) by sickness, accident or authorised leave (including authorised holidays and weekly holidays) not exceeding forty-five days in the aggregate, or (b) by a lock-out, or (c) by a strike which is not an illegal strike or (d) by intermittent periods of involuntary unemployment not exceeding fifteen days in the aggregate; and authorised leave shall be deemed not to include any weekly holiday allowed under this Act, which occurs at the beginning or end of an interruption brought about by the leave.

29. Appellate Authority : For the purpose of Sub-Section (2) of Section 15 of the Act, Labour Commissioner shall be the Appellate Authority.

30. Time within which appeal can be submitted : (1) An employee, whose service have been dispensed with on alleged contravention of the provisions of Sub-section (1) of Section 15 of the Act may within thirty days of the date of termination of service, make an appeal to the appellate authority.

(2) The appellate authority may, however, entertain an appeal after the expiry of the aforesaid period of thirty days if it is satisfied that the appellant had sufficient cause for not preferring the appeal within such period.

31. Procedure for hearing of Appeal : (1) The appellate authority on receipt of the memorandum of appeal and on being satisfied that there is a prime facie case showing alleged contravention, shall fix a date for the hearing of the appeal by giving due notice in Form 'J' to the appellant and in Form 'K' to the employer, whose order is appealed against to appear in person or by a duly authorised agent and shall, after giving both the parties fair and full opportunity of being heard and making such further enquiry as he may deem fit, dispose of the appeal in the manner required under the provisions of the Act as expeditiously as possible.

(2) The decision or the order of the Appellate Authority shall be recorded in Form 'L' and it shall be carried out by the employer concerned within the period specified by the appellate authority.

32. Recovery of sums of money under Section 15 : When any sum of money is due from an employer under Sub-Section (3) or (4) of Section 15, and the amount has not been paid by the employer within such period as may be fixed by the appellate authority in his order, the latter shall issue a certificate to the Collector who shall recover it as arrears of land revenue with utmost expedition.

33. Issue of appointment letters to employees : Every employer in an establishment shall furnish every employee with a letter of appointment effective from the actual date of employment in Form 'M' in the case of every person who is :-

- (i) Already in the employ of the establishment within thirty days from the date on which these rules come into force; and
- (ii) employed in the establishment after these rules come into force, and before the person so employed commence work;

Provided that it shall not be necessary for an employer to issue such letter or appointment to an employee who is already employed and has already been furnished with a letter of appointment in any other form substantially containing the particulars specified in Form 'M'.

34. Employee's liability to give prior notice : An employee in an establishment who has put in three months service shall have to give fifteen days' notice in writing before quitting his job and in default the employee may forfeit to the maximum his seven days' unpaid wages.

#### CHAPTER VI.

#### EMPLOYMENT

35. Evidence as to age of an employee : (1) In respect of an employee in an establishment the Labour Commissioner or the Inspector of the area within whose jurisdiction the establishment is situated may, at any time, in writing require the employer to produce at his own cost within such time, not being less than ten days from the date of the requisition, one of the following documents showing the age of such person employed, namely a certified copy of an extract from :

- (i) The records of any Schools;
- (ii) The Birth Register of Local Authority;

(2) In the case of the employer's failure to produce either of the documents required under Sub-Rules (1) above the Labour Commissioner or the Inspector shall, at the cost of the Employer arrange to determine the age of the person employed through medical examination by the District Health Officer of the area or by any other competent medical officer not below that rank.

36. Restrictions on double employment : No employee shall work in any establishment, nor shall any employer knowingly permit an employee to work in any establishment, on a day on which the employee is given a holiday or is on leave in accordance with the provisions of the Act and these rules.

CHAPTER VII  
HEALTH AND SAFETY

37. Times and methods of cleansing establishments : (1) Subject to the provisions of Sub-Rule (2) in every establishment :
- (a) all the inside walls of the rooms and all the ceilings and tops of such rooms (whether such walls, ceilings and tops be plastered or not) and all the passages and stair cases shall be limewashed or colourwashed at least once a year, unless in the opinion of the local Inspector such walls, ceilings, Passages or staircases require to be limewashed or colour-washed earlier;
  - (b) all the beams, rafters, doors, window frames and other wood work with the exception of floors shall be either painted or varnished once in two years.
- (2) Nothing in this rule shall apply to :
- (a) rooms (not being rooms in residential hotels, restaurants and eating houses) used only for storage of articles :
  - (b) walls or tops of rooms which are made of galvanised iron tiles, asbestos sheets or similar material or glazed bricks;
  - (c) any other establishment or part thereof in which limewashing or painting is in the opinion of the local Inspector unnecessary to satisfy the requirements of S. 16 of the Act in respect of cleanliness.
- (3) All floors, Passages and stairs shall be swept, washed and dried (wherever necessary with mixture of detergents or deodorisers) at least once a day to keep them adequately clean and free from slippery agents or substances giving offensive smell.
- (4) Where the floor of the premises of an establishment is liable to become wet in the course of any process effective means of drainage shall be provided and maintained.
- (5) No rubbish, filth or debris shall be allowed to accumulate or to remain on or near any premises in an establishment in such position that effluvia can arise therefrom.

- (6) All drains carrying waste or sullage water or sewage shall be constructed of impermeable material and shall be flushed regularly twice daily.
- (7) The dates on which lime-washing, colour-washing, painting or varnishing is carried out under Sub-Rule (1) shall be duly entered in a register maintained in Form 'N'
- (8) In every establishment in which articles are stored with a view to their transport or sale, adequate washing facilities shall be provided and maintained free for the use of employees such as soap, towel, nail brush, etc.
- (9) No stationary internal combustion engine shall be operated in any establishment unless the exhaust is conducted into the open air and no other internal combustion engine shall be operated in any room unless effective measures have been taken to prevent such accumulation of fumes therefrom as are likely to be injurious to the health of employees working in the establishment.
- (10) In every establishment, in which there is given off any dust or fume or other impurity of such nature and to such an extent as is likely to be injurious or offensive to the persons working therein, effective measures shall be taken to prevent its inhalation and accumulation in the premises and if any exhaust appliance is necessary for this purpose, it shall be applied as near as possible to the point of origin of the dust, fume or other impurity and such point shall be enclosed as far as possible.
- (11) Every employer of an establishment where food, drink and beverage is prepared and served shall ensure that all the persons employed in connection with the business of the establishment, including the employer, himself are free from any communicable diseases.
- A certificate in Form 'O' to the effect that the person so employed is free from communicable disease shall be obtained from a competent medical officer not below the rank of Health Officer of Class I and produced before the Inspector on demand.
- (12) In every establishment proper arrangements shall be made for providing sufficient supply of drinking water to the

- \* employees. The water so supplied shall be fit for human consumption and shall be stored in a hygienically sheltered place and kept cleanly and properly covered. As far as practicable only filtered water shall be supplied for the purpose.
- (13) Every employer in an establishment shall provide and maintain at convenient places sufficient number of spittoons in a clean and hygienic condition with disinfectants which may be liquid or sand covered with lime. The disinfectants shall be replaced daily.
- (14) Latrines and Urinals shall be so situated as be conveniently accessible one shall be provided in every establishment in sufficient number for the use of the employees thereof. The walls ceilings and partitions of every latrine and urinal shall be made of glazed tiles as far as practicable and wherever they are not made of glazed tiles, they shall be white washed or colour washed once in every month. All latrines and urinals shall be adequately lighted ventilated and at all times maintained in a clean and sanitary condition.
38. Ventilation : In every work room or hall of an establishment windows and other forms of openings for ventilation shall be provided in sufficient numbers to admit a continued supply of fresh air so as to keep the atmosphere inside such room or hall comfortable and free from dust, fumes and other impurities.
39. Precautions against fire : (1) Every establishment shall be provided with adequate means of escape in case of fire.  
(2) In every establishment the doors affording exit from any room shall not be locked or fastened in such a way that they cannot be easily and immediately opened from inside while any person is within the room.
- (3) In every establishment buckets and/or chemical fire extinguishers preferably the latter shall be provided in suitable number and at suitable sites according to nature of work carried on and the site of the premises.
- (4) In every establishment dealing in or with inflammable substances there shall be a warning notice in writing conspicuously displayed that 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.

40. Safety : (1) Every dangerous part of a machinery in an establishment shall be securely fenced by safeguards of substantial construction which shall be kept in position while the parts of machinery so fenced are in motion or in use.
- (2) In every establishment, where packing or any other process is carried on with the aid of electric power, suitable devices for cutting or power in emergencies from running machinery shall be provided and maintained.
- (3) No employee with loose fitting clothes shall be allowed or made to work near them moving machinery or belt. Tight fitting clothes for the purpose shall be provided free by the employer.
41. Appeals under Section 18 : (1) The authority for the purpose of hearing appeals under Section 18 of the Act shall be the Labour Commissioner and Inspector of Shops and Establishments appointments appointed under Sub-Section(2) of Section 19.
- (2) Any person aggrieved by any order passed by an Inspector under Sub-Section (3) of Section 16 of the Act may prefer an appeal against that order within thirty days of the passing of it. Such appeal shall be in the form of a memorandum setting forth clearly the grounds in which the appeal is preferred against, shall be accompanied by a copy of the order and the original copy of the treasury challan showing payment of fifty rupees as hearing fee for each of the order contested.
- (3) The appeallate authority shall make such enquiries as he deems fit in the matter appealed against and issue fresh orders affirming, rescinding or modifying the original order.

#### CHAPTER VIII

#### ENFORCEMENT AND INSPECTION

42. Powers and functions of Inspector : (1) The details of the Inspector appointed under Section 19 shall generally be to make such examination of an establishment as may be necessary for the purpose of satisfying himself that the provision of the Act, the rules and any orders issued by the Government under the Act are duly observed and in particular, to ascertain whether within limits of his jurisdiction :

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- (i) the restrictions imposed on the daily and weekly hours of work and the intervals of rest and the spreadover of the periods of work are duly observed according to the provisions of the Act and the Rules;
  - (ii) the overtime work done by the person employed are within the prescribed limits of the Act and the rules and overtime wages due are paid regularly;
  - (iii) the shops remain closed on the notified day of the week and the declared one and a half days of holidays are given;
  - (iv) the opening and closing hours fixed under the Act and the rules are observed in the shops and establishments;
  - (v) any deduction from the wages of the person employed in establishments on account of the weekly closure day or the weekly holidays as the case may be, are made in contravention of the provisions of the Act;
  - (vi) leave with wages are afforded to the employees;
  - (vii) the provisions of the Act on payment of wages are duly observed;
  - (viii) the prohibitions of employment of children and women and persons below the age of seventeen imposed under the Act are duly observed;
  - (ix) the provisions of the Act and the rules relating to clean lines, lighting, health, safety, welfare measures and the precautions against fire are properly observed;
  - (x) the registers, records and notices required to be maintained and displayed under the Act and the rules are properly maintained and exhibited;
  - (xi) the establishments have been duly registered;
  - (xii) the irregularities pointed out at previous inspections have been remedied and orders previously issued have been complied with.
- (2) For carrying out the purposed of the Act and these rules the Inspector may cause to be taken a photograph of any employee or the premises of any establishment.
  - (3) The Labour Commissioner shall direct and supervise the works of the Inspectors who shall be his subordinates.
  - (4) The Labour Commissioner or any Inspector may call for any information from any establishment or employer which he may deem relevant for the efficient administration of the provision of the Act or these rules.



(5) Any person called upon to furnish any information under Sub-Rule (4) shall, subject to the provisions of the proviso to Cl.(c) of Section 20 of the Act, be legally bound to do so within such time as may be fixed by the Labour Commissioner or the Inspector as the case may be.

(6) (1) The Labour Commissioner or an Inspector shall have been powers to point out all such defects or irregularities as he may have observed in course of inspection and to give orders for their removal and to record and furnish to the employer a summary of the defects or irregularities and of his orders.

(2) Every order passed under the Act and the rules shall be served on the employers;

(a) by delivering a copy of it to him personally or at his office through a messenger, or

(b) by registered post.

43. Method of Inspections : (1) In conducting any inspection, the Inspector shall not, as far as possible, cause any suspension of business in any establishment.

(2) No inspection shall be held during any day in which the shop remains entirely closed in each week.

Provided that notwithstanding anything hereinbefore mentioned an inspection may be held to ascertain if any shop is open on any day of weekly closure notified in respect thereof.

44. Visit Book : (1) Every employer shall maintain a Visit Book which shall be produced on demand, by any Inspectors having jurisdiction.

(2) The Visit Book shall be a bound Book of size 7" X 6" containing at least two hundred pages, every pages, whereof shall be so numbered that each consecutive number is in duplicate and the duplicate page between each two consecutively numbered pages shall have a vertically perforated straight line on the margin side at a margin of at least one inch. Every page shall contain the following headlines at the top :

(a) Name of the Establishment

(b) Address in full

(c) Registration Number of the Establishment

(d) Date

(e) Time of Visit.

- (3) If the Inspector in course of inspection of an establishment finds any deviations from the provisions of the Act and these rules or any orders or notifications issued by the Government he may record the same in duplicate on the serially numbered pages of the Visit Book and take out the marginally perforated duplicate pages for his office record and, thereafter, may send separately a detailed copy of his Inspection Notes to the employer for necessary action with a copy thereof to the Labour Commissioner within seven days from the date of inspection. Where the Inspector has no remarks to offer he shall merely enter the date and time of his visit and sign on the Visit Book.
- (4) In case the Visit Book containing the remarks passed by an Inspector is lost, destroyed or defaced, the employer shall forthwith report in writing the loss of the Visit Book to the Inspector of the area and immediately replace it by a fresh one.
- (5) The Inspector within the limits of his jurisdiction shall inspect each establishment at least once in three months.
45. Submission of Diary by Inspector : Subject to the provisions of Rule 41 the Inspector shall keep a file of the records of his inspection, arranged suitably, and shall submit to his immediate superior officer and to the Labour Commissioner and Inspector of Shops and Establishments by the tenth day of every month a diary in Form 'P' showing the work done in the preceding month. A copy of the said diary shall be retained by the Inspector for reference.
46. Appeal from an Inspector's orders or recommendations : (1) An employer may, within fifteen days of the date on which an Inspector endorses an order or recommendation in the Visit Book or of the receipt of the copy of the Inspection Notes or any order or recommendation made by an Inspector, appeal against such order or recommendation to the Labour Commissioner and the Labour Commissioner may, after necessary inquiries, confirm, or modify or reverse the order of the recommendation appealed against.
- (2) The notice of appeal shall be in the form of a memorandum setting forth concisely the grounds of objection, accompanied by a copy of the order or recommendation against which the appeal is preferred, and shall bear a Court-fee Stamp of the value of fifty rupees. It shall be signed by the appellant or, on his behalf, by an authorised agent.

(3) The Labour Commissioner may, however, entertain an appeal after the expiry of the aforesaid period of fifteen days if he is satisfied that the appellant had reasonable cause for his inability to prefer the appeal in time.

CHAPTER - IX  
OFFENCES AND PENALTIES

47. Penalties : (1) Whoever contravenes any of the provisions of these rules, except in the case of Rules 34 and 36, shall on conviction be punished with fine which may extend to Five thousand rupees and where the breach is a continuing one, with a further fine which may extend to Two hundred fifty rupees, for every day, after the first during which the breach continues.

(2) If anyone contravenes the provisions of Rule 36 he shall, on conviction, be punished with fine which may extend to Two hundred fifty rupees.

(3) If any employer -

(i) Makes or causes or allows to be made, in any register, record or notice prescribed to be maintained under the provision of these rules any entry which to his knowledge is false in any material particular or

(ii) wilfully omits or causes or allows to be omitted from such register, record or notice an entry which is required to be made therein or.

(iii) maintains or causes or allows to be maintained more than one set of any register, record or notice except the office copy thereof or

(iv) Sends or causes or allows to be sent, to an Inspector, any statement, information or notice which, to his knowledge, is false in any material particular.

He shall, on conviction, be punished with fine which may extend to five thousand rupees and where the breach is a continuing one with a further fine which may extend to Two hundred fifty rupees, for every day after the first, during which the breach continues.

Contd..... 20/-

48. Determination of employer for the purposes of the rules :

(1) Where the owner of an establishment is a firm or any other association of individuals, any one of the individuals partners or members thereof, may be prosecuted and punished under these rules for any offences for which an employer in an establishment is punishable :

Provided that the firm or association may give notice to the Inspector that it has nominated one of its members who is resident in the State to be the employer for the purposes of these rules and such individual shall, so long as he is so resident, be deemed to be the employer for the purposes of these rules, until further notice cancelling the nomination is received by the Inspector or until he ceases to be a partner or member of the firm or association.

(2) Where the establishment is a public limited company, any one of the directors thereof, or in the case of a private company, limited or otherwise, any one of the share-holders thereof, may be prosecuted and punished under these rules for an offence for which the employer in an establishment is punishable :

Provided that the company may give notice to the Inspector that it has nominated a director, or, in the case of a private company a share holder who is resident in the State, to be the employer in the establishment for the purposes of these rules, and such director, or share-holder shall, so long as he is so resident, be deemed to be the employer in the establishment for the purposes of these rules, until further notice cancelling his nomination is received by the Inspector or until he ceases to be a director or share-holder.

49. Exemption of Employer for Liability in certain cases :

Where the employer of an establishment is charged with an offence for violation of these rules or orders made there-under, he shall be entitled, upon complaint duly made by him, to have any other person, whom he charges as the actual offender, brought before the Court at the time appointed for hearing the charge; and if, after the commission of the offence has been proved, the employer proved to the satisfaction of the Court :

(i) that he has used due diligence to enforce the execution of these rules; and

(ii) that the said other person committed the offence in question against his orders and without his knowledge or consent or connivance;

Contd. .... 21/-

that the ...  
so that ...

that the said other person shall be convicted of the offence and shall be liable to the like fine as if he were the employer.

50. Penalty for obstructing Inspector : Whoever wilfully obstructs an Inspector in the exercise of any power under these rules or any person lawfully assisting an Inspector in the exercise of any power under these rules or any person lawfully assisting an Inspector in the exercise of such power or refuses without reasonable cause to comply with any lawful direction made by an Inspector or conceals or prevents any employee in an establishment from appearing before or being examined by an Inspector, shall on conviction, be punished with fine which may extend to **FIVE THOUSAND rupees**.

#### CHAPTER X

#### MISCELLANEOUS

51. Register of hours of work and interval for rest : Every employer in an establishment shall maintain a register in Form 'Q' showing the daily and weekly hours of work and hours of interval for rest against the name of each employee and also the hours of opening and closing of an establishment.
52. Register of overtime work and payment of overtime wages : Every employer in an establishment shall maintain a register in Form 'R' showing the overtime work done in every month by each employee and the amount of overtime wages the employee is entitled to and paid under the Act.
53. Maintenance of Register of Employment : (1) Every employer in an establishment shall maintain a register of employment in Form 'S'.  
(2) All information in the register of employment shall be kept and maintained up-to-date and corrections, as and when necessary, shall be made within three days from the date any change takes place.  
(3) The register of employment kept and maintained in the prescribed Form 'S' shall bear the signature of the employee and the employer shall authenticate the entries under his signature.  
(4) If, by an application made by an employer in writing to the Labour Commissioner, he is satisfied that any muster roll, register or record already maintained by the employer substantially

contains in respect of all or any of the employees in his establishment the particulars required to be shown in any register, records, or notice referred to in these rules, the Labour Commissioner may, by order in writing, direct that such muster ~~roll~~ roll, register or record shall, to the corresponding extent be maintained in place of such register, record or notice. A copy of the Labour Commissioner order to this effect shall be forwarded to the Inspector of the area within whose jurisdiction the establishment is situated.

54. Register of leave : The employer shall maintain a Register of Leave in Form 'T' and particulars of application for leave, whether granted or refused, shall be entered in the corresponding part of the register against the name of the employee immediately after receipt of the application.
55. Leave Card : (1) The employer shall provide each employee with a card called the 'Leave Card' in the same Form 'T' as the form of the register of leave but a separate card shall be made for each employee on a thick sheet which shall be the property of the employee and the employer shall not demand it except to make entries therein and shall not keep it for more than a week at a time.  
(2) If any employee loses the Leave Card, the employer shall provide him with another copy and shall complete it from the records in the Leave Register.
56. Liability of employer for maintenance and preservation of records and display of notices. (1) Every employer shall, on demand from any Inspectors having jurisdiction, produce for inspection all registers, records and notices required to be kept and maintained under and for the purpose of these rules on the premises of the establishment to which they relate.  
(2) The registers and records required to be kept and maintained under these rules shall be maintained regularly and legibly in ink in English, and the dates entered shall be in accordance with the English Calendar and shall be so preserved that the records and registers of every year continued to remain for at least a full period of three successive years.

(3) Every such register shall be serially page-marked and well bound.

(4) In any register or record which an employer is required to maintain under these rules, the entries relating to any day shall be made on that : very day and shall be authenticated by the employer or the manager, as the case may be, by putting his signature against them :

Provided that in case the employer or the manager is absent on any day the entries shall be authenticated by such person as may be authorised to do so by the employer.

57. Suspension of the provision of the Act : Government may suspend the operation of the Act under 3.28 on account of the following holidays or occasions, namely :

- (a) Durga puja (b) Dewali (c) Christmas (d) Id-Ul-Fitra
- (e) any other occasion as may be specified by the Government.



FORM A

Application for Certificate of Registration of establishment  
(and also periodic renewal thereof)

[See Rules 3<sup>5</sup>/<sub>6</sub> & 7]

To

The Inspector of Shops and Establishments

(here specify the area and the address of the Inspector)

Sir,

I beg to apply for registration/renewal of registration of my establishment for the period of twelve months from ..... to ..... as required under Sec 3 of the Meghalaya Shops and Establishments Act, 2001 and the rules framed thereunder.

The required particulars in regard to the establishment are furnished herein below in the form prescribed for the purpose in duplicate :

1. Name of Establishment, if any
2. Postal address and exact location of the Establishment
3. Situation of office, store-room, godown, warehouse or workplace, if any, attached to the establishment but situated in premises different from those of the establishment
4. No. and date of previous Certificate of Registration (certificate to be surrendered with the application for renewal)
5. Name of employer
6. Residential address of employer
7. Name of the Manager/Agent/other person acting in the general management, if any, and his address
8. Name of partners and their residential addresses (if it is a partnership concern)
9. Name and residential addresses of Directors (if it is a case of limited company)
10. Category of Establishment, *i. e.*, whether a shop, commercial establishment, hotel, restaurant, eating house or other place of amusement or entertainment
11. Nature of business
12. Date of commencement of business
13. Names of members of the employer's family employed in the establishment and residing with and wholly dependent upon him



Serial No.	Name	Relationship	Male or Female	Adult or Child
(1)	(2)	(3)	(4)	(5)

14. Total number of employees

Serial No.	Name	Male or Female	Adult or Child
(1)	(2)	(3)	(4)

(Enter 'not applicable' in case any item of information sought for is not applicable to an establishment).

I testify that the informations furnished above are true to the best of my knowledge and belief.

A copy of the Challan dated..... depositing a sum of Rs..... (Rupees.....) only at the Treasury at..... (name of the place) prescribed in Schedule I of the rules is attached for reference and needful.

Yours faithfully,

Date.....

Signature of Employer

FORM B

Register of Shops and Establishments

[See Rule 4 ]

Part I—Shops

Part II—Commercial Establishment

Part III—Establishment for Public Entertainment or Amusement

Serial No. (1)	No. of Certificate of Registration and date of Registration (2)	Name of the Establishment (3)	Name of the Employer with residential address (4)	Name of the Manager/Agent/other person, if any, acting in the general management with residential address (5)	Postal address and exact location of the establishment (6)	Exact location of office, store-room, godown, warehouse, work-place, if any, attached to an establishment, but situated in premises other than those of the establishment (7)	Date of commencement of business (8)	Nature of business (9)	Number of members of employee's family				Number of other persons occupying position of management or employees engaged in confidential capacity (14)
									Adult		Child		
								Males (10)	Females (11)	Males (12)	Females (13)		

Males (15)	Females (16)	Total number of employees (17)		Date of inspection in connection with registration (19)	Date of Registration and No. of Registration (20)	Date of Receipt of Notification of changes, if any (21)	Declared weekly closure day in case of shop (22)	Declared weekly one and a half holidays in case of establishments (23)	Fees paid				Maximum number of employees for which Certificate granted (28)	Date of renewal of Certificate (29)	Date of cancellation of Certificate on winding up of an establishment (30)	Remarks (31)
		Adult	Child						For Registration (24)	For Renewal (25)	For change (26)	For loss of Certificates (27)				

FORM C  
Certificate of Registration  
[See Rule 5]

Name of Establishment  
Name of Employer  
Address and location of the Establishment  
Number of Employees  
Nature of business

Registration No. .... date .....

Certified that under the ~~Meghalaya~~ Shops and Establishments Act, 2004 and the rules framed thereunder :

(i) the establishment bearing the above particulars has been registered this ..... day of ..... for a period of twelve months up to ..... (here put the date) and the Registration No. is .....

The validity of the Certificate of Registration shall expire unless renewed before that date.

Office Seal and Date

Signature of the Inspector of Shops and Establishments

(ii) the validity of the Certificate of Registration issued to the establishment bearing the above particulars having expired on ..... ~~or~~ on the employer's application under Rule 7, renewed

(a) for a ~~period~~ of twelve months up to .....

(b) for a further period of twelve months up to .....

Office Seal and Date

Signature of the Inspector of Shops and Establishments

(iii) the information notified in the prescribed Form 'D' by the employer under Rule 8 as requiring change in respect of the establishment bearing the above particulars have been registered this ..... day of .....

Office Seal and Date

Signature of the Inspector of Shops and Establishments

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FORM D

Notice of Change in Establishments

[See Rule 8]

- 1. Name of Establishment
- 2. Address and location
- 3. Name of employer with residential address

Registration Certificate No. .... date .....

To  
The Inspector of Shops and Establishments

Sir,

Notice is hereby given that the following change has taken place with effect from ..... in respect of the particulars of information relating to my establishment forwarded in the statement under Rule 3 in Form A, which please note.

The Certificate of Registration is enclosed herewith for amendment.

A copy of the challan depositing the fee of Rs. .... (Rupees ..... ) only on ..... at the Treasury at ..... (mention place) as specified in Schedule I is also sent herewith.

Yours faithfully,

Signature of the Employers

Date .....

FORM E

Notice of winding up of the business or establishment

[See Rule 9]

To  
The Inspector of Shops and Establishments

Sir,

Notice is hereby given that I am winding up the business of my establishment with effect from .....

The Certificate of Registration No. .... dated ..... is surrendered herewith.

- Name of Establishment
- Name of employer
- Address and location
- Number of employees affected
- Reasons for winding up

Yours faithfully,

Signature of Employer

Date .....

FORM F

Notice of Loss of Certificate of Registration or renewed Certificate of Registration

[See Rule 10]

Name of Establishment

Address and location of the Establishment

Name of employer

Certificate of Registration No.....dated.....

To

The Inspector of Shops and Establishments

Sir,

This is to inform you that the Certificate of Registration No..... dated..... which was issued in favour of the above establishment has been lost/destroyed/defaced.

Please issue a duplicate Certificate.

A copy of the Challan depositing the fee of Rs..... (Rupees.....) only at the Treasury at .....(here mention the place) as specified in Schedule I is forwarded herewith for needful.

Yours faithfully  
Signature of Employer

Dated .....

FORM G

[See Rule 16]

Notice of Weekly Closure

(To be displayed in a conspicuous place)

Name of shop.....

Name of employer.....

Address.....

Registration No.....

Until further notice this shop shall remain entirely closed for one day in each week as specified below following the date of this notice :

Every.....of the week.

Countersignature of the Inspector of Shops and Establishments

Designation

Date.....

Office Seal of the Inspector with date.....

Signature of the employer/the manager/agent or any other authorised person acting in the general management :

Date.....

Copy to :--The Inspector of Shops and Establishments .....

**FORM 14**  
**Notice of Weekly Holidays**  
 [See Rule 17]

(To be displayed in the Establishment)

- Name of—(i) Commercial Establishment  
 (ii) Establishment for public Entertainment  
 (iii) Establishment for Amusement

Address

Registration No.

Until further notice employees in this Commercial Establishment/  
 Establishment for Public Entertainment/Establishment for Amusement (*strike out* the words which are not applicable) shall be followed holidays continuously for one and a half days in each week as specified below following the date of this notice.

Name of Employees (1)	Day on which half holiday is allowed (2)	Day on which full holiday is allowed (3)

Countersignature of the Inspector of Shops and Establishments

Designation

Date

Signature of the Employer / the Manager / Agent or any other authorised person acting in the general management:

Date

Office Seal of the Inspector with date

Copy to—(1) The Inspector of Shops and Establishment .....

**FORM 1**  
**Overtime slips**  
 [See Rule 18]  
 Foil

1. Name of Establishment
2. Name of employer
3. Name of employee
4. Date
5. Extent of overtime work done (in hours)

Signature of Employer/  
 Authorised person

Date.....

**FORM 1**  
**Overtime slips**  
 [See Rule 19]  
 Counterfoil

1. Name of Establishment
2. Name of employer
3. Name of employee
4. Date
5. Extent of overtime work done (in hours)

Signature of Employer/  
 Authorised person

Date.....

FORM J

Notice to the employee under S. 15 (3)

[See Rule 31]

To

Shri.....

Address.....

Your appeal, dated.....has been posted for hearing on the..... day of..... 20.....at.....a. m/p. m.....at.....

You shall appear before the Appellate Authority on that day to prove the claim. You must be prepared to produce on that day all the witnesses on whose evidence and all the documents upon which you intend to rely in support of your case. In default of your appearance on that day, the matter will be heard and determined in your absence.

Office Seal

Appellate Authority

Date.....

FORM K

Notice to the Employer under S. 15(3)

[See Rule 31]

To

Shri.....

Address.....

Shri.....has appealed to the Appellate Authority under sub-S. (2) of S. 15 of the Regh. Shops and Establishments Act, 2004, against the orders of the termination of his services by you. A copy of his appeal petition is enclosed herewith.

The appeal has been posted for hearing on the.....day of..... 20.....at.....a. m/p. m. at..... You shall appear before the Appellate Authority on that day and answer the charges. You must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defence. In default of your appearance on that day the matter will be heard and determined in your absence

Official Seal with date

Appellate Authority

Date.....

FORM L

Record of Decision/Order of the Appellate Authority

[See Rule 31(2)]

1. Serial No.
2. Date of application/appeal
3. Date of receipt of application/appeal
4. Name or names of the applicant or applicants/appellant or appellants
5. Address of the applicant or applicants/appellant or appellants
6. Name of the employer or the person whose decision has been appealed against.
7. Address of the employer or the person whose decision has been appealed against
8. Substance of the complaint/appeal
9. Date of hearing/hearings given
10. Pleas of parties and their examination, if any
11. Documents seen
12. Substance of the evidence taken
13. Finding and brief statement of reasons thereof
14. Decision

Office Seal

Signature of the Appellate Authority

Date.....

FORM M

Letter of Appointment

[See Rule 33]

Name of the Establishment.....

Registration No.....

Name of the Employer.....

Address.....

To

You, Shri/Shrimati..... is hereby appointed on probation for a period of three months on temporary basis for the period from..... to on casual basis/permanent basis for.....

Your time scale of pay including rate of increment shall be..... (here insert the scale of pay) and you will get the total wages/salary per day/month composed of the following :



- (i) Basic Pay - Rs.
- (ii) Dearness Allowance - Rs.
- (iii) Other Allowances - Rs.

In addition to the above you will be entitled to—

- (1) Free Board
- (2) Free Lodging
- (3) Concessional supply of food grains @.....per K. G.
- (4) Concessional supply of other articles (here mention the articles and the prices that will be charged for them)

Seal, if any

Signature of the employer

N. B. Strike off whichever is inapplicable

Date.....

**FORM N**

Record of limewashing, painting, etc.

[See Rule 37 (7)]

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

FORM O

Certificate of Fitness (Communicable diseases)

[See Rule 37(11)]

This is to certify that Shri/Shrimati..... son of/daughter of.....  
 age..... resident of..... has been thoroughly examined  
 by me and is considered to be free from any communicable diseases and is fit  
 for being employed, where food, drink and beverage is prepared and/or served  
 to customers.

His/her mark(s) of identification is/are :

- (i)
- (ii)
- (iii)

Signature of competent Medical Officer  
 Registration No.....

Date.....

FORM P

Diary of the Inspector for the month ending

[See Rule 45]

Name and address of the Inspector.....

Place	Date	Name of the establishments inspected	Purpose of Inspection	Remarks on defects, irregularities observed and order and directions issued
(1)	(2)	(3)	(4)	(5)

Signature of Inspector of Shops and Establishments

Memo No.....

Dated.....

Copy to :

- (1) Labour Commissioner
- (2) Inspector of Shops and Establishments.

Signature

LEGAL CONTROLLER  
 )  
 N  
 of  
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 iii  
 iv  
 v  
 a

FORM Q

Register of Hours of Work and Rest

[See Rule 51]

For the week ending on---

Name of the Establishment

Name of the Employer

Address

Registration No.

			Hours worked on Sunday				Hours worked on Monday				Hours worked on Tuesday							
(1) Name of the Employee	(2) Sex	(3) Age	(4) Time at which employment commences	(5) Time at which employment ceases	(6) Interval for rest	(7) Signature of the employee	(8) Time at which employment commences	(9) Time at which employment ceases	(10) Interval for rest	(11) Signature of the employee	(12) Time at which employment commences	(13) Time at which employment ceases	(14) Interval for rest	(15) Signature of the employee				
			Hours worked on Wednesday				Hours worked on Thursday				Hours worked on Friday				Hours worked on Saturday			
(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)			

Signature of the employer

Note. (i) The mark 'H' shall be made in the column relating to any day on which a holiday is given in accordance with the Notices referred to in Rule 16 (4) or 17 (1).

(ii) The mark 'A' shall be made if an employee is absent on any day.

(iii) The entries under the heading 'Interval for Rest' shall be actual hours at which the intervals began and ended.

(iv) The mark 'SL' shall be made in the column relating to any day on which the employee is allowed special leave of absence in the year for the purpose of attending religious ceremonies or functions.

(v) The mark 'CH' shall be made in the column relating in any day on which the employee was allowed compensatory holiday as per Government orders, if any.

FORM R

Register of Overtime Work and Payment of Overtime Wages

[See Rule 52]

For the month ending on.....

1. Name of the establishment
2. Name of employer
3. Address
4. Registration No.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Name of the employee	Rate of wages	Money value of meals and concessional supply of food grains, etc. if any	Overtime rate of wages per hour	Dates on which overtime work was done	Extent of overtime work done on each day (in hours)	Total amount of overtime wages the employee is entitled to	Total amount of overtime wages paid	Signature of the employee

Signature of the Employer

Date.....

FORM 5  
Register of Employment  
[See Rule 53]

1. Name of the Establishment
2. Registration No.
3. Address
4. Name of the employee

(1)	Serial No.
(2)	Name of the employee
(3)	Father's name or Husband's name in case of married woman employee
(4)	Date of birth*
(5)	Post held or nature of job performed
(6)	Date of appointment
(7)	Status Probationer/Temporary/Casual/Permanent
(8)	Scale of pay, if any
(9)	Rate of increment
(10)	Basic Pay
(11)	Dearness allowances
(12)	Other allowances
(13)	Free Board and/or Lodging
(14)	Concessional supply of food grains and/or other articles, if any
(15)	Signature of the employer

\*According to School records or Govt. Register if a Govt. Authority



FORM 'T' (Contd.)  
Medical Leave

Period of twelve months' continuous service		Number of days of leave of credit	Date of application for leave	Leave applied			Leave allowed			Leave availed			Leave extended		
From	To			From	To	Number of days	From	To	Number of days	From	To	Number of days	From	To	Number of days
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Balance of leave to credit during the period of twelve months, if any	Leave, if refused in part or in full		Reasons of refusal	Wages		Wages paid during the leave period	Remarks	Signature of the employee in acquittance of payment received
	From	To		Normal rate of wages including dearness allowance, etc., if any	Cash equivalent to supply of meals and sale of food grains or other articles at concessional rates			
(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)

Date .....

N.B. For each employee separate page in the register containing columns for each kind of leave shall be allotted.

Date.....

For each employee separate page in the Register containing columns for each kind of leave shall be allotted.

FORM T (Concl'd.)

Casual Leave

Period of twelve months' continuous service		Number of days of leave at credit	Date of application for leave	Leave applied for			Leave allowed			Leave availed			Leave extended		
(1) From	(2) To			(5) From	(6) To	(7) Number of days	(8) From	(9) To	(10) Number of days	(11) From	(12) To	(13) Number of days	(14) From	(15) To	(16) Number of days

Balance of leave to credit, if any	Leave, if refused		Reasons of refusal	Wages		Remarks	Wages paid	Signature of employee in acknowledgment of payment received
	(17)	(18) From		(19) To	(21) Normal rate of wages including business allowances, etc. if any			

Signature of the Employer

Date.....

N. B. For each employee separate pages in the Register containing columns for each kind of leave shall be allotted.



SCHEDULE - I

Fees for Certificate of Registration, renewal of registration, issue of duplicate Certificate of registration and for notice of charge.

(See Rule 3,7,8, & 17)

A. For shops

Category of Shop	Fees for Registration	Fees for renewal	Fees for Duplicate copy	Fees for Notice of Change.
(1)	(2)	(3)	(4)	(5)
	Rs. P	Rs. P	Rs. P	Rs. P
1. Shops with no employees	50.00	50.00	50.00	50.00
2. Shops with 1 to 3 employees.	150.00	150.00	50.00	50.00
3. Shops with 4 to 10 employees	350.00	350.00	50.00	50.00
4. Shops with 11 to 20 employees	700.00	700.00	50.00	50.00
5. Shops with 21 to 50 employees	1500.00	1500.00	50.00	50.00
6. Shops with 51 employees or more.	2500.00	2500.00	50.00	50.00

B. For Commercial Establishments/Establishment for amusement and entertainment.

Category of Establishment/Commercial Establishment.	Fees for Registration.	Fees for renewal	Fees for Duplicate	Fees for Notice of change
	Rs. P	Rs. P	Rs. P	Rs. P
1. Establishments with no employee.	100.00	100.00	50.00	50.00
2. Establishments with 1 to 33 employees	250.00	250.00	50.00	50.00
3. Establishments with 4 to 10 employees	500.00	500.00	50.00	50.00
4. Establishments with 11 to 20 employees	850.00	850.00	50.00	50.00
5. Establishments with 21 to 50 employees	2500.00	2500.00	50.00	50.00
6. Establishments with 51 to 100 employees.	3500.00	3500.00	50.00	50.00

cont., 2/-

b. For Commercial Establishments/Establishment for amusement and entertainment.

Category of Establishment/ Commercial Establishment. (*)	Fees for Registration (2) Rs P	Fees for renewal (3) Rs P	Fees for Duplicate (4) Rs P	Fees for Notice of change (E) Rs P
7. Establishments with 101 to 500 employees	5000.00	5000.00	50.00	50.00
8. Establishments with 501 to 1000 employees	6500.00	6500.00	50.00	50.00
9. Establishments with 1001 to 2000 employees	8000.00	8000.00	50.00	50.00
10. Establishments with 2000 employees or more.	10000.00	10000.00	50.00	50.00

Sd/-  
(Shri Sanjiv Kumar, IAS)  
Comm. & Secretary to the Govt. of Meghalaya,  
Labour Department  
.....


Memo. No. LBG.132/82/143-A

Dated Shillong, the 4th June 2004.

Copy forwarded to :-

1. The Director of Printing & Stationery, Shillong. He is requested to supply this Department with 100 copies of the said Act.
2. The Labour Commissioner with reference to your letter No. MLSE-3/93/621, dated 16.3.2004.
3. Law Department.

By order etc.,

  
( E. Khongsni )  
Under Secretary to the Govt. of Meghalaya  
Labour Department  
.....