

DEPARTMENT OF INSPECTORATE OF FACTORIES

CITIZEN CHARTER

The Department Inspectorate of Factories is functioning under Ministry of Labour & Employment, Government of Tamil Nadu and enforces the following central and state Acts along with Tamil Nadu state Rules for the benefit of working population mainly in the organized manufacturing sector.

A. Central Acts

1. *The Factories Act 1948*
2. *Contract labour (Regulations & Abolition) Act 1970*
3. *Child Labour (Prohibition & Regulation) Act 1986.*
4. *The Equal Remuneration Act 1976.*
5. *Inter – State Migrant Workmen Act 1979*
6. *The labour Laws (Exemption from furring returns) Act 1988.*
7. *The Maternity Benefit Act. 1961.*
8. *The Minimum wages Act 1948*
9. *The Payment of wages Act 1936*

B. State Acts

1. *The Tamil Nadu industrial establishments (Conferment of permanent status Act) 1981*
2. *The Tamil Nadu industrial establishments (National & Festival Holiday) Act 1959*
3. *Tamil Nadu Labour welfare Fund Act 1972*
4. *The Tamil Nadu payment of subsistence allowance Act 1981.*

The Inspectorate of Factories is enforcing the Factories Act, 1948 and 13 other Labour enactments in Factories registered under the Factories Act, 1948 and the Tamil Nadu Factories Rules, 1950.

By the enforcement of these important Labour Legislations, the Health, Safety, Welfare, good working conditions, etc. of the workers employed in the registered Factories are protected. For the effective implementation of the provisions of the Factories Act, 1948 and other Labour Acts, inspections are periodically conducted in Registered Factories and the following inspection forms are prescribed for this purpose.

- (i) First Inspection Report for the use of Factory Inspections.
- (ii) Factory Inspection Report for second and subsequent inspections by Factory Inspectors.

2. Factories in which 10 or more workers are employed and power is used in the manufacturing process and Factories which are engaging 20 or more workers without using power in manufacturing process are registered under Factories Act, 1948 and Rules, 1950.

3. The Plan approval authorities are as follows :-

Sl.No.	Plans related to	Approved by
1.	Factories employing 200 and less workers except those engaged in dangerous operations.	Deputy Chief Inspector of Factories.
2.	Factories employing above 200 workers upto 1000 workers except those engaged in dangerous operations.	Joint Chief Inspector of Factories.
3.	Factories employing more than 1000 workers and all factories engaged in dangerous operations.	Chief Inspector of Factories.

4. The following formats are used for approval of plans and registration of Factory under Factories Act, 1948.

- (i) **Form No. 1** : (Prescribed under Rule 3 of Tamil Nadu Factories Rules).
Application for permission to construct, extend or take into use any premises as a factory.
- (ii) **Form No.2** : Application for registration, grant or renewal of licence for the year ----- and notice of occupation specified in Section 6 (to be submitted in triplicate).

Some other format prescribed under Factories Act 1948

- (iii) **Form No. 3-A** : Notice of change of Manager.

Details of fees payable for getting initial licence or renewal of licence under the Tamil Nadu Factories Rules, 1950 are given in Schedule.I.

5. Under the Contract Labour (Regulation and Abolition) Act, 1970 the following formats are prescribed for registration and grant of licence to be obtained by the principal employer and the contractor respectively.

- (i) **Form No. I** : (See Rule 17(1) Application for registration of establishment employing Contract Labour.
- (ii) **Form No. IV** : (See Rule 21(1) Application for Licence by the Contractor.
- (iii) **Form No. V** : (See Rule 21(2) Form of Certificates by Principal Employer.

Under the Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, the following formats are prescribed for declaration of Holidays and intimation of working on any of the Holidays.

Form I (See Rule 3 (1) Notice of proposed Holidays

Form II (See Rule 3(2) Notice to employees

Form IV (See Rule 4 (2) Notice of change of Holidays

Form V A. (See Rule 6(9) Notice to employees to work on Holidays.

Details of Fees payable for getting initial licence or renewal of licence under the Tamil Nadu Factories Rules, 1950 are given in Schedule I.

WELFARE SCHEMES FOR WORKERS :

I. GROUP PERSONAL ACCIDENT INSURANCE SCHEME :

A Group Personal Accident Insurance Scheme has been formulated for the benefit of workers of Match and Fire Works Industries in Tamil Nadu.

The Scheme is designed to give relief against death, loss of limbs, loss of eye sight, etc. of the Insured persons due to accidents. Accident Insurance is given to the insured persons on 24 hours basis and will not be confined to accidents arising out of or in the course of actual occupation alone.

The Scheme covers the workers in Match and Fire Works industries in Tamil Nadu in the age group of 10 to 65 years.

II. FIRST AID APPLIANCES :

There shall be provided First Aid Boxes with prescribed contents and they shall be kept in the charge of First Aid Trained persons in the Factory.

In Factories, employing more than 500 workers Ambulance Room containing the prescribed equipments and in the charge of Nursing Staff shall be provided.

III. CANTEEN :

Canteen shall be provided and maintained in factories employing more than 250 workers.

IV. SHELTERS, REST ROOMS, LUNCH ROOMS :

Rest Room and Lunch Room shall be provided in factories where in more than 150 workers are employed.

V. CRECHE :

Creche shall be provided and maintained under the charge of trained women in factories employing more than 30 women workers.

VI. WELFARE OFFICERS :

To take care of the welfare of the workers, Welfare Officers shall be employed in factories employing more than 500 workers.

DEPARTMENT OF INSPECTORATE OF FACTORIES

Sl. No.	Name of the Labour Welfare Act enforced.	Beneficiary of the Act.	Persons to be approached for the benefit of the Act.	Documents to be submitted.	Orders issuing officer.	Duration	Official to be contacted in case of grievances.
1	Factories Act, 1948 and Tamil Nadu Factories Rules, 1950.	Employees and Employers.	Inspector of Factories, Deputy Chief Inspector of Factories, Joint Chief Inspector of Factories, Chief Inspector of Factories.	<p><u>1. Registration of Factories.</u></p> <p>Factories in which 10 or more workers are employed with power being used in the manufacturing process and factories which are engaging 20 or more workers without using powers in manufacturing process are registered under the Factories Act, 1948 and Rules, 1950 as per Section 6 of the Act. Persons who propose to start the factory should submit the Form No.2 duly filled in triplicate along with D.D. for the prescribed amount with a Court Fee Stamp of Rs. 2/- to the Deputy Chief Inspector of Factories concerned for getting licence.</p>	Dy.C.I.F. Jt.C.I.F. for registration of the new factory.	30 days for registration of factories and approval of plans.	Dy.C.I.F. Jt.C.I.F. C.I.F.

1.	2.	3.	4.	5.	6.	7.	8.
				<p>2. <u>Approval of Plans.</u></p> <p>For getting approval of plans for the construction or extention of a factory, the applicant should apply in Form No. I, prescribed under Section 6 read with rule 3 duly filled in (in triplicate) with Court Fee Stamp for Rs. 2/- to the concerned Dy.CIF / Jt.CIF / CIF.</p> <p>3. <u>Renewal of licence :</u></p> <p>The Licence is to be renewed every year.</p> <p>For getting renewal of licence the occupier should apply in Form No. 2, along with D.D. for the amount prescribed by the Government to the concerned Dy.CIF. The licence may be renewed for one year or 5 years at a stretch.</p> <p>The complaints may be made to IF / Dy.CIF / Jt.CIF / CIF in case of violation of the Act and Rules.</p>	<p>Dy.C.I.F. Jt.C.I.F. C.I.F.</p> <p>for Approval of plans.</p> <p>Dy.CIF.</p>		

1.	2.	3.	4.	5.	6.	7.	8.
2.	Minimum Wages Act, 1948.	Workers.	I.F. Dy.CIF Jt.CIF CIF	If the Minimum Wages prescribed by the Government (Schedule of Employment) is not paid to the worker, claim petition can be filed in Form VI as prescribed in Section 20(2) of the Act to the concerned D.C.L. within 6 months. If any violation of the Act is noticed a worker may give a complaint to the concerned IF / Dy.CIF for redressal.	Deputy Commissioner of Labour of the concerned jurisdiction.	No limit.	Dy.CIF Jt.CIF CIF
3	Contract Labour (Regulation and Abolition) Act, 1970.	Contract workers.	I.F. Dy.CIF Jt.CIF CIF	To engage contract labour through contractor, the principal employer should apply for the registration certificate in Form I prescribed under Rule 17(1) to the Dy.CIF concerned. Contractor should remit Security Deposit at the rate of Rs. 50 /- per worker. Contractor should also apply for licence in Form VI under Rule 21(1) of the Act to the concerned IF.	I.F. Dy.CIF	Action to be taken within 15 days.	Dy.CIF Jt.CIF CIF

1.	2.	3.	4.	5.	6.	7.	8.
4	Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1958.	Workers.	I.F. Dy.CIF	<p>As per Section 3 of this Act, every worker is entitled for 4 National Holidays and 5 Festival Holidays in a year.</p> <p>If the benefit is denied, the employee can make a complaint to the concerned I.F. / Dy.CIF as per Section t of this Act, if the worker is required to work on a Holiday, he is entitled for wages twice or wage for such day and to avail the substituted holiday with wage.</p>	I.F. Dy.CIF	Action to be taken within 15 days.	Dy.CIF Jt.CIF CIF
5	Payment of Wages Act, 1936.	Workers.	I.F. Dy.CIF	As per Section 5 of this Act, the wage of every person employed in a faactory in which less than 1000 persons are employed could be paid before the expiry of 7 th day of the subsequent month and 10 th day of subsequent month in the case of factory employing more than 1000 workers.	Deputy Commissioner of Labour.	No limit.	CIF Commis- sioner of Labour.

1.	2.	3.	4.	5.	6.	7.	8.
6	Maternity benefit Act, 1960.	Women workers.	I.F Dy.CIF	A women workers entitled for maternity benefit, should file a notice in Form D to the employer for maternity benefit under the Act.	Any women worker deprived of Maternity Benefit may make an appeal in Form F to the Appellate authority. A complaint in Form G shall be made to the Inspector alleging non-payment of maternity benefit and/or wages for Maternity Leave.	One month.	CIF
7	Tamil Nadu Labour Welfare Fund Act, 1972.	Workers.	Secretary, Tamil Nadu Labour Welfare Board, Chennai-6.	As per this Act, every employee should contribute Rs.5/- per year and every employer should contribute in respect of each such employee Rs.10/- per year and government in respect of each such employee Rs.5/- per year to the Tamil Nadu Labour Welfare Fund. The Fund can be utilised towards the Welfare of the workers as specified in the Act.	Secretary, Tamil Nadu Labour Welfare Board, Chennai-6.	No limit.	CIF

1.	2.	3.	4.	5.	6.	7.	8.
8	Tamil Nadu Industrial Establishment (Conferment of Permanent Status to Workmen) Act, 1981.	Workers.	Dy.CIF	As per the Act, every workman who is in continuous service for a period of 480 days in a period of 24 calendar month in an Industrial Establishment is entitled for permanent status. Any entitled workman who has not been given permanent status can make a representation to the DyCIF. concerned.	Dy.CIF	No limit.	CIF
9	Equal Remuneration Act, 1976.	Women workers.	IF. Dy.CIF.	This Act provides payment of equal remuneration to men and women workers and for the prevention of discrimination on the ground of sex against women in the matter of employment notified under the Act.	IF Dy.CIF	No limit.	CIF
10	Child Labour (Regulation and Abolition) Act, 1986.	Prohibition of Child Labour in Hazardous Industries.	IF Dy.CIF	---	Dy.CIF.	No limit.	C.I.F.

1.	2.	3.	4.	5.	6.	7.	8.
11	Payment of Subsistence Allowance Act, 1981.	Workers.	I.F Dy.CIF	Any employee under suspension is entitled to receive payment from the employer as subsistence allowance an amount equal to 50% of the wages which the employee was drawing immediately before suspension for the first 90 days from the date of suspension and 75% for the next 90 days and full wages on the expiry of 180 days from the date of suspension.	Assistant Commissioner of Labour, Office of the Deputy Commissioner of Labour.	No limit.	C.O.L.
12	The Payment of Gratuity Act, 1972.	Workers.	Assistant Commissioner of Labour, Office of the Deputy Commissioner of Labour.	A worker is entitled for gratuity if he has rendered a continuous service for not less than 5 years. An employee who is eligible for gratuity can apply either by himself or by person authorised in writing to the ACL (Gratuity) concerned in Form-I prescribed under Rule 7 of Tamil Nadu Payment of Gratuity Rules within 30 days from the date of gratuity becomes payable.	A.C.L. (Gratuity).	No limit.	C.O.L.

1.	2.	3.	4.	5.	6.	7.	8.
13	The Labour Laws (Exemption from furnishing returns and maintaining registers by certain Establishments) Act, 1988.	Employer of small establishments.	I.F Dy.CIF	This Act exempts the employer in relation to establishments employing less than 20 workers from furnishing returns and maintaining registers under certain Labour Laws. This Act empower submission of Annual Core Return in Form-A.	I.F. Dy.CIF.	No limit.	CIF

Note : The concerned Inspector of Factories, Deputy Chief Inspector of Factories, Joint Chief Inspectors of Factories and Chief Inspector of Factories may be contacted in respect of implementation and getting remedy of the any of the provisions of the above said Act and Rules.

I.F. Inspector of Factories
Dy.CIF Deputy Chief Inspector of Factories
Jt.CIF Joint Chief Inspector of Factories
CIF Chief Inspector of Factories
ACL Assistant Commissioner of Labour
DCL Deputy Commissioner of Labour

For further information : The Chief Inspector of Factories, Chepauk, Chennai 600 005.
e-Mail address : factoriesinspectorate_tn@sancharnet.in

FORM NO. 1**APPLICATION FOR PERMISSION TO CONSTRUCT, EXTEND OR TAKE INTO USE ANY BUILDING AS A FACTORY.**

01. Applicant's / Occupier's Name :
 Applicant's / Occupier's Calling :
 Applicant's / Occupier's Address :
02. Full Name and Postal Address of the Factory. :
03. Situation of the Factory Survey No. / Door No. of the Factory. :
- State :
 District :
 Town or Village :
 Nearest Police Station :
 Nearest Railway Station or Streamer Ghat. :
04. Purpose for which plans are sent (state whether installation / additional construction / changes in installation,etc.) :
05. If the plans have been approved earlier give the number and the date of approval of previous plans relevant to the present plans except in the case of initial approval. :
06. Details of present proposals with reference to item No. 4 :
07. Total Installed capacity in horse power (including the present plans) :
08. Maximum number of workers proposed to be employed in the factory. :

Date :

Place:

SIGNATURE OF APPLICANT / OCCUPIER

**OFFICE OF THE CHIEF INSPECTOR OF FACTORIES,
CHEPAUK, CHENNAI 600 005.**

Dated:

IMPORTANT CIRCULAR

Subject : Factories Act, 1948 and Tamil Nadu Factories Rules,
1950 – Renewal of licence.

Your licence is due for renewal now. The following documents should be received by the Deputy Chief Inspector of Factories of your area before 31st October of this year :-

1. Form No. 2 in triplicate.
2. Court Fee Stamp to the value of Rs. 2/-.
3. Treasury receipt or a DD for the due licence fee and if there is any change in the occupier, Rs. 50 for transfer of licence.
4. Copies of new partnership deed, old partnership dissolution deed in case of change of partners.
5. Death Certificate in the case of demise of the Proprietor.
6. Licence in original.

The fees are to be remitted in any branch of a Nationalised Bank by a crossed Demand Draft in favour of the Deputy Chief Inspector of Factories of the respective region.

Please note that the Government have permitted the renewal of Licence for a period of maximum of 5 years at a time and therefore, you may get the licence renewed for a period of 1/2/3/4/5 years at your option. The fees are payable according to the number of years for which licence is required.

Please be prompt and furnish the correct particulars. A copy of the licence application in Form 2 and the Schedule of licence fees payable are available in the pages 2, 3 and 4 of this circular.

LAST DATE FOR RECEIPT OF YOUR APPLICATION IN THE OFFICE OF THE DEPUTY CHIEF INSPECTOR OF FACTORIES, IS 31ST OCTOBER OF THIS YEAR.

Chief Inspector of Factories.

To

All the Occupies of Factories.

FORM NO. 2

Application for registration and grant or renewal of licence for the year and notice of occupation specified in sections 6 and 7 (to be submitted in Triplicate).

1. Full name of the factory with factory licence number if, already registered before the name of person or persons to whom the present licence is to be granted and issued.
2. (a) Full postal address and situation of the factory (Door No. Survey Nos. etc.).
- (b) Full address to which communications relation to the factory should be sent.
- (c) Police Station in whose jurisdiction the factory lies.
3. Particulars of the owner's of the premises or building (including the precincts thereof) referred to in Section 93 –

Name
Age
Residential address
Father's Name

4. Particulars of the occupier of the factory who has ultimate control over the affairs of the factory and in whose name the licence is to be issued (please see Section 2(n)) –

Name
Age
Residential address
Father's Name

Note :- (1) Where the occupier of the factory is a firm or other association of individuals or a company the above particulars should be furnished in respect of all the partners or members of the firm or association or the directors or shareholders of the company.

(2) In the case of a factory owned or controlled by the Central Government or any State Government or any Local Authority, the person or persons appointed to manage the affairs of the factory by the Central Government, the State Government or the Local Authority as the case may be, shall be deemed to be the occupier.

5. Particulars of the Manager of the factory for the purpose of the Act

–

Name
Age
Residential address
Father's name

6. Nature of manufacturing process / processes –

(a) Carried on in the factory during the preceding calendar year (in the case of factories already in existence).

(b) To be carried on in the factory during the calendar year for which this application for licence is made.

7. Particulars of principal products manufacture during the preceding calendar year –

Sl. No.	Product Name	Value in Rs.
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8. (a) Particulars of power actually installed --

SNo.	Nature of power	Quantity in HP	Remarks	Whether stand by etc.
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(b) Particulars of power proposed to be additionally installed, if any during the calendar year for which this application for licence is made.

SNo. Nature of power Quantity in HP Remarks Whether stand by etc.

- (c) Maximum quantity (in H.P.) that can be used at any one time during the calendar year for which this application for licence is made.
9. (a) Whether the factory is having any pressure vessels; if so, the number of pressure vessels may be indicated.
- (b) Whether the factory management had remitted fees for the testing of pressure vessels by the notified persons of Factory Inspectorate.
- (c) Whether the factory is engaged in Dangerous Operations as indicated under Rule 95 of the Tamil Nadu Factories Rules, 1950; is so, whether the occupier of the factory has paid fees for periodical medical examination of the persons employed, by the Certifying Surgeon.
10. (a) Maximum number of workers proposed to be employed on any one day during the calendar year for which this application for licence is made (please see the slab limits in the Schedule to Rule 4).
- (b) Maximum number of workers actually employed on any one day during the preceding calendar year.
- (c) Number of workers to be ordinarily employed in the factory.
11. Number of calendar years for which grant or renewal of licence is required (indicate the exact calendar year / years).

12. In the case of a factory constructed or extended after the date of the commencement of the rules --

- (a) Reference number and date of approval of the plans for site, whether for old or new buildings and for constructions or extension of factory by the State Government / Chief Inspector.
- (b) Reference number and date of approval of the arrangements if any, made for the disposal of trade waste and effluents and the name of the authority granting such approval.

13. Amount of fee

Rs.....
 (Rupees
)
 paid in

 Bank / Treasury / Sub –
 Treasury on

 vide
 Challan No. / D.D.
 No.....

Dated:.....
 is enclosed.

14. Tamil Nadu Labour Welfare Fund :
 Whether contribution to the Labour Welfare Fund for the previous year has been remitted and, if so, furnish the details of amount remitted, date of remittance and mode of remittance (by cheque / cash / challan).

Signature of the Manager.

Signature of the Occupier

Name in capital letters.

Name in capital letters.

Date :

-
- Note : (1) This form should be completed in ink in block letters or type.
 (2) If power is not used at the time of filling of this form, but is introduced later the fact should be communicated to the Chief Inspector immediately.
 (3) If any of the persons named against item 4 as minor, the fact should be stated.

THE SCHEDULEG.O.Ms. No. 176, Labour and Employment Department, dated 5th December 1996.**LICENCE FEE PAYABLE****MAXIMUM NUMBER OF PERSONS TO BE EMPLOYED ON ANY DAY
DURING THE YEAR.**

Total Horse Power installed inclusive of Mobile Equipment.	Maximum No. of persons to be employed on any day during the year.										
	9	20	50	100	250	500	1000	2000	5000	10000	Above 10000
Nil Horse power	200	400	600	800	1800	2700	6000	9000	16500	24000	30000
Upto 10 Horse power	400	600	800	1200	2700	4500	12000	18000	27000	36000	45000
Above 10 Horse power upto 50 Horse power	600	800	1200	1800	4500	7200	18000	27000	36000	45000	54000
Above 50 Horse power upto 129 Horse power	800	1200	1800	3000	7200	12000	27000	36000	45000	54000	60000
Above 129 Horse power upto 250 Horse power	1200	1800	3000	4800	12000	18000	36000	45000	54000	60000	66000
Above 250 Horse power upto 500 Horse power	1800	3000	4000	6400	18000	24000	45000	54000	60000	66000	72000
Above 500 Horse power upto 1000 Horse power	3000	3200	6400	12000	24000	30000	54000	60000	66000	72000	78000
Above 1000 Horse power upto 2000 Horse power	3200	6400	12000	16000	30000	36000	60000	66000	72000	78000	84000
Above 2000 Horse power upto 5000 Horse power	6400	12000	16000	20000	36000	42000	66000	72000	78000	84000	90000
Above 5000 Horse power upto 7500 Horse power	12000	16000	20000	24000	42000	48000	72000	78000	84000	90000	96000
Above 7500 Horse power upto 10000 Horse power	16000	20000	24000	28000	48000	54000	78000	84000	90000	96000	102000
Above 10000 Horse power	20000	24000	28000	32000	54000	60000	84000	90000	96000	102000	108000

ADDITIONAL FEE PAYABLE FOR BELATED SUBMISSION.

(As amended in G.O. Ms. No. 979, Labour Department, dated 4th May 1984).

If the application for renewal of licence is not received within the time limit specified in sub-rule (2) of rule 7 (i.e. on or before 31st October of every year) the licence will be renewed only on payment of an additional fee of –

- | | |
|---|---|
| 1. Ten percentum of the fee payable | If the application for renewal is received not less than one month before the date of expiry of licence (i.e. during November). |
| 2. Twenty percentum of the fee payable. | If the application for renewal is received within a month before the expiry of the licence (i.e. during December). |
| 3. Thirty percentum of the fee payable. | If the application for renewal is received after the expiry of the licence. |

Form 3-A
(Prescribed under Rule 12-A)
(Notice of change of Manager)

1. Full name of the factory with current licence number
2. Full Postal address
3. Name of the outgoing Manager
4. Full name, age and father's name of the new Manager with his residential address and telephone number, if installed.
5. Date of appointment of the new Manager.

Date :

Signature of the new Manager,

Place :

Signature of the Occupier.

Form – I**[See Rule 17 (1)]***Application for Registration of Establishments Employing contract labour*

1. Name and location of the Establishment
2. Postal address of the Establishment
3. Full name and address of the Principal Employer (furnish father's name in the case of individuals)
4. Full name address of the Manager or person responsible for the supervision and control of the establishment.
5. Nature of work carried on in the establishment
6. Total number of workmen directly employed
7. Particulars of contractors and contract labour
 - (a) Name and addresses of Contractors
 - (b) Nature of work in which contract labour is employed on any day through each contractor
 - (c) Maximum number of contract labour to be employed on any day through each contractor
 - (d) Estimated date of commencement of each contract work under each contractor]
8. Particulars of Treasury Receipt enclosed -----
(Name of the Treasury, Amount & date).

I hereby declare that the particulars given above are true to the best of knowledge and belief.

Principal Employer

Seal and stamp

Office of the Registering Officer

Date of receipt of application

Form – IV
[See Rule 21 (1)]
 Application for licence

1. Name and address of the contractor (including his father's name in case of individuals)
2. Date of birth and age (in case of individuals)
3. Particulars of establishment where contract labour is to be employed
 - (a) Name and address of the Establishment:
 - (b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment:
 - (c) Number and date of Certificate of Registration of the Establishment under the Act:
 - (d) Name and address of Principal Employer
4. Particulars of contract labour
 - (a) Nature of work in which contract labour is employed or is to be employed in the employment
 - (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending)
 - (c) Name and address of the agent or manager of contractor at the work site:
 - (d) Maximum No. contract labour proposed to be employed in the establishment on any date:
5. Whether the contractor was convicted of any offence within in the preceding five years. If, so give details.
6. Whether there was any order against the contractor revoking or suspending licence or forfeiting security deposits in respect of an earlier contract. If. so the date of such order.
7. Whether the contractor has worked in any other establishment within the past five years. If, so give details of the Principal Employer, Establishments and nature of work.
8. Whether a certificate by the Principal Employer in Form V is enclosed
9. Amount of licence fee paid. No of Treasury challan and date]
10. [Particulars of security deposit, if any requested to be adjusted, including Treasury Receipt number and date.
11. The amount of security or balance, if any , after adjustment of amount to be refunded under rule, 31, deposited with Treasury Receipt number and date]

Declaration : - I hereby declare that the details given above are correct to the best of my knowledge and belief.

Place :

Signature of the applicant

Date:

(Contractor)

Note: The application should be accompanied by a Treasury Receipt for the appropriate amount and a certificate in Form V from the Principal Employer.

(To be filled in the office of the Licensing Officer)

Date of receipt of the application with challan for fees/ Security Deposit.

Signature of the Licensing Officer,

Form – V
[See Rule 21 (2)]
Form of Certificate by Principal Employer

Certified that I have engaged the applicant (name of the Contractor) as a contractor in my establishment . I undertake to be bound by all the provisions of the Contract of Labour (Regulation and Abolition) Act 1970 and the Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975, insofar as the provisions are applicable to me in respect of the employment of contract labour by the applicant in my establishment.

Place:
Date :

Signature of The Principal Employer
Name and address of Establishment.

Form No. I.

[See sub – rule (1) of rule 3 of National and festival Holidays Act]

From

(Name and address of the employer)

To

(Designation and address of the Inspector having jurisdiction over the area in which the Industrial establishment is situated)

Sir,

I propose that the following festivals may be specified under section 3 of the Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958 (Tamil nadu Act XXXIII of 1958), in respect of my industrial establishment, namely, (a) at (b)

Serial number

Description of festivals

- 1.
- 2.
- 3.
- 4.
- 5.

1. The total number of employees in the above industrial establishment is
2. A notice in Form No. II has been exhibited in the above industrial establishments on the _____ A copy of the notice aforesaid is enclosed.
3. The names of the trade unions which claim to represent my employees are :

To my knowledge there is no trade union representing the employees.

Date :

Yours faithfully,

Signature of the employer.

Note :

- a) Here enter the name of industrial establishment
 - b) Here enter the full address of the industrial establishment
 - c) Delete portion not applicable to the industrial establishment .
- This form shall be completed in ink in block letters or typed.

Form – II
[See sub – rule (2) of rule – 3]
 Notice

I have proposed to the (a) that the following * festivals mentioned in column (2) of the statement below may festival's mention in column (3) of the statement below may be specified.

be specified in lieu of the festival /s already specified and mentioned in column (2) thereof.

under section 3 of the Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958 (Tamil nadu Act XXXIII of 1958), in respect of this industrial establishments.

Statement

Serial number	Description of the festivals	* Description of the festivals proposed for specification in lieu of that those mentioned in column (2)
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		

2. Any employees of this industrial establishment or trade union representing the employees of this industrial establishment may send to the abovementioned Inspector objections of suggestions, if any, to the proposal mentioned above.

3. The objections or suggestions should reach the abovementioned Inspector within a period of fifteen days from the date on which this notice is displayed in the premises of the industrial establishment.

Date on which the notice is exhibited.

Signature of the employer

Note : a) Here enter the designation and address of the Inspector having jurisdiction over the area in which the industrial establishment is situate.

* Delete whichever is not applicable.

This form shall be completed in ink in block letters or typed.

FORM NO. IV

[See Sub – rule (2) of rule 4)

To

(Designation and address of the Inspector having jurisdiction over the area in which the industrial establishments is situated)

Sir,

Reference : - Your proceeding No. _____ dated. _____

I, the employer of the industrial establishment, namely

 We, the employees in the industrial representing a substantial number of employees in the industrial establishment. , _____ * _____ at.

namely _____ ** _____ at _____

propose that the festival / festivals mentioned in column (3) of the statement below may be specified under section 3 of the Tamil Nadu industrial Establishments (National and Festival Holiday) Act, 1958 (Tamilnadu Act XXXIII of 958), in respect of the above industrial establishment at

**in lieu of the festivals mentioned in column (2) which was / were specified in the proceedings cited.

<i>Serial number</i>	<i>Description festival / festivals specified</i>	<i>Description of festival festivals proposed for specification in lieu of that those mentioned in column (2)</i>
(1)	(2)	(3)

1.

2.

3.

4.

5.

..21..

2. The total number of employees in the above industrial establishment is

3. \$ A notice in Form no. II has been exhibited in the above industrial establishment on the _____ A copy of notice aforesaid is enclosed.

A copy of the application has been sent to the employer of the abovementioned industrial establishment by pre – paid registered post on the same date on which this is sent to you.

*4. *** The names of the trade unions which claim to represent the employees are*

There is no trade union representing the employees.

Date :

yours faithfully,

Signature of the employer

Signature of employees

Signature of the Secretary of the trade union representing a substantial number of employees.

Note : (1) This form shall be filled in ink in block letters or typed.]

(2) Against reference, the number and date of the proceedings in which the festivals

were specified shall be given.

*(3) * Here enter the full name of industrial establishment.*

*(4) ** Here enter the full address of the industrial establishment*

*(5) *** Delete the portion, which is not applicable to the industrial establishment.*

(6) \$ Delete whichever is not applicable.

