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# TAMIL NADU GOVERNMENT GAZETTE

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## Part III—Section 1(a)

General Statutory Rules, Notifications, Orders, Regulations, etc., issued by Secretariat Departments.

## NOTIFICATIONS BY GOVERNMENT

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The timber requirement of a plywood unit may be taken as 'nil' on the ground that the round timber is used as timber in the veneer units only and that the plywood units are the secondary users which use the veneer as the raw material produced by the veneer units. The plywood units use presses of various sizes such as 8x4x6, 8x4x12, 8x4x15, 4x4x7, 4x4x10.A, 8x4x10 capacity press can produce upto 10 plywood pieces of 8'x4' size per hour whereas a 8x4x15 capacity press can produce upto 15 plywood pieces of 8'x4' size per hour and so on. The normative installed capacity of the plywood units will accordingly depend upon the number and the type of presses. This number and type of presses installed in each of the plywood unit may be assessed and thereafter equivalent number or presses of 8x4x10 capacity may be calculated. The normative annual timber requirement for a integrated plywood unit having a 8x4x10 capacity press may be taken as 2000 cu.mt. per annum, and accordingly the total requirement of timber for the plywood units should be calculated.".

#### SHAMBHU KALLOLIKAR, Principal Secretary to Government.

#### LABOUR AND EMPLOYMENT DEPARTMENT

#### Amendments to the Tamil Nadu Catering Establishments Rules, 1959.

[G.O. Ms. No. 28, Labour and Employment (H1), 13th February 2020, மாசி 1, விகாரி, திருவள்ளுவர் ஆண்டு-2051.]

No. SRO A-11/2020.—In exercise of the powers conferred by Section 29 of the Tamil Nadu Catering Establishments Act, 1958 (Tamil Nadu XIII of 1958), the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Catering Establishments Rules, 1959, namely:-

#### AMENDMENTS.

In the said Rules,-

(1) rule 19 shall be omitted;

(2) in rule 38 for sub-rule (1), the following sub-rule shall be substituted, namely:-

" (1) (a) Every employer shall maintain -

(i) a Register of person employed in Form XIX;

- (ii) a Register of Employment in Form XX;
- (iii) a Register of Wages in Form XXI; and
- (iv) a Register of Leave and Social Security Benefits in Form XXII.
  - (b) The registers referred to in clause (a) shall be maintained either electronically or manually.
  - (c) Where the registers referred to in clause (a) is maintained in electronic form, the layout and presentation of the registers may be adjusted without changing the integrity, serial number and contents of the columns of the register.
  - (d) The Registers in the Forms specified in clause (a), shall be considered to serve the purposes of the Registers and muster roll specified hereunder, namely:-
- i. Muster Roll in Form A as per sub-rule (1) rule 3 of the Tamil Nadu Maternity Benefit Rules, 1967;
- ii. Register of Fines in Form I, Register of Deductions for Damage or Loss caused to the employer by neglect or default of the employed person in Form II as per sub-rule (4) of rule 21, Overtime Register for Workers in Form IV as per sub-rule (2) of rule 26, Muster Roll in Form V as per sub-rule (5) of rule 27 and Register of Employees in Form XI as per sub-rule (6) of rule 27 of the Minimum Wages (Tamil Nadu) Rules, 1953;
- iii. Register of Fines in Form I as per rule 3, Register of Deductions for Damage or Loss caused to the employer by the neglect or default of the employed persons in Form II as per rule 4, Register of Advances in Form III as per rule 17 of the Tamil Nadu Payment of Wages Rules, 1937;
- iv. Register of Wages in Form B, Register of Fines and Unpaid Accumulations in Form C as per rule 29 of the Tamil Nadu Labour Welfare Fund Rules, 1973;
- v. Register of Workmen in Form I as per sub-rule (1) of rule 6 of the Tamil Nadu Industrial Establishments (Conferment of Permanent Status to Workmen) Rules, 1981;
- vi. Register of employees placed under suspension in Form I as per rule 3 of the Tamil Nadu Payment of Subsistence Allowance Rules, 1981";

(3) forms "IV-F", "XIV", "XVI" and "XVIII" shall be omitted;

(4) after FORM XVIII as so omitted, the following Forms shall be added, namely:-

"FORM—XIX

#### Employee Register.

See sub-rule (1) (a) of rule 38

Name and Address of the Catering Establishment:

Registration Certificate No.:

	1 2	the
	2 3	Name or the employee Employee I.D.No.
	4	Gender
	5	Father / Spouse Name
-	6	Date of Birth
	7	Date of entry into service
	8	Designation
	9	Present Address
	10	Permanent Address
	11	Employee' Provident Fund – UAN
	12	Employees State Insurance Corporation No.
	13	Aadhaar No.
	14	Date on which completion of 480 days of service
	15	Date on which made permanent
	16	Period of Suspension if any
	17	Bank A/c Number, Name of Bank, Branch (IFSC)
	18	Photo
	19	Mobile Number
	20	E-mail I.D
	21	Specimen Signature / Thumb Impression
	22	Date of Exit
	23	Reason for Exit
	24	Remarks

## TAMIL NADU GOVERNMENT GAZETTE

#### FORM-XX

#### **Register of Employment**

See sub-rule (1) (a) of ru	ule 38
For the period From	Го
ame and Address of the Catering Establishment:	National and Festival Holidays Approval Proceedings No. & Date:
lame and Address of the Employer:	Approved National and Festival Holidays:
lame of the Manager / Incharge:	
Registration Certificate No.	
Daily Hours of work including overtim	ne (if any)*
SI. No. Name of the employee Employee I.D. No. Time at which work commences Rest Interval Time at which work ends Rest Interval 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	of Pay of National Holiday
1 2 3 4 5 6 7	8 9 10 11 12 1

\* Abbreviations to be used: H – Weekly Holiday; FH – Festival Holiday; NH – National Holiday; EL – Earned Leave; ML – Medical Leave; HW – Holidays with Wages; MBL – Maternity Leave; SH – Substituted Holiday; SP – Suspension; LOP – Loss of Pay.

\*\* Abbreviations to be used:- H - for holidays allowed; W/D - for work on double wages; W/H - for work with substituted holiday; 'N/E' if not eligible for wages.

#### FORM-XXI

#### **Register of Wages**

See sub-rule (1) (a) of rule 38

Name and Address of the Catering Establishment:

Name and Address of the Employer:

Name of the Manager/Incharge:

Registration Certificate No.:

Total n	umber	of	persons	employed:
---------	-------	----	---------	-----------

Men	Women	Male Young persons	Female Young persons

	SI.No.		
2	Name of the Employee		
3	Employee I.D. No.		
4	<ul> <li>Number of days worked</li> </ul>		
5	Basic Wage		
6	Dearness Allowance		
7	House Rent Allowance		
8	Other Allowances (nature may be specified)		
9	<ul> <li>Overtime Wages</li> </ul>		
10	Leave Wages (wages for EL availed / do wages for NFH / wages for accumulated	uble leave)	
11	Gross Wages		
12	Provident Fund		
13	Employees State Insurance		
14	Labour Welfare Fund		
15	Advance paid		
16	Advance recovery pending at the beginning of the month	Adva	
17		nces	
18	Pending Recovery	Dedu	Dedu
19	Deduction imposed on Damages, Loss of Fines	ctions	-11
20	Deduction recovery pending at beginning of the month	Dam	
21	Deduction made on Damages, Loss of Fines	ages /	
22	Pending Recovery	Fine	
23	Any other Deductions		
24	2 Total Deductions		
25	R Net Wages		
26	8 Date of payment		
27	Dupaid accumulations		
28	Rate at which subsistence all calculated and amount paid		
29	Receipt by Employee / Bank Transaction		
30	Remarks		
		$\left  \right $	1

FORM-XXII

**Register of Leave and Social Security Benefits** 

See sub-rule (1) (a) of rule 38

Name and Address of the Catering Establishment:

Name and Address of the Employer:

Name of the Manager / Incharge:

Registration Certificate No.:

For the month of ...... Year .....

				Earned Leave Medical Leave			Oth	ner Lea	ave	Maternity Benefits				Gratuity Benefits						
SI.No.	Name of the employee	Employee I.D. No.	Leave at the beginning of the month	Leave earned during the period	Leave availed during the month	Leave balance at the end of the month	Leave at beginning of the month	Leave availed during the month	Leave balance at end of the month	Leave at beginning of the month	Leave availed during the month	Leave balance at end of the month	Date of giving notice of pregnancy / delivery	Amount of Maternity benefit paid in advance, of expected delivery and Date of Payment.	Subsequent payment of maternity benefit and date of payment	Amount paid as Medical Bonus and Date of payment	Leave with Wages as per Section 9 or 10 under Maternity Benefit Act, 1961	Whether nomination received from the employee	Amount paid as Gratuity in case of exit or demise of the employee	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Md. NASIMUDDIN, Additional Chief Secretary to Government.

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