

THE ASSAM BEEDI AND CIGAR WORKERS (CONDITIONS OF EMPLOYMENT) RULES, 1968*

NOTIFICATION

[Dated the 25th September, 1970]

No. GLR.65/67/69.— *In exercise of the powers conferred by Section 44 of the Beedi and Cigar (Conditions of Employment) Act, 1966, the Governor of Assam is pleased to adopt the Beedi and Cigar Workers (Condition of Employment) Rules, 1970, the same having been previously published under this Department Notification No. GLR.65/67/110, dated 16th July 1968, as required under sub-section (3) of Section 44 of the said Act.*

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FORMS

* Published in AGP (Labour) No. 190/77, dated 26-4-1977.

CHAPTER - I**Preliminary**

1. Short title.— These rules may be called the Assam Beedi and Cigar Workers (Conditions of Employment) Rules, 1968.

2. Definitions.— In these rules, unless the context otherwise requires—

- (a) "Act" means the Beedi and Cigar Workers (Conditions of Employment) Act, 1966 (*Central Act 32 of 1966*);
- (b) "Form" means a Form appended to these rules;
- (c) "Section" means a section of the Act.

CHAPTER - II**Licensing of Industrial Premises****3. Form of application for grant of licence and licence fees.**—

(1) Every application under sub-section (1) of Section 4 for a licence to use or allow to be used any place or premises as an industrial premises shall be made in duplicate in Form I.

(2) The application shall be accompanied by the following documents, namely—

- (a) plans in triplicate showing,
 - (i) the site of such place or premises, the areas herein to be used for manufacturing processes and the immediate surroundings of such place or premises, including adjacent buildings, structures, roads, drains and the like; and
 - (ii) the plan elevation and necessary cross-sections, of the details relating to natural lighting, ventilation, means of escape in case of fire, position of the plant and machinery, if any, used, aisles and passage ways in or in relation to, the various buildings which are intended to be used for manufacturing processes;
- (b) the treasury receipt showing that the appropriate fee for the licence as specified in Rule 8 has been paid.

(3) The application in duplicate together with the documents specified in sub-rule (2) shall be sent by registered post or delivered by hand under acknowledgement to the competent authority.

4. Application for renewal.— (1) Every application for renewal of a licence under Section 4 shall be made in Form I. The appli-

cation shall be accompanied by the following documents, namely—

- (a) the licence sought to be renewed;
- (b) the treasury receipt showing that the appropriate fee for the renewal of the licence specified in Rule 8 has been paid.

(2) The application together with the documents specified in sub-rule (2) shall be sent by registered post or delivered by hand under acknowledgement to the competent authority.

5. Form and terms and conditions of licence.— (1) A licence under Section 4 shall be in Form II.

(2) Every licence granted or renewed under Section 4 shall be subject to the following conditions, namely—

- (i) the manufacturing process shall be carried on only in that part of the industrial premises specified for the purpose in the licence;
- (ii) the maximum number of employees employed in the industrial premises shall not on any day exceed the number specified in the licence;
- (iii) power-driven machinery not specified in the licence shall not be used in the manufacturing process in the premises;
- (iv) except with the prior permission in writing of the competent authority, the industrial premises shall not be extended and except with the like permission, no structural alterations shall be made in any building on such premises;
- (v) the licence shall not be transferable;
- (vi) except as provided in Rule 9, the fees paid for the grant, or as the case may be, renewal of licence shall be non-refundable.

6. Issue of duplicate licences.— (1) If a licence under Section 4 is lost, stolen or destroyed, the licensee shall forthwith report the matter to the competent authority by whom the licence was issued or, as the case may be, last renewed and may, make an application to that authority for the issue of a duplicate licence.

(2) The application shall be accompanied by a treasury receipt showing that the fee for the issue of a duplicate licence as specified in Rule 8 has been paid.

(3) On receipt of the application, the competent authority shall into the applicant a duplicate copy of the licence duly stamped "duplicate" in red ink.

NOTIFICATION

BEEDI AND CIGAR WORKERS

[Dated the 14th March, 1990]

No. GLR. (RC) 80/87/18.— In exercise of the powers conferred by under sub-section (2) of Section 6 of the Beedi & Cigar Workers (Conditions of Employment) Act, 1966, the Governor of Assam is pleased to appoint the Sr. Assistant Labour Commissioner, (H.Q), Guwahati to be as Chief Inspector under the said Act who shall exercise his powers as an Inspector throughout the whole State.

This supersedes this Department's earlier Notification No. GLR. 65/67/200, dated 14th March, 1975, with immediate effect.

No. GLR. (RC)80/87/19.— In exercise of powers conferred by under Section 6(i) of the Beedi & Cigar Workers (Conditions of Employment) Act, 1966, the Governor of Assam is pleased to appoint the following Officers under Labour & Employment Department, as Inspectors for the purposes within their local limits under the said Act with immediate effect.

Designation of Officers	Jurisdiction
1. Assistant Labour Commissioner, Dhubri.	Whole of Goalpara District.
2. All Labour Officers.	Within their local limits.
3. All Labour Inspectors (Except Agril. Labour Inspectors.	Within their local limits.

S.K. PURKAYASTHA,

Commissioner & Secy. to the Govt. of Assam,
Labour & Employment Department.

7. Appeal under Rule 5.— An appeal under Section 5 of the Act all,—

- (a) be made in writing with a period of thirty days from the date of receipt of the order sought to be appealed against;
- (b) be accompanied by a treasury receipt showing that the appropriate fee in respect of the appeal as specified in Rule 8 has been paid.

8. Fees.— The fees to be paid for the grant or renewal of a licence under Section 4 shall be as specified in table below—

TABLE

	Fees for industrial premises in which machinery is power-driven used.	Fees for industrial premises in which machinery is power-driven not used.
	1 Rs.	2 Rs.
If the number of employees proposed to be employed on any day during the financial year for which the licence is required or renewed:—		
(a) does not exceed ten	15	10
(b) exceeds ten but does not exceed twenty.	30	20
(c) exceeds twenty but does not exceed fifty.	75	50
(d) exceed fifty but does not exceeds hundred.	150	100
(e) exceeds hundred but does not exceed two hundred and fifty.	300	250
(f) exceeds two hundred and fifty.	550	600

(2) The fees, to be paid for the grant of a duplicate licence shall be rupees five.

(3) The fees payable in respect of an appeal under Section 5 of the Act shall be,—

- (a) rupees fifteen, in the case of an appeal against an order refusing to grant or renew a licence in respect of any place or premises the maximum number of employees proposed to be employed whereon is one hundred or more;
- (b) rupees ten, in any other case.

(4) The fees payable specified in this rule shall be paid into the nearest Government treasury under the Head of Account "XXXVI-Miscellaneous Department-Miscellaneous-Fees under the Assam Beedi and Cigar Workers (Condition of employment) Rules, 1968".

9. Refund of fees.— (1) If the Competent Authority refuse to grant or renew any licence under Section 4 it shall order the refund of the fees paid thereof.

(2) If no industry or manufacturing process connected with the making of Beedi or Cigar is carried or in an industrial premises at any time during the period of validity of the licence in respect thereof, the licensee may, within period of three months from the last date of the financial year for which the licence was granted or renewed, apply to the competent authority for the refund of the fee paid by him for such licence and the competent authority shall, after making such enquiry as he may deem necessary and after satisfying himself about the correctness of the statements made in the application, order refund of such fee.

CHAPTER - III

Health and Welfare

10. Cleanliness.— (1) Every industrial premises shall be kept clean and free from effluvia, arising from any drain, privy or other nuisance and in particular,—

- (a) accumulation of dirt and refuse shall be removed daily by sweeping or by any other effective method from the floors and passages of work rooms and from staircase and passages and disposed of in a suitable manner;
- (b) the floor of every work rooms shall be cleaned at least, once in every week by washing, using disinfectant, where necessary, or by some other effective method;
- (c) all inside walls and partitions of ceilings of rooms and of walls, side and staircases shall—
 - (i) where they are painted or varnished or where they have smooth impervious surface, cleared with fresh water and dried at least once in every period of fourteen months;
 - (ii) where they are painted or varnished re-painted or re-varnished at least once in every period of five years;
 - (iii) in any other case, be kept white washed or colour washed at least once in every twelve months.

(2) The record of the dates on which white washing, colour-washing, varnishing, painting or cleaning, as the case may be, was carried out under sub-rule (1) shall be entered by the employer

in a register maintained in Form III.

11. Ventilation.— In every work room or hall of an industrial premises windows and other forms of openings for ventilation shall be provided in sufficient number 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 impurity.

12. Latrines.— (1) Latrine accommodation shall be provided in every industrial premises at the rate of one latrine seat for every twenty male employees :

Provided that where the number of such male employees exceeds hundred it shall be sufficient if there is one latrine seat for every twenty-five male employees upto the first hundred and one seat for every fifty in excess thereof.

Explanation.— In calculating the number of seats required in accordance with the provisions of this sub-rule, any odd number of employees less than twenty, twenty-five or fifty, as the case may be, shall be reckoned as twenty, twenty-five or fifty.

(2) Where female employees are employed on any industrial premises, separate latrine accommodation shall be provided for them in accordance with the same scale as the scale for male employees specified in sub-rule (1).

(3) Every latrine shall be under cover and every seat in the latrine shall be so partitioned off as to secure privacy and each partition shall have a private door and fastenings.

(4) Where employees of both sexes are employed on any industrial premises, there shall be displayed outside each latrine block thereon a notice in the language understood by the majority of the employees reading "for men only" or, as the case may be, "for women only" and such notice shall also bear the picture of a man or a woman as the case may be.

13. Urinals.— (1) Urinal accommodation shall be provided in every industrial premises (other than industrial premises where less than fifty persons are employed or where the latrines are connected to a water-borne sewage system) and such accommodation shall not be less than six metres in length for every fifty employees :

Provided that where the number of employees employed on the premises exceeds five hundred, it shall be sufficient if there is one urinal for every fifty employees upto the first five hundred

employees and one for every hundred in excess thereof.

Explanation.— In calculating the urinal accommodation required under this rule, any odd number of employees less than fifty or hundred as the case may be, shall be reckoned as fifty or hundred.

(2) Where female employees are employed on an industrial premises separate urinal accommodation shall be provided for them in accordance with the same scale as the scale for male employees specified in sub-rule (1).

14. Latrines and Urinals to be connected to sewage system wherever possible.— When any general system of underground sewage with an assured water supply is provided for or exists in any particular locality, all latrines and urinals in an industrial premises in such locality other than a septic tank latrine, shall be connected with such sewage system if the industrial premises is situated within 30.5 metres of that sewage system.

15. White washing and colour-washing of latrines and urinals.— (1) The walls, ceiling and partitions of every latrine and urinals shall be white-washed or colour-washed and the same shall be repeated at least once in every period of four months.

(2) Nothing in sub-rule (1) shall apply in respect of walls and ceilings of, and partitions in, a latrine or urinal or any portions of such walls, ceilings and partitions which are laid in glazed tiles or otherwise..... finished to prove a smooth polished impervious surface, but such walls, ceilings, partitions or portions thereof shall be washed with suitable detergents and disinfectants at least once in every period of four month.

(3) The dates on which the white-washing or colour-washing is carried out under sub-rule (1) or, as the case may be, washing with detergents and disinfectants is carried out under sub-rule (2) shall be entered by the employer in the register maintained in Form III.

16. Construction and maintenance of drains.— All drains work on an industrial premises for carrying waste, or Sullage water shall be constructed in masonry or other permeable materials and shall be regularly flushed and effluent disposed of by connecting such drains with suitable drainage lines :

Provided that where there is no such damage line, the effluent shall be deoderised in other to render it innocuous and then disposed of.

17. Water taps, etc., in latrines.— Where piped water supply is available, a sufficient number of water taps conveniently accessible shall be provided in or near latrines on an industrial premises and where there is no continuous supply of water, water cisterns with cans shall be provided for washing purposes in or near such latrines.

18. Washing facilities.— (1) There shall be provided and maintained in every industrial premises for the use of employees engaged in blending and sieving of tobacco or warming of beedis in hot ovens, adequate and suitable facilities for washing which shall include soap and nail brushes or other suitable means of cleaning and such facilities shall be conveniently accessible and shall be made available in clean and orderly condition.

(2) If female employees are employed on any industrial premises, separate washing facilities on the same lines as those specified in sub-rule (1) in respect of male employees shall be provided for such female employees in enclosed or screened places in such manner that the interior portions of such places are not visible from any place where male employees work or pass through and the entrance to every such place shall bear a notice in the language understood by the majority of the employees reading "For women only" in bold and conspicuous letters and such notice shall also bear the picture of a woman.

(3) Water supply for purposes of washing facilities under sub-rule (1) or sub-rule (2) shall be such as to provide at least 27.3 litres per day for each person employed in the industrial premises and such water shall be drawn from a hygienic source :

Provided that where an Inspector is satisfied that it is not practicable to make available water-supply in accordance with the scale specified under this sub-rule, he may by a certificate in writing permit the supply of a lesser quantity which shall in any case be not less than 4.5 litres per day for each employee.

19. Creches.— (1) The employer shall submit for the approval of the competent authority detailed plans in triplicate of the rooms to be constructed or adopted for use as creche under Section 14.

(2) The creche shall conform to the following standards, namely—

(a) the creche shall be conveniently accessible to the mothers of the children accommodated therein and so far as is reasonably practicable it shall not be situated

- in close proximity to any part of the industrial premises where obnoxious fumes, dust or odours are given off;
- (b) the room or rooms used as creche shall be soundly constructed and all the walls and roof thereof shall be of heat-resisting materials and shall be water-proof;
- (c) the floor and internal walls of the creche upto a height of 1.2 metres shall be so laid or finished as to provide a smooth impervious surface;
- (d) the height of each room used as a creche shall be not less than 3.7 metres from the door to the lowest of the roof and there shall not be less 1.9 square meters of floor area for each child to be accommodated therein;
- (e) effective and suitable provision shall be made in every part of a creche for securing and maintaining adequate ventilation by the circulation of fresh air;
- (f) the creche shall be adequately furnished and equipped and in particular there shall be made available—
- (i) for each child of more than two years of age a suitable bedding;
- (ii) for each child of not more than two years of age a suitable colour cradle with the necessary bedding;
- (iii) at least one chair or other similar sitting accommodation for the use of each mother while she is feeding or attending to her child; and
- (iv) a sufficient supply of suitable toys for the older children.
- (3) There shall be in or adjoining a creche a suitable washing room for the washing of the children and their clothing and such room shall conform to the following standards, namely—
- (a) the floor and internal walls of the room upto a height of 0.9 c.m. shall be so laid or finished as to provide a smooth impervious surface;
- (b) the room shall be adequately laid and ventilated and the floor shall be effectively drained and maintained in a clean and tidy condition;
- (c) the supply of water for washing shall be from a hygienic source and if practicable shall be through taps;
- (d) supply of at least 22.7 litres of water per day for each child shall be made available;

- (e) an adequate supply of clean clothes, soap and clean towels shall be made available for the use of each child;
- (f) adjoining the wash room, a septic type latrine shall be provided for the sole use of the children in the creche and the same shall be kept clean and in a sanitary condition.

(4) The employer shall make available at last half-a point of pure milk for each child on every day it is accommodated in the creche and the mother of such child shall, in the course of daily work, be allowed adequate intervals of not less than fifteen minutes to feed the child.

(5) In addition to providing milk in accordance with the provision of sub-rule (4), the employer shall provide for children above two years of age who are accommodated in the creche an adequate supply of wholesome refreshment.

(6) The employer shall appoint a woman trained in the care of children and infants and sufficient number of ayahs for the purpose of looking after the children accommodated in a creche and he shall also provide suitable equipment and facilities for the purpose.

Explanation.— The number of ayahs to be appointed in the creche shall be calculated at the rate of one ayah for every thirty children.

(7) The employer shall provide for the staff employed in a creche suitable clean clothes for use while on duty in the creche.

Explanation.— In this rule, "child" means a child under six years of age of a female employee.

20. First-aid.— (1) In every industrial premises, there shall be provided and maintained so as to be readily accessible during all working hours first-aid boxes or cupboards containing the equipment specified in sub-rule (2) and the number of boxes or cupboards to be so provided and maintained shall not be less than one for every hundred and fifty employees ordinarily employed at any one time in the premises.

(2) The first-aid boxes or cupboards shall be distinctively marked with a red cross on a white background and shall contain the following equipment, namely—

- (i) six small sterilised dressings;
- (ii) three medium-size sterilised dressings;
- (iii) three large-size sterilised dressings;

- (iv) three large-size sterilised burn dressings;
- (v) one (1.oz) bottle containing a 2 percent alcoholic solution of iodine;
- (vi) one (1.oz) bottle containing salvolatile having the dose and mode of administration indicated on the label;
- (vii) a snake-bite lancet;
- (viii) one (1.oz) bottle of pottassium permanganate crystals;
- (ix) one pair scissors;
- (x) eye drops;
- (xi) adhesive plaster.

(3) Each first-aid box or cupboard shall be kept in the charge of a person who is trained in first-aid treatment and who shall always be readily available during the working hours of the industrial premises.

21. Canteens.— (1) The employer of every industrial premises wherein not less than 250 employees are ordinarily employed shall provide in, or near, the industrial premises, a canteen.

(2) The canteen shall not be situated within 15.2 metres of any latrine, urinal or any other sources of dust.

(3) The canteen building shall consist of at least a dining hall kitchen, store room and pantry in addition to washing places separately for employees and for utensils.

(4) The minimum height of the building shall be not less than 3.7 metres and all the walls and roof shall be of suitable heat-resisting materials and shall be water-proof. There shall be provision for adequate ventilation. The doors and windows shall be of fly-proof construction.

(5) The canteen shall be sufficiently lighted at all times when any person has access to it.

(6) (a) In every canteen—

- (i) all inside walls of rooms and all ceilings and passages and staircases shall be lime-washed or colour-washed at least once in each year or painted once in three years dating from the period when last lime-washed or colour washed or painted, as the case may be;
- (ii) all wood-work shall be varnished or painted once in three years dating from the period when last varnished or painted;

- (iii) all internal structural iron or steel work shall be varnished or painted in three years dating from the period when last varnished or painted :

Provided that the inside portion of walls of the kitchen shall be lime-washed once in every four months;

- (b) The dates on which lime-washing, colour-washing, varnishing or painting is carried out shall be entered by the employer in the Register maintained in Form III.

(7) The precincts of the canteen shall be maintained in a clean and sanitary condition. Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance. Suitable arrangements shall be made for the collection and disposal of garbage.

(8) (a) The dining hall shall accommodate at a time atleast 30 percent of the employees working at a time;

- (b) The floor of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs shall be not less then 93 square metres per diner to be accommodated as specified in clause (a);

(c) A portion of the dining hall and service counter shall be partitioned off and reserved for woman employees is pro-portion to their number. Washing places for women shall be separate and screened to secure privacy;

(d) Sufficient tables, chairs or benches shall be available for the number of dinners to be accommodated as specified in clause (a).

(9) (a) There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen. Suitable clean clothes for the employees serving in the canteen shall also be provided and maintained;

(b) The furniture utensils and other equipment shall be maintained in a clean and hygienic condition. A service counter if provided, shall have a top of smooth and impervious material. Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment;

(c) Food and food materials shall be stored in fly-proo safes

and handled with the help of wooden ladles or suitable metal forceps whichever is convenient. Vessels once used shall be scalded before being used again.

(10) Food, drinks and other items served in the canteen shall be served on a no profit, no loss basis.

CHAPTER - IV

Working hours, leave, appeals in cases of dismissal, etc.

22. Notice and register of periods of work.— (1) Every employer shall exhibit in his industrial premises a notice in Form IV specifying clearly the daily hours of work, intervals for rest and weekly holiday allowed to the employees or, as the case may be, to each class of employees.

(2) Every employer shall maintain a register showing the hours actually worked including overtime in Form V.

23. Method of calculating cash equivalent of concessional sale of foodgrains, etc.— (1) The cash equivalent of the advantage accruing through the concessional sale to an employee of foodgrains and other articles shall be computed at the end of every wage period fixed under the provisions of the Payment of Wages Act, 1936 (*Central Act 4 of 1936*).

(2) For the purposes of Section 18, the cash equivalent of the advantage accruing through the concessional sale of foodgrains and other articles to an employee required to work overtime shall be computed as a sum equivalent to the difference between the value of such foodgrains and other articles at the average market rates prevailing during the wage period in which the employee worked overtime and the concessional price thereof.

24. Register of leave with wages.— (1) The employer shall in respect of employees employed in his industrial premises keep an up-to-date register in Form VI (hereinafter referred to as the Register of Leave with Wages (Regular Employees)) :

Provided that if the competent authority of opinion that any muster roll or register maintained by the employer gives the particulars required for the enforcement of the provisions of Sections 26 and 27, he may by order in writing permit such muster roll or register to be treated as the register required to be maintained under this sub-rule.

(2) The employer shall in respect of the employees who are

permitted to work in their houses (hereinafter referred to as the home-workers) maintain an up-to-date register in Form VII (hereinafter referred to as the Register of Leave with Wages (homeworkers).]

25. Leave Book.— (1) The employer shall provide each employee (including a home-worker) with a book in Form VI or Form VII, as the case may be (hereinafter referred to as the Leave Book).

(2) The Leave Book shall be the property of the employee and the employer shall not demand it except for making entries therein and shall not keep it for more than a week at a time.

(3) If an employee loses his Leave Book, the employer shall provide him with a duplicate copy on payment of six paise.

26. Appeals under Section 31.— (1) The appellate authority for the purposes of sub-section (2) of Section 31 shall be the Labour Court constituted under the Industrial Disputes Act, 1947, as may be specified for the purpose.

(2) An employee who is discharged, dismissed or retrenched may prefer an appeal under sub-section (2) of Section 31, to the appellate authority specified under sub-rule (1) within a period of thirty days from the date of Communication of the order of such discharge, dismissal or retrenchment :

Provided that an appeal may be admitted after the said period of thirty days if the appellant satisfied - the appellate authority that he had sufficient cause for not preferring the appeal within the said period.

(3) The notice to be given by the appellate authority under clause (b) of sub-section (2) of Section 31 shall-

- (a) in the case of a notice to an employer, be in Form VIII, and
- (b) in the case of a notice to an employee, be in Form IX, and every such notice shall be sent to the party concerned by registered post acknowledgement due.

CHAPTER - V

Miscellaneous

27. Disputes relating to issue of raw materials by the employer.— (1) Any dispute between an employer and an employee or employees in relation to-

- (a) the issue by the employer of raw materials to the employee;

(b) the rejection by the employer of beedi or cigar or both made by an employee; or

(c) the payment of wages for the beedi or cigar or both rejected by the employer,

may be referred in writing by the employer or the employee or employees to an Inspector appointed under the Act who shall, after making such enquiry as he may consider necessary and after giving the parties an opportunity to represent their respective cases decide the dispute and record the proceedings in Form X.

(2) Any party to the dispute aggrieved by the decision thereon under sub-rule (1) may prefer an appeal within the period of thirty days from the date of the decision to the Chief Inspector appointed under the Act :

Provided that the said authority may admit an appeal after the said period if the appellant satisfies such authority that he had sufficient cause for not preferring the appeal within that period.

28. Supervision of distribution of raw materials.— No employer shall if he is required so to do by an Inspector by an order in writing distribute, except under the supervision of the Inspector making the order or the supervision of another Inspector, raw materials to such employee or employees and during such period as may be specified in the order.

29. Rejection as Chhat.— No employer or contractor shall ordinarily reject as sub-standard or chhat or otherwise more than 2.5 per cent of the beedi or cigar or both received from a worker including a home-worker :

Provided that the employer or contractor may effect such rejection upto 5 per cent for reasons to be recorded and communicated in writing to the worker.

30. Payment of wages to a home-worker.— Where raw materials are supplied to a home-worker at his home, the wages due to him shall also be paid at his home :

Provided that an Inspector may, if he considers it expedient so to do in the circumstances of any case, specify in respect of any home-workers any other place or places at which wages shall be paid.

31. Protection against fire.— In every industrial premises, the employer shall provide adequate fire-fighting equipment.

32. Returns.— The employer in respect of every industrial premises shall send to the competent authority in or before the 10th day of every month a monthly return in Form XI and furnish to that authority on annual return in Form XII on or before the 30th April of every year.

33. Maintenance of certain registers.— (1) Every employer shall, respect of the employees employed on the industrial premises, maintain a muster roll in Form XIII, and entries therein shall be made at the commencement of the work each day.

(2) Every employer shall provide free of cost to each home-worker two books in Forms XIV (hereinafter referred to as the 'home-workers' log books) and the home-worker shall keep a record of the daily work done by him, the number of beedis and cigars manufactured by him and the wages received by him in the said book and the supply of books shall be so arranged that one book remains with the home-workers at all times during the period between two successive supplies of raw materials by the employer.

(3) Every employer shall maintain a home-worker's employment register in Form XV containing the names and particulars of all the home workers employed under him and the entries in the register shall be made and kept up-to-date on the basis of the entries in the home-workers log books.

(4) Every employer shall maintain a visitor's book in which an Inspector visiting the industrial premises may record his remarks regarding any defects that may come to his notice at the time of his inspection and the employer shall produce such book whenever required so to do by the Inspector.

(5) Every employer shall maintain a register of overtime work in Form XVI.

(6) An abstract of the Act and the rules made thereunder shall be displayed in some conspicuous part of every industrial premises.

(7) Every register referred to in this rule shall be preserved for a period of three years from the date of the last entry noted therein and shall be readily available for inspection during working hours of the industrial premises.

34. Record of outside work.— The record to be maintained by the employer to the work permitted under sub-section (1) of Section 29 to be carried on outside the industrial premises shall be in Form XVII.

FORM NO. I

(See Rules 3 and 4)

Application for grant of licence renewal of licence for the financial year

1. Full name of the industrial premises.
2. (i) Full postal address and situation of the industrial premises.
(ii) Full address to which communications relating to the industrial premises should be sent.
(iii) Full address of the applicant.*
3. Maximum number of employees proposed to be employed on any one day during the financial year.
4. Full name and residential address of the person who shall be the **employer** for the purposes of the Act.
5. If the **employer** is a partnership, company, etc., full name and residential address of other partners or directors, etc., (See Note 1 at the end).
6. Financial resources of the employer (e.g., particulars and value of movable and immovable properties; bank reference, income-tax assessment, etc.).
7. Whether the employer is a trade mark holder registered under the Trade and Merchandise Marks Act, 1958.
8. Value of beedies or cigars or both manufactured at the industrial premises during the preceding financial year.
9. Previous experience of the applicant* in the industry.
10. Source of obtaining tobacco.
11. Whether the beedies or cigars or both manufactured by the applicant* will be

sold and marketed by himself or through a proprietor or a registered user of a trade mark registered under the Trade and Merchandise Marks Act, 1958, or any other person.

12. Whether the plans of the premises are enclosed.
13. Amount of fee Rs. _____ (rupees _____) paid in Treasury on _____ vide Challan No. _____ enclosed.

I, hereby declare that the particulars furnished by me in the form are to the best of my knowledge and belief accurate.

Date _____

Signature of applicant*

Note 1.— Where an industrial premises are run or proposed to be run by a contractor for or on behalf of another person or persons or company, etc. the said other person or persons or company, etc., is under the Act the employer and particulars to be entered for "employer" in the Form should be in regard to such person, persons or company, etc.

*The applicant for licence may, however, be made either the contractor or the employer.

Note 2.— (1) This form shall be completed in ink in block letter or typed.

(2) If any person named against item 5 is a minor, the fact shall be stated clearly.

FORM NO. II

(See Rules 5)

Licence

Licence No. Fee Rs.

Registration No.

Licence is hereby granted to

Valid only for the premises described below for use as an industrial premises employing not more than employees on any one day during the year subject to the conditions specified in annexure.

The licence shall remain in force till the 31st day of March.... the name of industrial premises Situation of the industrial premises.

Permission is also granted for the installation of power-driven machinery.

Date

Signature and seal of the
competent authority.**(Renewal (Rule))**

Date of renewal Fees paid for renewal Date of expiry

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

Signature and seal of the
competent authority.

Date

Annexure

This licence is subject to the following conditions-

1. The manufacturing process shall be carried on only in that part of the industrial premises specified for the purpose in the licence.
2. The maximum number of employees employed in the industrial premises shall not on any day exceed the number specified in the licence.
3. Power driven machinery not specified in the licence shall not be used in the manufacturing process in the premises.
4. Except with the prior permission in writing of the competent authority, the industrial premises shall not be extended and except with the like permission, no structural alterations shall be made in any building on such premises.
5. The licence shall not be transferrable.

FORM No. III

[(See Rules 10(2), 14(3), 21(6) (b)]

Record of white-washing, colour-washing, varnishing and painting and cleaning

Part of the industrial premises (e.g., name of room)	Part of white-washed, colour-washed, painted or varnished (e.g...), walls, ceiling, wood work etc.	Treatment whether white-washed, colour-washed painted or varnished or cleaned	Date on which white-washing, colour-washing, painting or varnishing or cleaning was carried out according to the English Calendar	Remarks	Signature of employer
			(Date, month, year)		

FORM No. IV

[See Rule 22(1)]

Notice of periods of work

Figures 1, 2, 3, relate to 1st, 2nd and 3rd shifts or relays.

Name of the industrial premises..... Place District

Men		Women and young persons						Description of group	Remarks			
Period of work			(Total number of men employed)			(Total number of women and young persons employed)			(Group letter Nature of work)			
(1)			(2)			(3)			(4)	(5)		
A			B			C			D	E	F	
1	2	3	1	2	3	1	2	3	1	2	1	2
On working days—										A		
From										B		
To										C		
From										D		
To										E		
On partial working days—										F		
From												
To												
From												
To												
Weekly holidays—												

Date on which this notice come into force—

Employer.

FORM No. V

[(See Rule 22(2)]

Registered showing hours of work including overtime
Week ending

Name of the employee (1)	Whether young persons or not (2)	Total hours worked during the week (3)	Date on which overtime work is done and extent of such overtime on each occasion (4)	Extent of overtime worked during the week (5)

FORM No. VI

[See Rules 24(1) and 25 (1)]

Separate page shall be allotted to each employee

Register of Leave with Wages (Regular Employees)

LEAVE BOOK

Serial No.
Date of entry into service

Name of establishment

Adult/young person.
Name
Father's Name
Date of joining the establishment
Date of discharge
Date and amount of payment made in lieu of leave due.

LEAVE AT CREDIT

Calendar year of service	Wage period from to	Number of days of work performed during the calendar year.	Balance of leave from the preceding year.	Leave earned during the year mentioned in column (1)	Total of columns (4) & (5)	Leave enjoyed from to	Balance of leave to credit	Normal rate of wages, i.e., daily average of full time earnings in cash	Cash equivalent of advantage accruing through concessional sale of foodgrains, etc.	Rate of wages for the leave period total of columns(9) and (10)	Date and amount paid	Remarks
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FORM NO. VII
(See Rules 24(2) and 25(1))
Register of Leave with Wages
(Home Workers)
Leave Book

1. Name of establishment.
2. Serial No.
3. Name of employee and age.
4. Father's/husband's name.
5. Date of entry into service.
6. Date of discharge.
7. Amount paid in lieu of leave.
8. Calendar year of service.
9. No. of days worked during the year.
10. Balance of leave from preceding year.
11. Leave earned during the year mentioned in column (8).
12. Total columns (10) and (11).
13. Leave enjoyed from to
14. Balance of leave to credit.
15. Normal rate of wages *i.e.*, daily average of full-time earnings in cash.
16. Cash equivalent of advantage accruing through concessional sale of foodgrains, etc., if any.
17. Rate of wages for the leave period (total of columns 15 and 16).
18. Date and amount paid.
19. Remarks.

Separate page shall be allotted to each employee.

FORM NO. VIII
(See Rules 26 (3) and (a))
Notice to the employer under clause (b) of sub-section (2) of Section 91

Shri has appealed to the Appellate Authority under clause (a) of sub-section (2) of Section 31 of the Beedi and Cigar Workers (Conditions of Employment) Act, 1966 against the orders of his discharge/dismissed retrenchment. A copy of his appeal petition is enclosed.

The appeal has been posted for hearing on the day of 197..... at.... A.M./P.M. at You should appear before the Appellate Authority on that day and answer the claims. 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.

Appellate authority.

FORM No. IX
[See Rule 26 (3) & (b)]
Notice to the employee under clause (b) of sub-section (2) of Section 31

Your appeal has been posted for hearing on the day of 197..... at A.M/P.M. You should 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 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.

Appellate authority.

FORM No. X

[See Rules 27 (1)]

Record of Decision or Order

1. Serial No.
2. Date of application.
3. Name or names, percentage, address or addresses of applicants or some or all of the applicants.
4. Name and address of the employer.
5. Substance of the dispute.
6. Plea of parties and their examinations, if any.
7. Documents scan.
8. Substance of the evidence taken.
9. Finding and brief statement of the reasons therefor.
10. Decision.

Date

Signed

FORM No. XI

(See Rules 32]

Monthly Return

1. Name of the industrial premises and full postal address.
2. No. and date of licence.
3. Month to which the return relates.
4. Name of the employer.
5. Name of the principal Employer, if the employer is working as contractor for principal employer.
6. Quantity of beedi and/or cigar tobacco released by the Central Excise Department.
7. Quantity of beedi and/or cigar tobacco supplied by the principal employer.
8. Number of beedi and/or cigars manufactured by the employer in industrial establishment.
9. No. of beedies and/or cigars manufactured by the employer in places other than industrial establishment. *i.e.*, workers working in their homes.
10. Number of beedi and/or cigars sold and to whom.

Date

Signature of employer

FORM No. XIV

[(See Rules 33(2)]

Home Workers Log Book

1. Name of home worker—
2. Address of the home where manufacturing process is carried on:
3. Month :

Account of the work done at homes

(1)	(2)	(3)	(4)
Date	Whether work was done	No. of beedies/cigars manufactured	Wages received

-
1. Total number of days worked in the month

Date and signature or thumb impression of the home worker

FORM No. XV

[See Rule 33(3)]

Home Worker's Employment Register

Month ending

[Beedis manufacturing should be shown in respect of each home worker below the appropriate date]

Name of worker	Address of Home	Wages paid	Date
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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31

FORM No. XVI

[See Rule 33(5)]

Register of overtime work

Month ending 19

Name	
Designation	
Date on which overtime has been worked	
Extent of overtime	
Total overtime worked or production in case of piece workers	
Normal hours	
Normal rate of pay	
Overtime rate of pay	
Normal earnings	
Overtime earnings	
Case equivalent of advantage accruing through the concessional sale of food-grains etc.	
Total earnings	
Date on which overtime payment made	

FORM No. XVII

(See Rules 34]

Record of outside work

Number and date of Government's Order permitting work outside the Industrial premises _____

Date	Place or places where outside work was permitted	Nature of work	Name of employees	Remarks
(1)	(2)	(3)	(4)	(5)

DRAFT RULES

THE

ASSAM BEEDI AND CIGAR WORKERS (CONDITIONS OF EMPLOYMENT) (AMENDMENT) RULES, 2003

NOTIFICATION

[Dated the 7th July, 2003]

No. GLR(RC) 93/93/54.— The following draft rules further to amend the Assam Beedi and Cigar Workers (Condition of Employment) Rules, 1968, here in after referred to as the Principal Rules, which the Governor of Assam proposes to make in exercise of the powers conferred by sub-section (1) of Section 44 of the Beedi and Cigar Worker's Conditions of Employment) Act, 1966 (*Central Act 32 of 1966*) is hereby published as required under sub-section (3) of Section 44 of the said Act for information of all persons likely to be affected thereby and notice is hereby given that the said draft rules will be taken into consideration after the expiry of the period of three months from the date of publication of this notification in the *Official Gazette*.

Any objections or suggestions which may be received from any person with respect to the said draft rules before expiry of the period specified above will be considered by the Governor of Assam.

1. Short title and commencement.— (1) These Rules may be called the Assam Beedi and Cigar Workers (Conditions of Employment, (Amendment) Rules, 2003.

(2) They shall come into force on the date of their publication in the official *Gazette*.

2. Amendment of Rule 3.— In the principal Rules, in Rule 3, in sub-rule (2) (a) (i), in between the words "or premises" and "including" the word "godown" shall be inserted.

3. Amendment of Rule 8.— In the principal Rules, in Rule 8,

(i) in Column (2) of the table, for the existing figures, the following figures respectively shall be substituted, namely—

"20

40

100

200

500

1000".

(ii) in sub-rule (2), for the words "rupees five", the words "rupees ten" shall be substituted;

(iii) in sub-rule (3) – (a) in clause (a), for the words "rupees fifteen" occurs in the first line, the words "rupees thirty" shall be substituted;

(a) in clause (b), for the words "rupees ten" the words "rupees twenty" shall be substituted;

(iv) in sub-rule (4), for the words and figures, "XXXVI Miscellaneous Department Miscellaneous"— Occurring in third line, the following words and figure shall be substituted, namely— "0230- Labour and Employment-101(b)".

8. Amendment of Rule 19.— In the principal Rules, in Rule 19, in sub-rule (3), in clause (e), between the words "Soap" and "and clean towels", occurring in first line, the word "oil" shall be inserted.

9. Amendment of Rule 20.— In the principal Rules, in Rule 20, in sub-rule (2), after clause (XI), the following words shall be inserted namely—

(xii) a rool of cotton wool;

(xiii) ointment for burns;

(xiv) a bottle containing 100 tablets (each of five grains) of as per on;

(xv) a bottle of a suitable surgical antiseptic solution.

(xvii) one copy of the first aid leaflet issued by the Director General Factory Service and Labour Institutes, Government of India."

10. Amendment of Rule 25.— In the principal Rules, in Rule

25, after sub-rule (3), a new sub-rule shall be inserted as sub-rule (4), namely–

"(4) Service Certificate – Every employee shall be entitled to a service certificate at the time of leaving the service, dismissal or discharge."

11. Amendment of Rule 27.– In the principal Rules, in Rule 27 – (i) sub-rule (1), in clause (c) in between the words "the dispute" and "and record", the words within a period of thirty days shall be inserted;

(ii) in sub-rule (2) after the words "appointed under the Act" the following shall be inserted, namely–

"the Chief Inspector shall, after due inquiry and after giving the parties to the dispute a reasonable opportunity of being heard, decide or within a period of thirty days decide the matter or matters in dispute and record the proceedings in Form X. The decision of the Chief Inspector shall be binding on the parties to the dispute."

B.B. HAGJER,

Secretary to the Government of Assam,
Labour and Employment Department
