

ONE TEAM

DIVERSIFIED

ACTIVITIES



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**EDITORIAL  
BOARD**

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## FROM THE EDITOR'S DESK

**On** the wings of hope it has been an eventful year to say the least, that the City sank but the people rose, bridges were broken but bonds were built, telephones are disconnected but the emotions are connected, the velocity of life line tested the heart line strengthen through overtime pumping of love.....now new year brings you promise of change and new hope..

### **“CELEBRATE OUR SPRIT”**

**Be** it multi sector priorities of Shri. Naidu’s plan for Brand New Andhra Pradesh, or an appeal of New Government of Bihar or the Odd or Even plan of Game of Kejriwal to change or the cutting edge politics of Tamilnadu..... Nothing can change the diplomacy of business and we at corporate need to explore smarter means for better self-governance.

**It** is one of the never ending search of an alliance for the Human Resources Managers to get the right performers at all levels may be from shop floor to board room. The RBI Governor writes to employees. Ask them to enforce compliance and states that the short term performance commitment likely to be easy to have long term goal, in support of our thought.

**We** need to be working on the biggest challenges ahead of us especially on the Honey trap of good performers, the transformation of blue collar need, White collar stress & Gold Collar command and high demanding customers.

**Even** the justice can be poetic either the Supreme Court on “Trained Acharias” or the “Temple Dress Code” of Madras High Court but not the Business reality therefore it is necessary to explore the next big trends that stayed hidden in 2015 and bring back to the track of high performance.

**The** year gone by was one of the best period for someone or many a wasted opportunity, let’s not amplify the sound of “Beep Songs” of our own performance and replace with strong fundamentals to achieve Big Plans in the year 2016 by the grace of Almighty.

**If** you are frustrated with high cost business law solutions & still pay heavy cost for non compliances ... it is time to think of right change.... **V & M ASSOCIATES** as your value add partner and keep your Bosses not to look down in the absence of compliances or approvals as the way it had brought the MAO ZEDONG the founding father’s golden statue demolition in the Land of China.

**Wishing you all a prosperous NEW YEAR...**

160571916

## RECENT LABOUR LAW SCENARIOS

- ❖ It has been decided that all construction workers eligible for assistance under Building and other Construction Workers Act (BOCW Act) shall be registered with EPFO. Specific UAN allotment to such workers is also envisaged.
- ❖ Renewed emphasis is placed on coverage of all workers in the construction sector under the EPF & MP Act, 1952. Strategy for ensuring the same is formulated. (Circulars section: serial No. 438)
- ❖ EPFO clarifies that student trainees being paid stipend during on the job training while pursuing technical/ professional courses will not be considered as employee for the purpose of EPF & MP Act, removing a long standing ambiguity. (Circulars section: serial No. 427)
- ❖ UAN based On-line nomination forms have been introduced for the benefit of EPF members. Using this EPF member can file his nomination form with his employer who will then digitally authenticate the same and submit to EPFO. (Circulars section: serial No.481)
- ❖ Focus is on compliance by contractors while making EPF contribution. Liability is to be fixed on the Principal Employer and he has to ensure that compliance under the provisions of the Act is made before making payment to contractors. (Circulars section: serial No.486)
- ❖ Launch of Upfront Allotment of UAN to employees has been introduced. This feature shall enable employers to allot UAN to their employees immediately on joining employment and this would facilitate filling of Electronic Return cum Challan (ECR) having details of employees UAN in the future resulting in clear cut identification of employees enrolled into the fund from Day One. (Circulars section: serial No.548)
- ❖ With effect from 1st January 2016, it has been decided to make UAN compulsory for PF claim settlement. (Circulars section: serial No.549)
- ❖ Despite of Supreme Court Orders, at least Rs.27000 crore meant for the welfare of casual workers in the construction sector remains unutilized.
- ❖ Any employee who is covered under ESI Act and is under certificate of sickness from ESI Hospital / Dispensary is protected against termination / dismissal from service.
- ❖ Any Employee who meets with an accident while travelling from home to factory / establishment and vice versa is entitled to all the benefits available under the ESI Act.

**Applicability of ESI on construction sites stayed by Hyderabad Court**

The Employees' Insurance Court at Hyderabad has granted STAY of the operation of Notice issued by the ESI Corporation, Hyderabad, wherein the Employers were directed to pay ESI Contributions in respect of the construction workers engaged by the Company as per the Notification dated 31-07-2015.

The notifications about the coverage of construction site workers was challenged on various grounds and after hearing the Counsel for the ESI Corporation also, the Hon'ble Employees' Insurance Court has stayed the notice issued to the Company by name M/s. IVRCL Limited, Hyderabad on 13-01-2016 vide *I.A. No. 178 of 2015 in EI Case No. 33 of 2015*.

**Karnataka - HC Stays Order on Hike in Minimum Wages in Automobile Industry with Retrospective from April 1, 2015**

In a temporary relief to-

- The automobile engineering industry
- Including automobile servicing and
- Repairing works,

The High Court of Karnataka on Monday stayed the State's notification of increasing minimum wages by more than 100 per cent for labourers in this sector with retrospective from April 1, 2015.

The court, however, said that the petitioner industries should increase wages prospectively to labourers at the rate of 75 per cent of the revised wages proposed in the July 30, 2015 notification issued by the State government. The July notification had revised wages for labourers in automobile engineering (including serving and repair works)

**'Arbitrary hike'**

Pointing out that usually minimum basic wages are revised once in five years with 20 per cent to 30 per cent increase, the petitioners complained that the increase in basic wages as per the July 30, 2015 notification would be by 280 per cent when compared to earlier basic pays revised in 2009. The increase, after inclusion of variable DA, would be in the range of 68 per cent to 89 per cent and the gross hike would be more than 100 per cent when the other indirect hikes in provident fund, ESI and leave encashment are added to basic wages.

**Monday, 25 January 2016**

**Start-up In India - No Inspection & Filling up Returns for 3 year under ESIC & EPFO other Labour Law**

**Labour Ministry asks EPFO, ESIC not to inspect start-ups for 3 years NEW DELHI:**

The Labour Ministry has directed retirement fund body EPFO and health insurance provider ESIC to exempt start-ups from inspection and filing returns for 3 years. In line with Prime Minister Narendra Modi's vision to nurture start-ups, the ministry said in a set of directions last week that the new age ventures should be allowed to self-certify their compliance with 9 labour laws.

**Labour Secretary Shankar Aggarwal in a letter said start-ups should not be inspected or...**

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In line with Prime Minister Narendra Modi's vision to nurture start-ups, the ministry said in a set of directions last week that the new age ventures should be allowed to self-certify their compliance with nine labour laws.

Labour Secretary Shankar Aggarwal in a letter said start-ups should not be inspected or asked to file returns for three years under nine laws including Employees' Provident Fund and Miscellaneous Provisions Act and the Employees State Insurance Act. "Promoting start-ups would need special hand holding and nurturing. Thus, such ventures may be allowed to self-certify compliance with the Labour Laws," he added.

**They will be exempted from inspection under the**

1. Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act
2. Inter—State Migrant Workmen (Regulation of Employment and Conditions of Service) Act,
3. Payment of Gratuity Act
4. ESIC Act
5. EPF & MP Act and
6. Contract Labour Act.

**Start-ups will also be exempted from filing returns under**

1. the Industrial Disputes Act,
2. Building and other Construction Workers Act,
3. Inter-State Migrant Workmen Act,
4. Contract Labour Act,
5. EPF Act and
6. ESI Act.

There will be a blanket exemption from inspection and filing returns for the first year and would be asked to file an online self-declaration form.

They will also not be asked to file return or inspected for the next two years, but will be inspected in case a "very credible and verifiable" complaint of violation is filed in writing and the approval has been obtained from the Central Analysis and Intelligence Unit (CAIU), Mr. Aggarwal said.



**MINISTRY OF LABOUR AND EMPLOYMENT**  
**NOTIFICATION**

New Delhi, the 14th January, 2016.

**G.S.R 24(E).**—In exercise of the powers conferred by sub-section (1) of section 21 of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952), the Central Government hereby makes the following rules further to amend the Employees' Provident Funds Appellate Tribunal (Procedure) Rules, 1997, namely :-

1. (1) These rules may be called the Employees' Provident Funds Appellate Tribunal (Procedure) Amendment Rules, 2016.
- (2) They shall come into force from the date of their publication in the Official Gazette.
2. In the Employees' Provident Funds Appellate Tribunal (Procedure) Rules, 1997,-
  - (a) for rule 6, the following rule shall be substituted, namely :-
 

"6. Place of filing appeals.— The appeal shall ordinarily be filed by the appellant with the Registrar of the Tribunal within whose jurisdiction the cause of action has arisen.";
  - (b) in rule 7, for sub-rule (1), the following sub-rule shall be substituted, namely:-
 

"(1) Every appeal filed with the Registrar shall be accompanied by a fee of two thousand rupees to be remitted in the form of crossed demand draft on a nationalised bank in favour of the Registrar of the Tribunal and payable at the main branch of that Bank at the station where the seat of the said Tribunal is situated."

[F.No.S-35012/3/2015-SS.II]

MANISH KUMAR GUPTA, Jt. Secy.

**Note :** The Principal rules were published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i), dated the 2<sup>nd</sup> June, 1997 vide number G.S.R. 268 and were subsequently amended vide number S.O. 498, dated the 7<sup>th</sup> February, 2000.



कर्मचारी भविष्य निधि संगठन  
 Employees' Provident Fund Organisation  
 (एन पी प्रोविडेंट फंड संगठन, भारत सरकार)  
 Ministry of Labour & Employment, Govt. of India  
 मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14, मीनारवादी बजार चौर, नई दिल्ली - 110 046.  
 Bhavishya Nidhi Bhavan, 14-Minaraudi Chowk Place, New Delhi-110046  
[www.epfoindia.com](http://www.epfoindia.com) [www.epfoindia.in](http://www.epfoindia.in)

No. C-III/110001/4/3(71)Misc./2013/DL/Vol.II

Dated 15.1.2016

To

All Regional Provident Fund Commissioners,  
 Incharge of Regions/Sub-Regional Offices.

18 JAN 2016

**Subject- Coverage of construction workers under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and registration on UAN platform - regarding.**

Sir/Madam,

Please refer to Head Office Circular R-1/P-20/UAN/2014/301/28401 dated 21.11.2014 and Coord/40(24)2010/EPF/Review meeting/Vol.1/34076 dated 29.12.2013 and earlier circular of even number dated 17.12.2015, 22.12.2015 and 23.12.2015 regarding dissemination and registration of UAN of all eligible subscribers on UAN platform.

2. As regards coverage of construction workers and their registration on UAN portal, a number of meetings were held at the level of Ministry. The emphasis in all the meetings is on maximum coverage of construction workers as well as their registration on UAN portal. A number of gaps have been noticed despite instructions from the Head Office.

3. In this regard, the following is ordered:

- i. Organize meetings with the PSUs, Trade Unions as was desired vide Circular No. C-III/110001/4/3(71)Misc./2013/DL/27618 dated 15.10.2015;
- ii. You must also visit big construction sites as earlier ordered vide Circular No. C-III/110001/4/3(71) Misc./2013/DL/27618 dated 15.10.2015.

**Any non-compliance in this regard will be viewed seriously.**

contd....2/-



4. You must hold meetings with the Administrative Secretaries, in-charge of the Labour in the State and seek State Government cooperation in this regard. The Secretary, Government of India had already written to the State Secretaries in this regard. Copies of such communication are enclosed.

5. You must get in touch with the State Building and Construction Workers Board. They have good database whereby you get data regarding establishments as well as regarding the employees. See that all eligible employees are covered and even other employees are helped in allocating UAN as earlier told vide Circular D-1/P-20/UAN/2014/262/28401 dated 21.11.2014 and Coord/40(24)2010/DPG/ Review Meeting/16.11/24876 dated 20.12.2015.

6. Try to organize periodical meetings with the Principal Secretaries, Administrative Secretaries, PSUs, big contractors etc. so that registration of the UAN which has been made mandatory vide Circular No. Coord/40(24)2010/DPG/Review Meeting dated 17.12.2015 is done immediately.

7. It has been observed that all the construction workers in one way or other work for establishments which employ 20 or more workers. Therefore, it is in the interest of EPFO that every worker gets UAN and it is very much feasible when UAN is online. The only problem is getting the required data and seeding the same where your officers are also authorized. Hence you should take lead in this regard and see that maximum number of construction workers get the UAN and are covered under Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Yours faithfully,

Enclosures: As above.

  
(RAJESH BANSAL)

Addl. Central Provident Fund Commissioner (HQ)

Copy to:

1. PS to CPFC for kind information.
2. All Addl. CPFCs (Zones) for information and with the request to supervise the work of the Regions under their charge.
3. RPFC (NDC) for web uploading.
4. Assistant Director (Official Language) for Hindi version.



(कम एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14, भोकाराजी कान्हा प्लेस, नई दिल्ली - 110 066,  
Bhavisya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066  
[www.epfindia.gov.in](http://www.epfindia.gov.in) [www.epfindia.nic.in](http://www.epfindia.nic.in)  
Telephone: 011-26196239 Fax: 011-26173022

No. WSU/9(1)2013/Settlement

Date:

To

All ACCs (Zones)  
All EPFOs of  
Regions

35031

08 JAN 2016

**Sub: Payment of contribution by the employers by 15<sup>th</sup> of the following month –  
Removal of grace period of 5 days.**

Explanation,

As per paragraph 38(1) of the EPF Scheme, 1952, paragraph 3 of EPS, 1995 and paragraph 8(1) of EDLI Scheme, 1976, the employers are required to pay the contributions and administrative charges within fifteen days of close of every month. The employer, as per para 5.1.3 of Manual of Accounting Procedure (Part-I General), is also allowed a grace period of 5 days to remit the contribution.

2. The grace period of five days have been allowed for the employers to remit the contributions as the system of calculation of wages of the employees and their corresponding dues under the three schemes (Employees' Provident Fund Scheme 1952, Employees' Pension Scheme 1995 & Employees' Deposit Linked Insurance Scheme 1976) were done manually and its remittances in the bank required additional time in the earlier manual setup.

3. In the present era, employers compute the wages and EPF liabilities electronically (in most of the cases on real time basis) and file Electronic Challan-cum-Return (ECR). The remittances are also being deposited through Internet Banking. This has reduced the process and time taken in calculation of PF dues and its remittances in the bank. Accordingly, it has been decided that concession of grace period of 5 days available to the employers for depositing the contribution & other dues is withdrawn herewith. This decision shall apply from February, 2016 (contributions for month of January, 2016 and payable in the month of February, 2016).

4. The employers shall pay the contribution and other dues as envisaged under EPF & MP Act, 1952 and Schemes framed thereunder within fifteen days of close of every month

5. This has approval of Central P.F. Commissioner.

Yours faithfully,

  
(Dr. V.P. Singh)  
ACC (F&A)

Jan. 13, 2016]

TAMIL NADU GOVERNMENT GAZETTE

19

**Appointment of certain persons as Inspectors and Specifications of their Local Limits under the Tamil Nadu Shops and Establishments Act.***[G.O. Ms. No. 206, Labour and Employment (K2), 14th December 2015.]*

No. II(2)/LE/34/2016.—In exercise of the powers conferred by section 42 of the Tamil Nadu Shops and Establishments Act, 1947 (Tamil Nadu Act XXXVI of 1947) and in

supersession of the Labour and Employment Department Notification No.II(2)/LE/667/2014, published on pages 736 and 737 of Part II-Section 2 of the Tamil Nadu Government Gazette dated the 5th November 2014, the Governor of Tamil Nadu hereby appoints the officers specified in column (2) of the Table below to be Inspectors for the purpose of the said Act within the local limits as assigned in the corresponding entries in column (3) thereof:-

THE TABLE

Serial No. (1)	Officers. (2)	Local Limits. (3)
1	Joint Commissioner of Labour, Chennai	Chennai, Vellore, Tiruvannamalai, Kancheepuram, Thiruvallur, Cuddalore and Villupuram Districts.
2	Joint Commissioner of Labour, Tiruchirappalli.	Tiruchirappalli, Thanjavur, Thiruvarur, Nagapattinam, Ariyalur, Perambalur, Pudukottai, Dindigul, Thoni and Karur Districts.
3	Joint Commissioner of Labour, Madurai.	Madurai, Sivagangai, Ramanathapuram, Virudhunagar, Thoothukudi, Tirunelveli and Kanyakumari Districts.
4	Joint Commissioner of Labour, Coimbatore,	Coimbatore, Tiruppur, The Nilgiris, Salem, Erode, Namakkal, Dharmapuri and Krishnagiri Districts.
5	Deputy Commissioner of Labour (Inspection), Chennai	Whole State of Tamil Nadu
6	Deputy Commissioner of Labour (Minimum wages)	
7	Deputy Commissioner of Labour-I, Chennai.	
8	Deputy Commissioner of Labour-II, Chennai.	
9	Deputy Commissioner of Labour, Vellore.	Corporation of Chennai.
10	Deputy Commissioner of Labour, Tiruchirappalli.	Thiruvallur, Kancheepuram and Cuddalore Districts.
11	Deputy Commissioner of Labour, Madurai.	Vellore, Tiruvannamalai and Villupuram Districts.
12	Deputy Commissioner of Labour, Dindigul.	Tiruchirappalli, Perambalur, Ariyalur, Thanjavur, Nagapattinam, Thiruvarur and Pudukkottai Districts.
13	Deputy Commissioner of Labour, Tirunelveli.	Madurai, Virudhunagar, Ramanathapuram and Sivagangai Districts.
14	Deputy Commissioner of Labour, Coimbatore.	Dindigul, Thoni and Karur Districts.
15	Deputy Commissioner of Labour, Salem.	Tirunelveli, Thoothukudi and Kanyakumari Districts.
16	Deputy Commissioner of Labour, Coonoor.	Coimbatore and Tiruppur Districts.
17.	Inspector of Labour.	Salem, Dharmapuri, and Krishnagiri Districts.
18.	Deputy Inspector of Labour.	The Nilgiris, Namakkal and Erode Districts.
19.	Assistant Inspector of Labour.	Local Limits assigned to them under the Legal Metrology Act, 2009. (Central Act 1 of 2010)
20.	Inspectress of Labour, Chennai.	
21.	Inspectress of Labour, Tirunelveli.	
22.	Inspectress of Labour, Coimbatore.	Chennai, Vellore, Kancheepuram, Tiruvannamalai and Tiruvallur Districts.
23.	Development Commissioners, Special Economic Zones in Tamil Nadu.	Tirunelveli, Thoothukudi, Kanyakumari and Virudhunagar Districts.
		Coimbatore and The Nilgiris Districts.
		Special Economic Zone concerned.

KUMAR JAYANT,  
Secretary to Government

## CASE LAW UPDATE



Termination of services of a workman would not be covered under the term “retrenchment” when his /her fixed term appointment was terminated by issuing a simple letter invoking terms and conditions as stipulated in her appointment letter.

***Delhi High Court – Usha Dawar Vs. Management of Lady Harding Medical College – 2015 – (III) CLR 120***

The levy of damages in the absence of issuing any notice to the effected parties is not justified, it is appropriate to remand the matter back to the ESI Authority to reconsider it and decide it afresh after hearing the parties as per the provisions of law.

***Karnataka High Court – Mazagon Dock Ltd., Vs. Regional Director, ESIC Bangalore – 2015 (147) FLR 275***

Each appointment of an employee on expiry of the duration of previous one, for a specific period, would constitute a separate contract of employment. Service of an employee appointed for a specific period would stand terminated on expiry of that specific period. Termination of such an employee appointed for a specific period would not be retrenchment.

***Calcutta High Court – Christopher Minj Vs. Andaman and Nicobar Administration, & others - 2015 (147) FLR 245***

Subsistence Allowance payable to a workman, who is under suspension and pending disciplinary proceedings, would not amount to wages. Deduction towards Provident Fund contribution, union contribution, loan instalments, PT, society loan deductions, etc., by the Management from subsistence allowance is legally impressible.

***Deelip Manga Chaudhary Vs. Maharashtra State Co-operative Marketing Federation Ltd., - 2015 – (147) FLR 557***

There will be no relationship or employer-employee between principal employer and contract labour engaged through contractors in the absence of notification under section 10 of the CLR Act. When the wages and employees provident Fund contributions were paid by the contractor, the employees would be treated of the contractor and not of the principal employer. Demand for regularisation by the employees of the contractors is not justified when the employees were receiving wages from the contractors. If required notification under Section 10 of the CLR Act, is not issued, the principal employer is not prohibited to engage contract labour through independent contractors.

***Delhi High Court - National Projects Construction Vs. Industrial Tribunals and Others – 2 2016 LLR 16***



# 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>

Poor young chap.....he attended a seminar organised by Management.... *"admit mistake and earn respect"*.... he admitted one.....they sacked him !!!





## ANNUAL RETURNS SUBMISSION IMPORTANT

### Employment Exchange Return [Due Date – 31<sup>st</sup> Jan 2016]

S.No	Act	Frequency	Principle Employer
1	E E Act	Quarterly	To be Submitted to Local Employment Exchange <b>Form ER – 1</b>

### IT, ITES & Software Establishments [Due Date – 31<sup>st</sup> Jan 2016]

S.No	Act	Frequency	Principle Employer
1	S & E Act	Half Yearly	Self-Certification Half Yearly Return - <b>Form O</b>
2	S & E Act	As And When	Notice of Daily Hours of Work, Rest Interval Weekly Holiday - <b>Form S</b>
3	LWF	Annual	Labour Welfare Fund Annual Return (in applicable month) - <b>Form A</b>
4	Min Wages	Annual	Annual Return - <b>Form III</b>
5	Min Wages	Half Yearly	Self-Certification For Minimum Wages - <b>Form XII</b>
6	C.P.S.W.Act	Half Yearly	Annual return /Half yearly - <b>Form 2</b>
7	C.P.S.W.Act	Annual	Declaration statement under Rule 6(3) of Tamil Nadu Industrial Establishments (Conferment of permanent status) Act-1981
8	P.S.A.Act	Half Yearly	Annual return /Half yearly - <b>Form 2</b>
9	M.B.Act	Half Yearly	Self-Certification Half Yearly Return - <b>Form L</b>
10	M.B.Act	Annual	Annual Return - <b>Form K</b>
11	P.W. Act	Annual	Filing of Annual Return - <b>Form IV</b>
12	P.W. Act	Half Yearly	Self-Certification for Payment of Wages - <b>Form VIII</b>
13	Bonus Act	Annual	Bonus Return - <b>Form D</b>
14	GRA.Act	Half Yearly	Self-Certification Half Yearly Return - <b>Form V</b>
15	CLRA Act	Half Yearly	Self-Certification - Half Yearly Return - <b>Form XXX</b>
16	W.C.Act	Annual	Filing of Annual Return - <b>Schedule</b>

### Commercial Establishments (Trading & Marketing) – [Due Date – 31<sup>st</sup> Jan 2016]

S.No	Act	Frequency	Principle Employer
1	S & E Act	As And When	Notice of Daily Hours of Work, Rest Interval Weekly Holiday - <b>Form S</b>

2	LWF	Annual	Labour Welfare Fund Annual Return (in applicable month) - <b>Form A</b>
3	Min Wages	Annual	Annual Return - <b>Form III</b>
4	C.P.S.W.Act	Half Yearly	Annual return /Half yearly - <b>Form No. 2</b>
5	C.P.S.W.Act	Annual	Declaration statement under Rule 6(3) of Tamil Nadu Industrial Establishments (Conferment of permanent status) Act-1981
6	P.S.A.Act	Half Yearly	Annual return /Half yearly - <b>Form 2</b>
7	M.B.Act	Annual	Annual Return - <b>Form K</b>
8	P.W. Act	Annual	Filing of Annual Return - <b>Form IV</b>
9	P.W. Act	Annual	Notice of Rate of Wages - <b>Form VI</b>
10	P.W. Act	Annual	Tamil Nadu Payment of Wages Rules, 1937 - <b>Form VII</b>
11	Bonus Act	Annual	Bonus Return - <b>Form D</b>
12	W.C.Act	Annual	Filing of Annual Return - <b>Schedule</b>

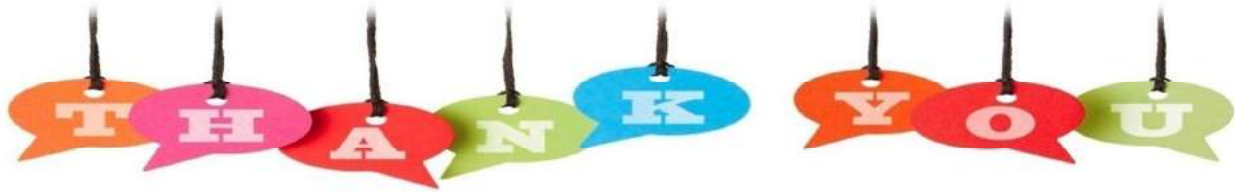
**For Factories – [Due Date – 31<sup>st</sup> Jan 2016**

S.No	Act	Frequency	Principle Employer
1	LWF	Annual	Labour Welfare Fund Annual Return (in applicable month) - <b>Form A</b>
2	LWF	Quarterly	Register of fines and unpaid accumulation - <b>Form C</b>
3	C.P.S.W.Act	Half Yearly	Annual return /Half yearly - <b>Form No. 2</b>
4	P.S.A.Act	Half Yearly	Annual return /Half yearly - <b>Form 2</b>
5	P.W. Act	Annual	Notice of Rate of Wages - <b>Form VI</b>
6	P.W. Act	Annual	Tamil Nadu Payment of Wages Rules, 1937 - <b>Form VII</b>
7	Fact. Act	Annual	Prescribed under Rule 76, The Tamil Nadu Factories Rules 1950 – <b>Form No. 11</b>
8	Fact. Act	Annual	Prescribed under clause (2) of rule 100 of the Tamil Nadu Factories Rules 1950 - <b>Form No. 22</b> (Combined Annual Returns for the year ending 31 <sup>st</sup> December.....)

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