



**ONE TEAM**

**DIVERSIFIED**

**ACTIVITIES**

**In this Issue:**

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## About Us



**V & M Associates** is a full service Law Firm with offices at Chennai, Bombay and associate Lawyers in most of major cities of the country. The main office of the Firm is in Chennai, conveniently located close to the International & Domestic Airport and it is easily accessible from all parts of the City.

The Partners and members of the Firm are senior professionals with several years of experience behind them. Some of our senior founding partners rendered their services in the Capacity of Regulating Authorities with judiciary powers for state & Federal Government. The practicing team is supported by the Economic Legislative Experts like Chartered Accountants, Company Secretaries, & Management Cost Accountants, besides has the team of able assisting trained Para legal workforce. They bring the highest level of professional service to clients along with the traditions of the profession, integrity and undisputed ethical practices. Members of the Firm are in absolute alignment with the work-culture of Global Law firms as well as with an ability of meeting the expectations of large corporate clients. The Firm has amongst its client's multi nationals, Industrial Houses with huge workforce, Information Technology companies, Leading Software Houses, ITES Companies and most admired leading Indian corporations.

**V & M Associates** has developed a high specialization in the field of Legal & Management Business Advisory services, providing *360 degree of scale with the 3 Dimensional approaches* on client centric customized, consulting services of to all kind of Corporate Houses. Our **Corporate Law Services** is a team of highly qualified and experienced lawyers, who offer effective services to our clients by combining broad knowledge of corporate law matters with experience in key sub disciplines, with the ability to identify potential issues and develop real-time, practical solutions to a wide variety of client concerns.



# FROM THE EDITOR'S DESK

## Corporate Life is in multiple layers and an easy way to learn:

The Post Liberalization Industrial Management Set-up and new age managers are unable to find time to understand and make their approaches towards Management of Culture & Conservation Tradition the most important elements for sustainability.

Most of the time Our Managerial Planning is geared towards satisfying the demand asked for and at times for better numbers but not towards absolute value creation.

Though we live in a diversified social or religious culture like some part of the country celebrate the death of Ten Headed King Ravana and in the another party submit their prayers as Holy Ravan. The business system is fully aligned to the cultural aspects of our country where in some part the company finds it as a good market and some part it is tough to penetrate.

It would be something unique to the Managers of our Country that every celebrations or development be it political or entertainment have some or other Impact to the companies. As we witness during this month be it the success of Tollywood, Queen **Anushka Shetty** Conquering with back to back releases changing the entertainment economics through **Baahubali & Rudramadevi** or **Chief Minister of Bihar** meeting the **Tantric** ( faith healer) during the mid of his election Campaign or the matter of **Writers protest** against centre etc, everything hits the financial market which has implied impact in the normal operations of all business houses with no exception, making the managers to run to resolve a new age issue.

Always we as Managers find a group of Right wing protests, when we take some measures to solve the “first time witnessed business problems” , without realizing that one has to be true to the mood that comes at times. We at **V & M Associates** **rightfully work towards making more** modest means and better ways to manage as part of your team.

We at **V & M Associates** feels that when the company has an issue and the practicing managers has a problem in hand, it is the lives of others and create customized solutions as the way of untold Love in the time of war. It is essential for us to learn from the Traditional Managers who has more social cultural orientations, which may not be with theoretical justification but can offer more Practical solutions.

As we all know and experienced that the Deepavali of earlier days was markedly enjoyable. In joint families, all members would get together four days before the festival to prepare variety of sweets and snacks, It was the responsibility of mother in laws to make the list to their daughter in laws on what to make. It is always the competition between the next door friends in making “**cross border sweets**” be it Gujarati Milk made or Rajasthani Pada with the available resources. Making such special sweets are always a team efforts on an “**inclusive model**” that proved with wonderful happy results and also thought us that the **Team work is always sweet**

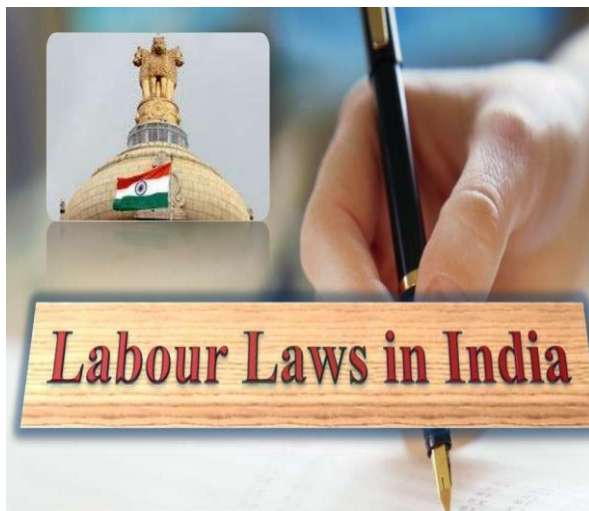
From the above let's draw a moral that beyond celebrations we can learn value add lessons such as how to manage the High demanding Boss who is responsive to the market pressure and how to create a team and to make **new cross border deals** to close a day with **celebrations**.

**Editor in Chief**

## RECENT LABOUR LAW SCENARIOS

### ESIC Coverage to Self Employed Workers:

The Labour Ministry plans to soon provide medical assistance to workers in small establishments and self-employed workers such as auto rickshaw and taxi drivers, rickshaw pullers, in an effort aimed at universalising the coverage of benefits under its ESI Scheme.



### Labour Laws to be simplified:

The Government is planning to reform and simplify the 44 Labour Laws under Four codes. The new labour law would emphasis on wages, industrial relation, social security and working condition and safety. The Four laws on Minimum Wages Act, the payment of wages Act, Payment of Bonus Act, and Equal Remuneration Act would be combined into a single Labour Code on Wages.

### Minimum Wages for Domestic Workers:

Minimum wages, weekly off, medical leave, maternity leave benefits and other social security measures are some of the key recommendations of an expert committee formed to improve the working conditions of domestic workers. The panel also suggested insurance cover for domestic workers and their families.

### New Minimum wage Formula:

The Union Labour Minister Bandaru Dattatreya said that the Centre is ready with a “formula” on minimum wages and the States would have to abide by that formula once it is implemented. Speaking on the said “formula” the Minister said the Centre in a couple of months would come out with a rate stating the minimum wage at the national level and all the State Government have to implement it.



### Negotiation Right of Unions:

The labour ministry wants to negotiate with one trade union which will have more than 50% of the total permanent workers as members. However, in case no trade union in an establishment has more than 50% of the workers as members, then more unions would be called for negotiation provided their cumulative membership is more than 50% of the unit's work-force.

### Employees can file winding up petition:

A Full bench of Madhya Pradesh High Court has held that employees can move court to wind up a company in order to recover dues, including their salary and emoluments.



### Limit on Contract Workers:

The Government is considering in fixing the Limit on Contract Workers that an Organisation can hire, a move that may help it dilute opposition to Labour reforms but is sure to trigger stiff opposition from industry.

It is a 9 letter word- 123456789.  
 If u loose it, you die.  
 If you have 234, you can 1234.  
 56 is one type of disease.  
 89 indicates exact location & time  
 2 & 7 are same letter  
 3 & 8 are same letter  
 5 & 9 are same letter

Guess the word..  
 Challenge for all masterminds !!



Answer  
 Heart beat

# Amendment



## कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

मुख्यालय/HEAD OFFICE, भविष्य निधि भवन/ BHAVISHYA NIDHI BHAWAN

14, भीकाजी कामा प्लेस, नई दिल्ली-110066 14-BHIKAJI CAMA PLACE, NEW DELHI-110066

By Web Upload

No. C-III/4/3/(158)/SC(Contract Workers)/2014/HQ

Dated: 06-11-2015.

To

All Regional P.F. Commissioners,  
In Charge of All Regional / Sub-regional Offices, EPFO.

Sub: Deduction of EPF Contribution by Contractors – Reg.

Sir,

Please refer to various instructions of Head Office on the subject matter cited. During course of deliberations one of the members of CBT suggested that EPFO should issue guidelines to establishments that before paying bills of Contractors remittance of EPF dues by contractors should be ensured.

2. You are requested to advise all your EOs that while visiting establishments they shall invariably examine the compliance position in respect of contractor employees by the principal employer and the control system in place so that the Principal Employer ensures remittance of EPF dues by contractor before releasing the payments of contractor's bills. You may also issue suitable guidelines to the employers in the matter and attempt giving wide publicity through news media wherever possible.

3. Your report on action taken in the matter is highly appreciated.

Yours faithfully,

(Shyam Sunder)

REGIONAL P.F. COMMISSIONER (COMPLIANCE)

WEB CIRCULATION ONLY

Telephone: 011-26172680  
FAX: 011- 26175913

कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation  
श्रम एवं रोजगार मंत्रालय भारत सरकार  
Ministry of Labour & Employment, Govt. Of India  
मुख्यालय/Head Office  
भविष्य निधि भवन, 14-भिकाजी कामा प्लेस, नई दिल्ली -110066  
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066  
E-mail: acc.is@epfindia.gov.in

No. R-1/P-20/UAN/2014/Vol.II

Date: 03.11.2015

To,

All Additional P.F. Commissioners (Political States)  
All Regional P.F. Commissioners (Officer-in-charge),  
Regional Office/Sub-Regional Offices.

**Subject: UAN based On-line nomination forms-reg.**

Sir/Madam,

On the subject cited above, a facility has been provided to EPFO members to file online nomination forms. The online nomination forms, after due approval by the employers, are being made available to field offices.

2. In this regard, it is informed that the EPF members can file online nomination details through UAN member portal. The detailed process has been explained on EPFO website through the link homepage >> UAN Services >> For Members >> Process flow for filing online nomination form. Similarly, a facility has already been provided to the employers to approve the online nomination form submitted by the member using their registered digital signatures on receipt of its duly signed copy from the member. The detailed process flow has been explained on EPFO website through the link homepage >> UAN Services >> For Members >> Process flow for approval of online nomination form. The employer is not required to submit the physical copy of nomination form to the field office.

3. The online nomination forms, duly approved by the employer, have now been made available to field offices through OTCP Admin Portal. The detailed process flow for download of file containing online nomination forms for the use of EPFO field offices is placed at "Annexure A".

4. All the field offices are requested to go through the process flow and download the online nomination forms to a secure folder, to be named "Online Nomination Forms", in the computer system by OTCP Admin for record and further use. The nomination form may be requisitioned and obtained by the Accounts Section from the OTCP Admin on need basis.

Yours faithfully,

  
(V. Rajaganath)  
Regional PF Commissioner-I (IS)

Copy to:

1. P.S. to CPFC
2. P.S. to FA & CAO
3. P.S. to Chief Vigilance Officer, HQrs
4. P.S. to All Additional Central P.F. Commissioner, Head Office
5. RPFC- II (NDC): For webupload please.



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 कर्मचारी भविष्य निधि संगठन  
 Employees' Provident Fund Organisation

 वन एन रोजगार मंत्रालय भारत सरकार  
 Ministry of Labour & Employment, Govt. Of India

मुख्यालय/Head Office

भविष्य निधि भवन, 14-भिकजी कामा प्लेस, नई दिल्ली -110066

 Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066  
 E-mail: acc.is@epfindia.gov.in

Date: 29.09.2015

R-I/P-20/UAN/2014/pf-II/112991

To

 All Additional Central P.F. Commissioners (Zones),  
 All Regional P.F. Commissioners,  
 Regional Office/Sub-Regional Office

3 SEP 2015

 Sub: User Manual for Field Offices and First Time Users for UAN Helpdesk –  
 Reg.

Sir/Madam,

A facility has been provided to the field offices to resolve the queries raised by member which are directed to respective field Offices by UAN Helpdesk. This facility is made available at EPFO website >> For EPF Office Use >> [login >> UAN Helpdesk Login](#). The credentials for the login are same as in the case of the existing MIS system. The cases are to be marked as disposed off in this functionality.

2. A User Manual for field offices has been prepared describing the features of the functionality and is available at EPFO website >> For EPF Office Use >> Downloads >> UAN Helpdesk (User Manual).

3. It is further informed that a user manual for the first time users is also being made available at EPFO website Home Page >> UAN Services >> For Employers/Members >> UAN Helpdesk (User Manual).

4. This is for information and necessary action.

Yours faithfully,

(Jag Mohan)

Additional Central P.F. Commissioner (IS)

Copy for kind information to:

1. P.S. to CPFC
2. P.S. to FA & CAO

THROUGH WEB CIRCULATION

Telefax: 26175212



**कर्मचारी भविष्य निधि संगठन**  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**

Ministry of Labour &amp; Employment, Government of India

मुख्य कार्यालय/Head Office

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 BhavishyaNidhiBhawan, 14, Bhikaj Cama Place, New Delhi -110066

No.: Pension-I/17(6)2014/Jeevan Pramaan/

Date:

To

All Addl. CPFCs (Political States)  
 All RPFCS-I, Incharge of the Regions

**Subject: Implementation of Jeevan Pramaan – Aadhaar based Online Pensioners' Digital Life Certificate for pensioners under EPS, 95 – regarding.**

Sir,

This has reference to Headquarters letter of even number dated 07.05.2015 (placed at Sl. No. 83 at the link 'Office Orders/Circulars' on the official website) wherein instructions/guidelines were issued for implementation of Jeevan Pramaan.

2. The task of collection of life certificates would commence from the month of November, 2015 and it is expected that all the offices would be taking the advance preparatory action to ensure that the maximum number of pensioners use the facility for furnishing their Digital Life Certificates. The following guidelines are being given to ensure maximum utilization of this facility by the EPS pensioners and to monitor the progress in collection of digital life certificates.

- (a) The submission of digital life certificates through the 'Jeevan Pramaan' initiative is an optional mode of life certificate submission and the paper based submission would continue. However the Digital Life Certificate under 'Jeevan Pramaan' is a facility for hassle free life certificate submission.
- (b) The details of the 'Jeevan Pramaan' initiative and the steps involved in the process are available at the Jeevan Pramaan portal at <http://jeevanpramaan.gov.in> or <http://lifecertificate.gov.in>. A brief overview of the process involved in 'Jeevan Pramaan' are enclosed at Annexure-I herewith for ready reference.
- (c) The details of the process and steps that are to be followed for uploading the Digital Life Certificates into the EPF application and processing them to update the database has already been circulated earlier alongwith the application software release. However, the document is attached as Annexure-II herewith for ready reference.
- (d) A dashboard for monitoring progress of the collection of digital life certificate has been provided in the MIS (Beta Version) option of the 'Dashboard' link under 'EPFO Corner' tab in the main page of the

-2-

official website. The same may be utilized to monitor progress in the collection of digital life certificates.

- (e) A planned approach may be adopted for maximizing the collection of digital life certificates. The following measures are suggested, but the offices may adopt any other steps that are deemed appropriate.
- (i) **EPFO office Reception/PRO Counters** : Arrangements should be made in the Reception/PRO Counters for providing PCs with Jeevan Pramaan software installed and internet connection and biometric devices (both finger print & Iris) for collecting digital life certificates for pensioners coming directly to the offices. Possibility of having such set up in Inspectorates and/or Service Centres should also be explored.
  - (ii) **Pension Disbursement Bank Branches** : Almost all Banks are providing the necessary set up for collecting digital life certificates. The bank branches having largest number of EPS pensioners should be approached and requested to provide the facility for EPS pensioners. It may be brought to their notice that the appropriate pensioner category in the Jeevan Pramaan software should be selected for EPS pensioners. If required, EPFO offices may also set up their own desk for collecting digital life certificates in the larger bank branches in addition to the bank's facilities in consultation with the bank branch authorities.
  - (iii) **Designated Jeevan Pramaan Centres** : There are a large number of Jeevan Pramaan Facilitation Centres across the country. The EPS pensioners can also visit these centres for giving digital life certificates. These centres may charge a nominal fee. The list of centres can be obtained from the Jeevan Pramaan portal based on pin code of the area. The prominent Jeevan Pramaan centres can be contacted and sensitized about the EPS pensioners.
  - (iv) **Organising Mobile Camps** : Efforts may be made to identify localities with large concentration of EPS pensioners and mobile camps having laptops/PC with mobile internet and biometric devices and printers can be organized in these places for collection of digital life certificates.
- (f) Some offices have sent queries to IS Division regarding specifications of biometric devices. It has been informed earlier that the details are available in the Jeevan Pramaan portal which should be consulted. Any office that still has any such doubt should look up the FAQ section of the portal.
- (g) In the event of any emergent assistance required in the matter, the District and State Informatics Officers of NIC can also be contacted.

-3-

- (h) Efforts are also being made to organize some workshops for EPFO offices with the assistance of NIC. The details will be communicated separately.

3. All ACCs(Political States) and RPFCs-I, Incharge of the Regions are requested to take up the task of digital life certificate collection with a view to ensure that the maximum number of pensioners are able to use and provide their life certificates through this mode of convenience and hassle free services.

Encls.:As above.

Yours faithfully,



(C. Chakraborty)

**Addl. Central Provident Fund Commissioner-II(Pension)**

**Copy to:-** All Officers Incharge, Sub-Regional Offices for information and necessary action at their end.

Annexure-I

## 'JeevanPramaan' – An Overview

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### *Digital Life Certificate for Pensioners*

'Jeevan Pramaan' is a biometric enabled service for pensioners that allows them to create and submit digital life certificates as a convenient and hassle free alternative to the annual life certificate that is necessary for continued disbursal of their pensions. Pensioners of Central Government, State Government or any other Government organization can take benefit of this facility. Provision has been made in the Jeevan Pramaan software for the creation and submission of the digital life certificates in respect of the pensioners of the Employees' Pension Scheme, 1995 as well.

One of the major requisite for the pensioners post their retirement from the service, is to provide life certificates to the authorized pension disbursing agencies like the bank, following which their pension is credited to their account. In order to get this life certificates the individual drawing the pension is required to either personally present himself/ herself before the Pension Disbursing Agency or have the Life Certificate issued by the authority where they have served earlier and have it delivered to the disbursing agency.

This very requirement of personally being present in front of disbursing agency or getting a life certificate often becomes a major hurdle in the process of seamless transfer of pension amount to the pensioner. It has been noted that it causes a lot of hardship and unnecessary inconvenience particularly for the aged and infirm pensioners who cannot always be in a position to present them in front of the particular authority to secure their life certificate. In addition to this a lot of government employees post their retirement choose to move to different location either to be with their family or other reasons, hence causing a huge logistical issue when it comes to accessing their rightful pension amount.

Digital Life Certificate for Pensioners scheme of the Government of India known as JeevanPramaan seeks to address this very problem by digitizing the whole process of securing the life certificate. It aims to streamline the process of getting this certificate and making it hassle free and much easier for the pensioners. With this initiative the pensioners' requirement to physically present himself/herself in front of disbursing agency or the certification authority will become a thing of the past benefiting the pensioners in a huge way and cutting down on unnecessary logistical hurdles.

## LABOUR AND EMPLOYMENT DEPARTMENT

## Application of the Provisions of Maternity Benefit Act.

[G.O. Ms. No. 144, Labour and Employment (H2), 14th September 2015, No. II(2)/LE/565/2015.—Under the proviso to sub-section (1) of Section 2 of the Maternity Benefit Act, 1961 (Central Act 53 of 1961), the Governor of Tamil Nadu hereby declare that all the provisions of the said Act shall apply to the motor transport undertakings as defined in clause (g) of Section 2 of the Motor Transport Workers Act, 1961.(Central Act 27 of 1961), in the State of Tamil Nadu.

*This is ultimate...*



**BOSS :** So tell me young man, on what all occasion have you realised that you have importance in company and company cannot function without you???

**Employee :** "sir, whenever i asked for a leave"....

**Employee:** sir I have not linked my account to Aadhar.

But I still got gas subsidy.



**HR department:** that's not the gas subsidy.

That's your increment!!



## CASE LAW UPDATE



Casual or temporary workers have no vested rights to be regularised. Since the temporary or casual workers are aware of the consequences of their appointment, they cannot invoke the theory of legitimate expectation for regularisation because their selection was not made by following due procedure as laid down by provisions of law. Monetary compensation to the temporary or casual workers, who have been out of employment for more than 20 years, not able to seek regular employment being over aged, is justified.

***Supreme Court of India – Vice Chancellor, Lucknow University, Lucknow Vs. Akhilesh Khare & Another – 2015 – LLR – 1121***

Compensation in lumpsum is justified instead of directing reinstatement of a daily-wager who has raised his claim after 14 years. Awarding reinstatement to a daily wager who has raised an industrial dispute after more than 14 years, is not justified.

***Supreme Court of India – State of M.P. Vs. Mohan Lal – 2015 – LLR 1125***

In an appeal under section 30 of the Employees' Compensation Act, 1923, the High Court cannot interfere in the factual finding rendered by the Employees' Compensation Commissioner unless there is a manifest error committed by the Employees' Compensation Commissioner.

***Madras High Court – Periasamy Vs. Jayaraj alias Thama Naicker – 2015 (146) FLR – 36***

If the workman has not denied the specific charge of consuming alcohol during duty hours, punishment of compulsory retirement with superannuation benefits, is justified. When the workman has not made any effort to summon the record from the concerned hospital to rebut the contents of Medical Report, that report would stand proved.

***Punjab & Haryana High Court – Surinder Pal Singh Vs. Central Government Industrial Tribunal cum Labour Court and others - 2015 – II LLN 786***

In the absence of any proof in respect of employment of the workman with his employer such as attendance record, payment of wages record, ESI record, Provident Fund record or such other cogent documentary evidence etc., there would be no relationship of employer – employee, resultantly workman would not be entitled to any relief from the employer. A document produced by the workman, not bearing the signature of any authenticated officer of the employer, would be treated as a forged one.

***Allahabad High Court – 2015 – Nagar Palika Parishad, Mathura Vs. Presiding Officer, Labour Court, U.P. Agra and another – 2015 (146) FLR 498***

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If the contract between principal employer and the contractor is proved to be sham, nominal or camouflage, the employees of the contractor would be treated employees of the principal employer, entitled to all benefits of regular employees of the principal employer

***Delhi High Court – The Management of Ramjas Public School Vs. Dharmender & Others – 2015 – LLR 1126***

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Order of termination of services of the employee is justified when it has been proved against him on the basis of evidence recorded in the enquiry proceedings that delinquent employee being at senior position took complainant, a junior female staff, to outstation under pretext of office work, arranging stay not only in the same hotel but in adjacent separate rooms, forcing the female staff to spend night with him.

***Delhi High Court – Gaurav Jain Vs. Hindustan Latex Family Planning Promotion Trust & others – 2015 – LLR 1195***

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A Director or Managing Director is also covered under the definition of term “employee” if he is drawing remuneration for providing his services to the establishment, covering him under the provisions of the Act. A person employed for wages or remuneration, it is burden upon the employer to produce documentary evidence that there was no relationship or employee – employer, if the employer wants not to extend the coverage of the Act to such person.

***Delhi High Court – Saheli Marbles Private Limited Vs. APFC – 2015 LLR 1189***

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Workmen can prove relationship of employer-employee by leading reliable evidence including their appointing authority, from whom they were getting their salary / wages, who was the authority having administrative control regarding disciplinary action, termination, sanctioning of leave, their continuity in service, under whose supervision they were working etc. If the workmen fails to prove by way of cogent evidence that they have worked continuously for 240 days in a given year, their demand regularisation is not legally valid.

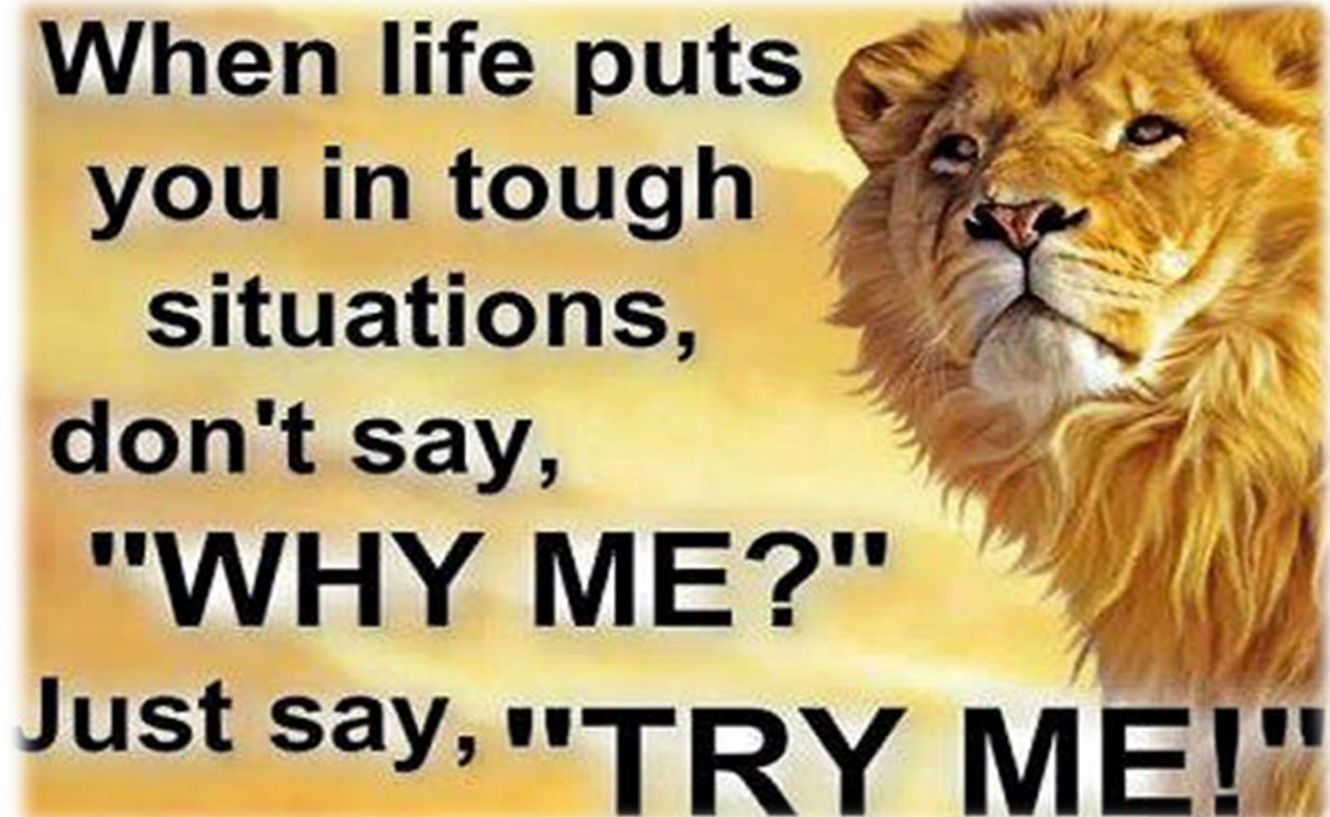
***GUAHATI HIGH COURT – Sri Jatin Rajkonwar Vs. The Management of Oil & Natural Gas Corporation Ltd., - 2015 – LLR – 1170***

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Benefits under the ESIC Act, 1948 would not be available to the deceased dependents if the deceased was not covered under the Act at the relevant time and was not performing any work of the employer.

***Delhi High Court - Smt. Anju Devi Vs. Director General, ESIC & Another – 2015 – LLR 1144***

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# COMPLIANCE CHECKLIST

## List of Registers to be Maintained Under Various Labour Laws

Sl. No.	Act	Frequency	Principle Employer ---->
1	S & E Act	MONTHLY	Register of advance , Deduction, Damages and Loss fine - <b>Form – P</b>
2	S & E Act	MONTHLY	Register of Employment for Shop and Establishment <b>Form – Q</b>
3	S & E Act	MONTHLY	Register of Wages - <b>Form – R</b>
4	S & E Act	MONTHLY	Notice of Daily Hours of Work, Rest Interval Weekly Holiday <b>Form – S</b>
5	S & E Act	MONTHLY	Wages slip/Leave card Return - <b>Form – T</b>
6	LWF	MONTHLY	Labour Welfare Fund register - <b>Form – B</b>
7	Min Wages	MONTHLY	Register of Fines- <b>Form -1</b>
8	Min Wages	MONTHLY	Deduction and Damages- <b>Form - II</b>
9	Min Wages	MONTHLY	Overtime register- <b>Form - IV</b>
10	S&E Act	MONTHLY	Whether minimum leave entitled / availed as per <b>Shops &amp; Establishment</b> Rules
11	S.A.ACT	MONTHLY	Maintenance of Registers - <b>Form – 1</b>
12	P.S.ACT	MONTHLY	Maintenance of Registers - <b>Form – 1</b>
13	M.B.ACT	MONTHLY	Maintenance of Registers - <b>Form – A</b>
14	M.B.ACT	MONTHLY	Whether any maternity Benefit and maternity Bonus paid to the eligible women employee for the month
15	E.R.ACT	MONTHLY	Maintenance of Registers - <b>Form – D</b>
16	N.F.H.ACT	ONGOING	Maintenance of Registers - <b>Form – VI</b>
17	P.W. ACT	MONTHLY	Register of Fines – <b>Form - I</b>
18	P.W. ACT	MONTHLY	Deduction and Damages - <b>Form - II</b>
19	P.W. ACT	MONTHLY	Register of Advances - <b>Form - III</b>
20	P.W. ACT	MONTHLY	Notice of Rate of Wages- <b>Form – VI</b>
21	EPF ACT	MONTHLY	EPF Challan on or before 15 <sup>th</sup> of Succeeding Month
22	ESI ACT	MONTHLY	ESI Challan on or before 21 <sup>st</sup> of Succeeding Month

NOTICE BOARD DISPLAY COPY

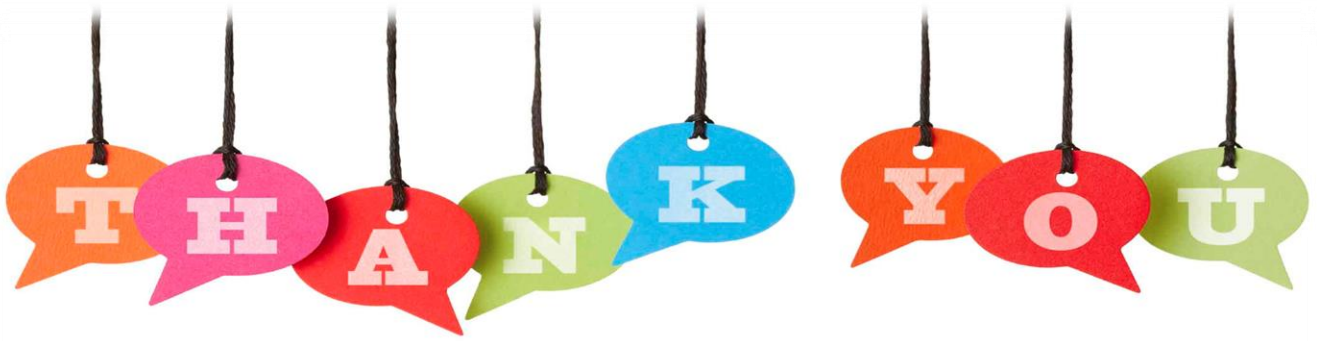
23	MA.NO.BO	ONGOING	Abstract of the Maternity Benefit Act – <b>FORM - J</b>
24	S & E Act	ONGOING	Notice of Daily Hours of Work, Rest Interval Weekly Holiday – <b>FORM - S</b>
25	GRA. NO. BO	ONGOING	Abstract of the Gratuity Act – <b>FORM - U</b>
26	P.W.NO.BO	ONGOING	Abstract of the Payment of Wages Act - <b>FORM - V</b>
27	M.W. NO.BO	ONGOING	Abstract of the Minimum Wages Act - <b>FORM - X</b>
28	N.F.H.ACT	ONGOING	Display of list of Holidays under National and Festival Holiday Act – <b>FORM- V</b>
29	P.W. ACT	ONGOING	Notice of Rate of Wages under Payment of Wages Act <b>Form – VI</b>
30	CL NO.BO	ONGOING	Abstract of the Contract Labour Act - <b>Rule -79</b>
31	GRA.ACT	ONGOING	Display of Notice - Authorized by the employer to receive Notice - <b>Rule - 4</b>
32	Min Wages	ONGOING	Inspectors Details- under the payment of minimum wages Act – <b>Rule - 22(10)</b>
33	N.F.H.ACT	ONGOING	Proceeding number received from Labour department- under the National and Festival Holidays Act – <b>FORM - III</b>
34	Min Wages	ONGOING	Notices required to be displayed at work site, under Minimum Wages Act, showing rates of wages, hours of work, wage periods, date of payment of unpaid wages, Name and addresses of inspector in English and in a local language - <b>Rule 10 of Annexure - A</b>
35	S & E Act	ONGOING	Displayed in Entrance of Company - <b>COMPANY NAME BOARD IN TAMIL &amp; ENGLISH</b>

**DUE DATE FOR FILLING OF RETURNS – 30.11.2015**

<b>ACT</b>	<b>FREQUENCY</b>	<b>DETAILS</b>
<b>S &amp; E Act</b>	Monthly	Copy of Form -S - for addition and deletion for the month to be send to the office of the Assistant Inspector of Labour and Inspector of Labour

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