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## NOTIFICATION

No. H. 12018/152/05-LJD/7, the 17<sup>th</sup> June, 2005. The Mizoram Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 2005 is hereby published for general information.

Sd/-

Chawngtinthanga,

Deputy Secretary to the Govt. of Mizoram.

## **CHAPTER - I** **PRELIMINARY**

**1. Short title and commencement :-**

- (1) These rules may be called the Inter-State Migrant Workmen ( Regulation of Employment and Conditions of Service) (Mizoram) Rules, 2005
- (2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions :- In these rules, unless the context otherwise require -**

- (a) "Act" means the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979
- (b) "Appellate Officer" means an appellate Officer nominated by the State Government under section 11 ;
- (c) "Form" means a form appended to these rules ;
- (d) "Inspector" means Inspector appointed by the State Government under section 20 ;
- (e) "Labour Commissioner (State)" means an officer as such appointed by the State Government.
- (f) "Licensing Officer" means the licensing officer appointed by the State Government under section 7 ;
- (g) "Migrant Workmen" means an inter-state migrant workmen as defined in section 2;
- (h) "Registering Officer" means the registering officer appointed by the State Government under section 3 ;
- (i) "Section" means a section of the Act ;
- (j) "Specified authority" means the authority specified by the State Government for the purpose of section 12 and 16 ;
- (k) "State Government" means the State Government of Mizoram ; and
- (l) all other words and expressions used in these rules but not defined therein shall have the meanings respectively assigned to them in the Act.

## **CHAPTER - II**

**3. Manner of making application for registration of establishments.**

- (1) The application for registration of an establishment shall be made in triplicate, in Form - I to the registering officer of the area in which the establishment sought to be registered is located.
- (2) The application shall be accompanied by a crossed demand draft showing payment of the fees for the registration of the establishment.
- (3) The application shall be either personally delivered to the registering officer or sent to him by registered post.
- (4) On receipt of the application, the registering officer shall, after noting thereon the date of receipt by him of the application give an acknowledgement to the applicant.

**4. Issue of certificate of registration**

- (1) Where the registering officer register the establishment, he shall issue to the principal employers a certificate of registration in Form - II.
- (2) The registering officer shall maintain a register in Form - III showing the particulars of the establishments in relation to which certificates of registration are issued by him.
- (3) If, in relation to an establishment, there is any change in the particulars specified in the certificate of registration, the principal employer of the establishment shall intimate to the registering officer within thirty days from the date when such change takes place, the particulars of and the reasons for, such change.

5. **Circumstances in which application for registration may be rejected.**

- (1) If any application for registration is not complete in all respects, the registering officer shall require the principal employer to amend the application so as to make it complete in all respects.
- (2) If the principal employer, on being required by the registering officer to amend his application for registration omits or fails to do so, the registering officer shall reject the application for registration.

6. **Amendment of certificate of registration.**

- (1) Where on receipt of the intimation referred to sub-rule (3) of rule (4), the registering officer is satisfied that there has occurred a change in the particulars of the establishment, as entered in the register in Form - III, he shall amend the said register and record therein the change thus occurred;

Provided further that the registering officer shall not carry out any amendment in the register in Form - III unless the appropriate fees have been deposited by the principal employer.

7. **Application for a licence**

- (1) Every application by a contractor for the grant of a licence for recruiting a person under clause (a) of sub-section (1) of section 8 shall be made in triplicate, in Form IV to the licensing officer having jurisdiction in relation to the area wherein recruitment is made.
- (2) Every application by a contractor for employing migrant workmen under clause (b) of sub-section (1) of section 8 shall be made in Form - V to the licensing officer having jurisdiction in relating to the area wherein establishment is situated.
- (3) (a) Every application for a grant of a licence under sub-rule (1) or sub-rule (2) shall be accompanied by a certificate of the principal employer in Form - VI to the effect that he undertakes to be bound by all the provisions of the Act and the rules made there under so far as they are applicable to him in respect of the recruitment of employment of the migrant workmen, in respect of which the contractor is making the application.  
(b) Every such application shall be either personally delivered to the licensing officer concerned or sent to him by registered post.
- (4) On receipt of the application referred to in sub-rule (1), or sub-rule (2), the licensing officer concerned shall, after noting thereon the date of receipt of the application, grant an acknowledgement to the applicant.
- (5) Every application referred to in sub-rule (1) shall also be accompanied by a receipt obtained as required by rule 20.

8. **Matter to be taken into account in granting or refusing a licence.**

In granting or refusing to grant a licence the licensing officer shall take the following matters into account, namely :-

- (a) Whether the applicant -
  - (i) is a minor, or
  - (ii) is of unsound mind and stands so declared by a competent court of Law,
  - (iii) is an discharged insolvent, or
  - (iv) has been convicted at any time during the period of five years immediately preceding the date of application, of an offence which in the opinion of the Licensing Officer involves moral turpitude.
- (b) Whether any order has been made in respect of the applicant under sub-section (1) of section 10, if so, whether a period of three years has elapsed from the date of that order;

- (c) whether the fees for the application have been deposited at the rate specified in rule, 12, and
- (d) Whether security, wherever necessary, has been deposited by the applicant at the rates specified in sub-rule (1) of Rule 10.

**9. Refusal to issue licence.**

- (1) On receipt of the application from the contractor, and as soon as possible thereafter, the licensing officer shall investigate or cause investigation to be made to satisfy himself about the correctness of the facts and particulars furnished in such application and the eligibility of the applicant for a licence.
- (2) (a) Where the licensing officer is of the opinion that the licence should not be issued, he shall, after affording reasonable opportunity to the applicant to be heard, make an order rejecting the application.
- (b) The order shall record the reasons for the refusal and shall be communicated to the applicant.

**10. Security**

- (1) Where the licensing officer is satisfied, in accordance with the procedure laid down in the provision to sub-section (2) of section 8, that any person who has applied for or who has been issued a licence should furnish security for the due performance of the conditions of the licence, he shall prepare an estimate of the amount needed to provide for recruitment or employment of migrant workmen on the basis of the factors specified in sub-section (3) of the said section and after considering the solvency of such person, determine the amount of the security to be furnished by such person, which shall not exceed forty percent of the amount estimated by him.
- (2) (a) Every application for adjustment of security deposit shall be in Form-VII.
- (b) Where the applicant for the licence was holding a licence in regard to another work and that licence had expired, the licensing officer, if he is of the view that any amount out of security, if any deposited in respect of that licence is to be refunded to the applicant under rule 17, he may on application adjust the amount so to be furnished towards the security if any, required to be deposited in respect of the application for the new licence and the applicant need deposit, in such a case, only the balance amount, if any, after making such adjustment.

**11. Forms and terms and conditions of licence .**

- (1) Every licence issued under sub-section (1) of section 8 shall be in Form-VIII.
- (2) Every licence. granted under sub-section (1) of section 8 or renewed under rule 15 shall be subject to Provision of the following condition, namely :-
  - (a) the licence shall be non-transferable;
  - (b) the terms and conditions of the agreement or the arrangement under which the migrant workmen is recruited or employed ;
  - (c) the number of migrant workmen recruited or employed ;
  - (d) the number of workmen recruited or employed as migrant workmen in the establishment shall not, on any day, exceed the maximum number specified in clause (c) ;
  - (e) the rates of wages payable to the migrant workmen by the contractor shall not be less than the rates prescribed under the Minimum Wages Act, 1948, for such employment and where the higher rates have been fixed by agreement, settlement or award, not less than the rates so fixed ;

- (f) Save as provided in these Rules the fees paid for the issue, or as the case may be for renewal of licence shall be non-refundable ;
- (g) (i) in case where the migrant workmen recruited or employed by the contractor perform the same or similar kind of work as the workmen directly employed by the Principal Employer of the establishment, the wage rates, holidays, hours of work and other conditions of service of the migrant workmen of the contractor shall be the same as applicable to the workmen directly employed by the Principal Employer of the establishment on the same or similar kind of work ;

Provided that in the case of any disagreement with regard to the type of work, the same shall be decided by the Labour Commissioner (State) whose decision thereon shall be final;

- (ii) in other cases, the wage rate, holidays, hour of work and conditions of service of the migrant workmen recruited or employed by the contractor shall be such as prescribed in these Rules ;
- (h) every migrant workmen shall be entitled to allowances, benefits, facilities etc. as prescribed in the Act and the Rules ;
- (i) no female migrant workmen shall be employed by any contractor before 6 AM or after 7 PM ;

Provided that this clause shall not apply to the employment of female migrant workmen in Pit Head Baths, Creches, canteens, Nursing homes and Hospitals;

- (j) the contractors shall notify any change in the number of the migrant workmen of the conditions of work to licensing officer ;
- (k) the contractor shall comply with all the provisions of the Act and the rules;
  - (1) a copy of the license shall be displayed prominently at the premises where the migrant workmen are employed;

## 12. Fees

- (1) The fees to be paid for the grant of certificate for registration of an establishment under section 4 shall be as specified below if the number of migrant workmen proposed to be employed in the establishment on any day.
  - (a) is 5 but does not exceed 20 - Rs. 100.00
  - (b) exceeds 20 but does not exceed 50 - Rs. 150.00
  - (c) exceeds 50 but does not exceed 100 - Rs. 250.00
  - (d) exceeds 100 but does not exceed 200 - Rs. 500.00
  - (e) exceeds 200 but does not exceed 400 - Rs. 750.00
  - (f) exceeds 400 - Rs. 1000.00
- (2) The fees to be paid for the grant of licence under section 7 shall be as specified below if the number of migrant workmen recruited or employed by the contractor on any day -
  - (a) is 5 but does not exceed 20 - Rs. 50.00
  - (b) exceeds 20 but does not exceed 50 - Rs. 100.00
  - (c) exceeds 50 but does not exceed 100 - Rs. 150.00
  - (d) exceeds 100 but does not exceed 200 - Rs. 200.00
  - (e) exceeds 200 but does not exceed 400 - Rs. 400.00
  - (f) exceeds 400 - Rs. 500.00

**13. Amendment of the licence .**

- (1) The contractor who desires to have the licence amended shall submit to the licensing Officer and application stating the nature of amendment and reasons thereof.
- (2) (a) If the licensing officer allows the application he shall require the applicant to furnish a crossed demand draft for 50 percent of the amount originally paid for the licence. Fee paid for amendment of licence shall be non-refundable.  
(b) on the applicant furnishing the requisite receipt, the licence shall be amended according to the orders of the licensing officer.
- (3) Where the application for amendment is refused, the licensing officer shall record the reasons for such refusal and communicate the same to the applicant.

**14. Renewal of licence**

- (1) Every contractor may apply to the licensing officer for renewal of the licence.
- (2) The application shall be in Form - IX in triplicate and shall be made not less than thirty days before the date on which the licence expires.
- (3) The fees chargeable for renewal of the licence shall be same as for the grant thereof ;

Provided that if the application for renewal is not received within the, time specified in sub-rule (2), a fee of twenty five percent in excess of the fees originally payable for the licence shall be payable for such renewal ;

Provided further that in case where the licensing officer is situated that the delay in submission of the application is due to unavoidable circumstances beyond the control of the contractor, he may reduce or omit as he deems fit the payment of such excess fee.

**15. Period of renewal of the licence.**

Every licence issued under this rule shall remain in force for a further period of twelve months from the date of registration or renewal.

**16. Issue of duplicate certificate of registration or Licence**

Where a certificate, registration or licence granted or renewed under the preceding Rules has been lost, defaced or accidentally destroyed a duplicate thereof may be granted on payment of fees of Rs 50/-

**17. Refund of security.**

- (1) (a) On expiry of the period of licence the contractor may, if he does not intend to have his licence renewed or get the security amount adjusted in respect of his fresh application for licence in terms of sub-rule(2) of rule 10 make an application to the licensing officer for the refund of the security, if any, deposited by him under rule 10.  
(b) If the licensing officer is satisfied that there is no breach of the conditions of licence or there is no order under section 10 for forfeiture or security or any portion thereof, he shall direct the refund of the security to the applicant.
- (2) If there is any order directing the forfeiture of the whole or any part of the security, the amount to be forfeited shall be deducted from the security deposit and balance, if any, shall be refunded to the applicant.
- (3) The application for refund shall as far as possible be disposed of within sixty days of the receipt of the application.

**18. Appeals and procedure.**

- (1) (a) Every appeal under section 11 shall be preferred in the form of a memorandum signed by the appellant in person or sent to him by registered post.  
(b) The memorandum shall be accompanied by a certified copy of the order and a crossed demand draft for Rs. 50/-
- (2) The memorandum shall be set forth precisely and under distinct heads of the order appealed from.
- (3) Where the memorandum of appeal does not comply with the provisions of sub- rule (2) it may be rejected or returned to the appellant for the purpose of being amended within a time to be fixed by the Appellate Officer.
- (4) Where the appellate officer rejects the memorandum of appeal under sub-rule (3), he shall record the reasons for such rejection and communicate the same to the appellant.
- (5) Where the memorandum of appeal is in order, the appellate officer shall admit the appeal, endorse thereon the date of presentation and shall register the appeal in the register of appeals kept for the purpose.
- (6) (a) When the appeal has been admitted, the appellate officer shall send a notice to the Registering Officer or the licensing officer as the case may be, from whose order the appeal has been preferred. The Registering Officer or as the case may be, the Licensing Officer shall thereupon send the record of the case to the appellate officer.  
(b) On receipt of the record, the appellate officer shall send a notice to the appellant to appear before him on such date and time as may be specified in the notice for the hearing of the appeal.
- (7) If on the date fixed for the hearing, the appellant does not appear the appellate officer may dismiss the appeal for default of appearance of the appellant.
- (8) (a) Where an appeal has been dismissed under sub-rule (7) the appellant may apply to the appellate officer for re-admission of the appeal and where it is proved that he was prevented by any sufficient cause from appearing when appeal was called on for hearing, the appellate officer shall restore the appeal on its original appellant number.  
(b) An application under clause (a) shall, unless the appellate officer extends the time for sufficient reason, be made within thirty days of the date of dismissal.
- (9) (a) If the appellant is present when the appeal is called on for hearing, the appellate officer shall proceed to hear the appellant or his authorised agent and any other person summoned by him for the purpose and pronounce judgement on the appeal either confirming, reversing or modifying the order appealed from.  
(b) The judgement of the appellate officer shall state the points for determination, decisions thereon and the reasons for the decisions,  
(c) The order shall be communicated to the appellant and a copy thereof shall be sent to the registering officer or the Licensing Officer, as the case may be, from whose order the appeal has been preferred.

**19. Obtaining of copies of orders.**

A copy of the order of the registering officer, licensing officer or appellate officer may be obtained on payment of fee of Rs.10/per copy of each order on application specifying the date and other particulars of the order, made to the officer concerned.

**20. Payment of fees and security deposit**

- (1) The payment of the various fees relating to registration, licensing and security deposit shall be made through a crossed Demand Draft drawn in favour of the concerned departmental officer and payable at the station at which he stationed alongwith a Treasury Challan duly filled in indicating the relevant head of account creditable to the account of the concerned Pay and Accounts Office.
- (2) The heads of accounts under which, the receipts relating to the fees for registration, Licensing and appeals etc. shall be credited will be "0230 - Labour & Employment, 101 - Receipt under Labour Laws, 106 - Fees under Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) (Mizoram) Rules, 1996. 800-Other Receipt.

**CHAPTER - III**  
**Duties of the Contractor**

**21. Particulars of Migrant Workmen.**

- (1) Every contractor shall furnish to the specified authorities the particulars regarding recruitment and employment of migrant workmen in Form - X.
- (2) The particulars shall be either personally delivered by the contractor to the concerned specified authorities or sent to them by registered post.

**22. Return fare.**

The contractor shall pay to the migrant workmen the return fare from the place of employment to the place of residence in the home-state of the migrant workmen on the expiry of the period of employment and also on his -

- (a) termination of service before the expiry of the period of employment for any reason whatsoever;
- (b) being incapacitated for further employments on account of injury or continue ill-health duly certified as such by registered medical practitioner ;
- (c) cessation of work in the establishment which is not due to any faults on the part of the migrant workmen; and
- (d) resignation from service on account of non-fulfilment of terms and conditions on his employment by the contractor.

**23. Pass Book**

- (1) In the pass book referred to in clause (4) of sub-section (1) of section 12, the following additional particulars shall be indicated, namely -
  - (a) the date of recruitment ;
  - (b) the date of employments;
  - (c) wage period, total attendance/unit of work done ( in respect of piece-rated migrant workmen) total wages earned/deductions if any made/not amount paid and signature of contractor or his duly authorised representative with date; and (These entries shall be made separately in respect of each wage period within three days from the date of payment) ;
  - (d) name and address of the next of kin of migrant workmen.
- (2) In case of fatal accident or serious bodily injury to any migrant workmen, the contractor shall immediately send telegrams to the specified authorities of both the States and also the next of the kin of the migrant workman intimating death or the nature of serious bodily injury sustained by the migrant workmen, as the case may be, date, place and nature of



accident. The contractor shall further send written report to the specified authorities concerned and the next of the kin of the migrant workman, under mentioned particulars, by the registered post within 24 hours of the occurrence of the accident.

- (a) Name of the migrant workman ;
  - (b) Date, place and nature of accident ;
  - (c) Condition of the migrant workman (if alive) ;
  - (d) Action taken by the contractor/principal employer ;
  - (e) Remarks ;
- (3) If the contractor fails to send the telegraphic intimation and/or written report as required under sub-rule (2) the principal employer shall comply with the requirements of sub-rule (2) as early as possible but in any case not later than 48 hours of the time of occurrence of the accident.

**24 Return and Report.**

Every contractor shall furnish a return regarding migrant workmen who have ceased to be employed in Form-XI to the specified authorities concerned either personally or by registered post so as to reach them not later than 15 days from the date a migrant workmen ceased to be employed.

**CHAPTER - IV**  
**WAGES**

**25. Rate of Wages.**

The rate of wages of a migrant workmen in an establishment where he is required to work which is neither same nor of similar kind as is being performed by any other workman in that establishment shall not be less than the rate of wages paid by the principal employer to a workman in the lowest category of workman directly employed by him in that establishment or the minimum rates of wages notified by the State Government under the Minimum Wages Act, 1948 for the same or similar type of work performed by workmen in any scheduled employment in the area in which the establishment is located, or the rates of wages payable to the workmen for performing same or similar kind or work in that establishment in the State in which the establishment is located, whichever is higher; Provided that if there is any dispute in this regard or with regard to applicability of wage rate to a migrant workman under sub-clause (b) of sub-section (1) of section 13 the same shall be decided by the Labour Commissioner (State) whose decision shall be final.

**26. Wage Period :**

The contractor shall fix wage periods.

**27. Payment of Wages :**

The wages of every migrant workman in an establishment by a contractor where less than 1000 workman are employed shall be paid before the expiry of the seventh day and in other cases before the expiry of tenth day every month.

**29. Payment on termination.**

Where the employment of any migrant workman is terminated by or on behalf of the contractor, the wages earned by the migrant workman shall be paid before the expiry of the second working day from the day on which his employment is terminated.

**30. Mode of payment.**

All payments of wages shall be made by the contractor on working day at the work premises and during the time and on a date notified in advance and in case the work is completed before the expiry of wages period, final payments shall be made within forty eight hours of the last working day. .

- 31.** Wages due to every migrant workman shall be paid to him directly or to other persons duly authorised by him in this behalf.
- 32.** All wages shall be paid in current coin or in currency or in both, wages shall be paid without any deduction of any kind except those specified by the State Government by general or special order in this behalf or permissible under the payment of wages act, 1936.
- 33.** A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy sent by the contractor to the principal employer under acknowledgement.
- 34.** The principal employer shall ensure the presence of his authorised representative at the place and the time of disbursement of wages by the contractors to the migrant workman and it shall be the duty of the contractor to ensure the disbursement of wages in the presence of authorised representative.
- 35.** The authorised representative of the principal employer shall record under his signature a certificate at the end of all the entries in the register of wages or the wages-cum muster roll, as the case may be, in the following form :-

“Certified that the amount shown in column No. .... has been made to the migrant workman concerned in my presence on.....

**CHAPTER - V**

**Medical and other facilities to be provided to migrant workman**

**36. Holidays, hours of work and other conditions of service.**

- (1) Holidays, hours of work including extra wages for overtime work done and other conditions of service of migrant workmen shall not be less favourable than those obtained in that establishments in the area in which the establishment is located.
- (2) Where there is any dispute in this regard or with regard to applicability of holidays, hours of work including extra wages for overtime work done and other conditions of service to a migrant workman under clause (a) of sub-section (1) of section 13, the same shall be decided by the Labour Commissioner (State) whose decision shall be final.

**37. Medical Facilities**

- (1) The contractor shall ensure provision of suitable and adequate medical facilities for outdoor treatment to the migrant workman free of cost for treatment of any ailment from which the migrant workman suffers during his employment in the establishment, or to meet any preventive measure against epidemic or any virus infection.
- (2) In the event of migrant workman suffering from any ailment requiring hospitalisation during his employment in the establishment, the contractor shall promptly arrange for the hospitalisation of the migrant workman. The contractor shall bear entire expenses on

treatment, hospital charges (including diet), if any, and travel expenses for the patient from the place of his/her residence to the hospital and back.

- (3) Every contractor shall provide and maintain so as to be readily accessible during all working hours first-aid boxes at the rate of not less than one box for one hundred and fifty workmen or part thereon.
- (4) The first-aid box shall be distinctly marked with a Red cross on a white ground and shall contain the following equipment, namely -
  - (a) for the establishments in which number of migrant workman employed does not exceed fifty, each first aid box shall contain the following equipments :-
    - (i) small size sterilized dressings;
    - (ii) 3 medium size sterilized dressings;
    - (iii) 3 large size sterilized dressings;
    - (iv) 3 large size sterilized burn dressings;
    - (v) one bottle (30 ml) containing two percent alcoholic solution of iodine;
    - (vi) one bottle containing 30ml salvolatile having the dose and mode of administration indicated on the label;
    - (vii) 1 shake bite lancet;
    - (viii) (30 grms.) one bottle of potassium permanganate crystals;
    - (ix) one pair of scissors;
    - (x) one copy of the first-aid leaflet issued by the Director General, Factory Advice Service and Labour Institutes, Government of India.
    - (xi) A bottle containing 100 tablets (each of 5 grains) of aspirin;
    - (xii) Ointment for burns, and
    - (xiii) a bottle of suitable surgical antiseptic solution.
  - (b) For establishments in which the number of migrant workman exceeds fifty each first-aid box shall contain the following equipments :-
    - i) 12 small size sterilized dressings;
    - ii) 6 medium size sterilized dressings;
    - iii) 6 large size sterilized dressings;
    - iv) 6 large size sterilized burn dressings;
    - v) (15 grms.) packets sterilized cotton wool;
    - vi) one bottle (60 ml) containing two percent alcoholic solution of iodine;
    - vii) one 60ml bottle containing salvolatile having the dose and mode of administration indicated on the label ;
    - viii) one roll of adhesive plaster ;
    - ix) A shake bite lancet ;
    - x) one 30 grams bottle of potassium permanganate crystal ;
    - xi) one pair of scissors ;
    - xii) one copy of the first-aid leaflet issued by the Director General, Factory Advice Service and Labour Institutes, Government of India.
    - xiii) A bottle containing 100 tablets (each of 5 grains) of aspirin ;
    - (xiv) Ointment for burns, and
    - (xv) a bottle for suitable for surgical antiseptic solution.
- (5) Adequate arrangements shall be made for immediate recoument when necessary.
- (6) Nothing except the contents mentioned in sub-rule (4) shall be kept in the first-aid box.
- (7) The first-aid box shall be in charge of a responsible person who shall always be readily available during the working hours of the establishment.
- (8) The person in-charge of the first-aid box shall be a person trained in first-aid treatment, in establishments where the number of migrant workmen is one hundred and fifty or more.

**38. Protective clothing**

- (1) The Contractor shall provide protective clothing consisting of one Jersey and one woollen trouser to every migrant workman before on set of winter season once in two years.

**39. Drinking water, latrines, urinals and washing facilities.**

- (1) The contractor shall provide sufficient quantity of wholesome drinking water, sufficient number of sanitary latrines and urinals, washing facilities for the migrant workmen at the establishment in the case of existing establishment within seven days of the commencement of these rules, and in case of new establishment, within seven days of the commencement of employment of migrant workmen therein.
- (2) If any of the facilities is not provided by the contractor within the specified period, the same shall be provided by the principal employer within seven days of the expiry of the period specified in sub-rule (1).

**40. Rest rooms.**

- (1) In every place where migrant workmen are required to halt at night in connection with the working of the establishment and in which employment of migrant workmen is likely to continue for three months, or more; the contractor shall provide and maintain rest rooms or other suitable alternative accommodation within fifteen days of the coming into force of the rules in case of the existing establishments, and within fifteen days of the commencement of the employment of migrant workmen in the case of new establishments.
- (2) If the amenity is not provided by the contractor within the specified period, the principal employer shall provide the same within period of fifteen days of the expiry of the period specified in sub-rule (1).
- (3) Separate rooms shall be provided for female migrant workmen.
- (4) Effective and suitable provisions shall be made in every room for securing and maintaining adequate ventilation by circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural and artificial lightning.
- (5) The rest rooms, or other suitable alternative accommodation shall be of such dimensions so as to provide at least a floor area of 1.1 sq. metre for each person.
- (6) The rest rooms, rooms or other suitable alternative accommodation shall be so constructed as to afford adequate protection against heat, wind, rain and shall have smooth hard and impervious floor surface.
- (7) The rest rooms, or other suitable accommodation shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water.

**41. Canteens**

- (1) In every establishment wherein work regarding the employment of migrant workmen is likely to continue for six months and wherein migrant workmen numbering one hundred or more are ordinarily employed, and adequate canteen shall be provided by the contractor for the use of such migrant workmen within sixty days of the date of coming into force of the rules in the case of the existing establishments, and within sixty days of the commencement of the employment of migrant workmen in the case of new establishments.
- (2) If the contractor fails to provide canteen within the time laid down, the same shall be provided by the principal employer, within sixty days of the expiry of the time allowed to the contractor.
- (3) The canteen shall be maintained by the contractor or principal employer, as the case may be, in an efficient manner.

- (4) The canteen shall consist of at least a dining hall, kitchen, store-room, pantry and Washing places separately for migrant workmen and for utensils.
- (5) (a) The canteen shall be sufficiently lighted at all times when any person makes access to it.  
(b) The floor shall be made of smooth and impervious materials and inside walls shall be lime-washed or colour-washed at least once in each year.
- (6) (a) The precincts of the canteen shall be maintained in a clean and sanitary condition.  
(b) Waste water shall be carried away in suitable covered drains and shall not allowed to accumulated so as to cause a nuisance.  
(c) Suitable arrangements shall be made for the collection and disposal of garbage.
- (7) The dining-hall accommodate at a time at least 30 per cent of the migrant workmen working at a time.
- (8) The floor area of the dining-hall, excluding the area occupied by the service counter and any furniture except tables and chairs shall be not less than one square metre per dinner to be accommodated as specified in sub-rule (7).
- (9) (a) A portion of the dining-hall and service counter shall be partitions off and reserved for women migrant workmen in proportion to their number.  
(b) Washing places for women shall be separate and screened to secure privacy.
- (10) Sufficient tables, stools, chairs or benches shall be available for the dinners to be accommodated as specified in sub-rule (7).
- (11) (a) There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen.  
(b) The furniture, utensils and other equipment shall be maintained in a clean and hygiene condition.
- (12) (a) Suitable clean cloths for the employees serving in the canteen shall also be provided and maintained.  
(b) A service counter, if provided, shall have top smooth and impervious material.  
(c) Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.
- (13) The foodstuffs and other items to be served in the canteen shall be in conformity with the normal habits of the migrant workmen.
- (14) The charges for meals, other foodstuffs, beverages and any other items served in the canteen shall be based on no-profit, no-loss basis and shall be conspicuously displayed in the canteen.
- (15) In arriving at the prices of foodstuffs and other articles served in the canteen the following items shall not be taken into consideration as expenditure, namely :-
  - (a) the rent for the land and buildings ;
  - (b) the depreciation and maintenance charges for the building and equipment, provided for in the canteen ;
  - (c) the cost of purchase, repairs and replacement of equipments including furniture, crockery, cutlery and utensils;
  - (d) the water charges and other charges incurred for lighting and ventilation (e) the interest, on amounts spent on the provision and maintenance of furniture and equipment provided for in the canteen.
- (16) The books of accounts and registers and other documents used in connection with the running of the canteen shall be produced on demand to an Inspector.
- (17) The accounts pertaining to the canteen shall be audited once every twelve months by registered Accountant and Auditors ;

Provided that the Labour Commissioner (State) may approve of any other person to audit the accounts, if he is satisfied that it is not feasible to appoint a registered Accountant and Auditor in view of the site or the location of the canteen.

**42. Latrines and Urinals :**

- (1) Latrines shall be provided in every establishment of the following scale namely:-
  - (a) Where females are employed, there shall be at least one latrine for every 25 females;
  - (b) Where males are employed, there shall be at least one latrine for every 25 males;

Provided that where the number of males or females exceed 190, it shall be sufficient if there is one latrine for 25 males or females, as the case may be, upto the first 100, and one for every 30 thereafter.

- (2) Every latrine shall be under covered and so partitioned off so as to secure privacy, and shall have a proper door and fastenings.
- (3)
  - (a) Where workers of both sexes are employed there shall be displayed out side each block of latrine an urinal a notice in the language understood by the majority of the workers 'For men only' or (For women only) as the case may be
  - (b) The notice shall also bear the figure of a men or of a women, as the case may be.
- (4) There shall be at least one urinal for male workers upto fifty and one for female workers upto fifty employed at a time.

Provided that where the number of male or female workmen, as the case may be, exceeds 500 it shall be sufficient if there is one urinal for every fifty female upto the first 500 and one for every 100 or part thereof thereafter.

- (5) The latrines and urinals shall be conveniently situated and accessible to workers at all time at the establishments.
- (6)
  - (a) The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times.
  - (b) Latrines and urinals other than those connected with a flush sewage system shall comply with the requirements of the public health authorities.
- (7) Water shall be provided by means of tap or otherwise so as to be conveniently accessible in or near the latrines and urinals.

**43. Washing facilities**

- (1) In every establishment adequate and suitable facilities for washing shall be provided and maintained for the use of migrant workmen employed therein.
- (2) Separate and adequate screening facilities shall be provided for the use of male and female migrant workmen.
- (3) Such facilities shall be conveniently accessible and shall be kept in clean and hygiene condition

**44. Residential accommodation.**

- (1)
  - (a) The contractor shall provide to migrant workmen a suitable barrack so as to accommodate not more than ten such migrant workmen, having at least a floor area of not less than 6.5 metres for each such migrant workmen making use of the barrack, a veranda and adequate additional covered/common latrine and one space for cooking food as well as one common sanitary bath room for every ten such migrant workmen; within fifteen days of coming into force of the rules in the case of the existing establishments, and within fifteen days of the commencement of the employment of migrant workmen in new establishments,

- (2) Every quarter and the barrack shall be so constructed to afford adequate ventilation, protection against heat, wind, rain and shall have smooth, hard and impervious floor surface.
- (3) The barracks shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water.
- (4) The area in which the barracks are located as well as the latrines and the bathrooms provided therein shall be kept in a clean and sanitary condition at all times.
- (5) If the amenities referred to in sub-rule (1) are not provided by the contractor within the period prescribed, the principal employer shall provide the same within a period of fifteen days of the expiry of the period laid down in the said sub-rule.
- (6) If there is any dispute of disagreement regarding suitability or adequacy of provision of any of the amenities referred to in sub-rules (1) to (4), the same shall be decided by the Labour Commissioner of the State whose decision shall be final.

**45. Liability of the principal employer in certain cases.**

If any allowance required to be paid under section 14 or 15 to a migrant workman employed in an establishment to which this Act applies is not paid by the contractor or if any facility specified in section 16 as not provided for the benefit of such migrant workman, such allowance shall be paid, or, as the case may be, the facility shall be provided, by the principal employer within fifteen days of expiry of the time allowed to the contractor under the rules except where otherwise provided for in the relevant rules.

Provided that in case of ailment requiring urgent medical attention or hospitalisation as the case may be, the principal employer shall provide the same immediately on the failure of the contractor to do so.

**46. Relaxation in certain cases.**

If the contractor or, principal employer, as the case may be, had already provided any facility relating to supply of wholesome drinking water, for rest rooms or latrines and urinals or washing, canteen or creche or first-aid as required under any Act applicable to the establishment and the same is adequate and also available for use of the migrant workmen, that facility, shall be deemed provided for under these rules.

## **CHAPTER - VI**

### **REGISTERS AND RECORDS - COLLECTION OF STATISTICS**

**47. Registers or contractor.**

Every principal employer shall maintain in respect of each registered establishment a register of contractor in Form - XII

**48. Register of persons employed.**

Every principal employer and contractor shall maintain, in respect of each establishment where he employs migrant workmen, a register in Form - XIII.

**49. Service Certificate.**

On termination of employment for any reason whatsoever the contractor shall issue to the migrant workman whose services has been terminated, a service certificate in Form-XIV

**50. Displacement-cum-outward journey allowance sheet and return journey allowances register.**

- (1) Every contractor shall maintain displacement-cum-outward journey allowances sheet in Form - XV and return journey allowance register in Form - XVI.

- (2) Entries in the sheet and the register required to be maintained under sub-rule (1) shall be authenticated by the contractor or his adult authorised representative.

**51. Muster Roll, Wages, Register, Deductions registers and overtime register.**

- (1) In respect of establishments which are governed by the payment of wages Act, 1936 and the rules made thereunder, or the Minimum Wages Act, 1948, and the rules made thereunder or Contract Labour ( Regulation and Abolition ) Act, 1970, and the rules made thereunder, the following registers and records required to be maintained by the contractor under those Acts and Rules shall be deemed to have been maintained by the contractor under these Rules, namely :-
  - (a) Muster Roll ;
  - (b) register of wages ;
  - (c) register of deductions ;
  - (d) register of fines ;
  - (e) register of overtime ;
  - (f) register of advances ;
- (2) In respect of establishments not covered by any of the Acts or the Rules referred to in sub-rule (1), the following provisions shall apply, namely :-
  - (a) Every contractor shall maintain a Muster Roll Register and Register of Wages in Form - XVII and Form - XVIII respectively ;
  - (b) Signature of thumb impression of every migrant workman on the register shall be authenticated by the signature of the contractor or his authorised representative, and duly certified by the authorised representative of the principal employer as required by rule 35 ;
  - (c) Register of deductions for damage or loss, register of fines and register of advances shall be maintained by every contractor in Form - XIX, XX and XXI respectively ;
  - (d) Every contractor shall maintain register of overtime in Form - XXII.
- (3) Notwithstanding anything contained in those rules a combined or alternative form is sought to be used for the contractor to avoid duplication of work for compliance with the provision of any other Act or the rules framed thereunder or any other laws or regulations or in case where mechanised pay rolls are introduced for better administration, alternative suitable form or forms in lieu of the forms prescribed under these rules, may be used with the previous approval of the Labour Commissioner of the State.

**52. Maintenance and preservation of register**

- (1) All registers and other records required to be maintained under the Act and rules, shall be maintained complete and up-to-date, and, unless otherwise provided for, shall be kept at an office or the nearest convenient building within the precincts of the workplace or at a place, if any, specified by the Inspector on the specified made by the contractor in this behalf.
- (2) All the registers shall be maintained legibly in English or Mizo.
- (3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry made therein.
- (4) All the registers, records and notices under the Act or rules shall be produced on demand before the Inspector or Labour Officer or Labour Commissioner of the State or any person authorised in that behalf by the State Government.
- (5) Where no deduction or fine has been imposed or no overtime has been worked during any wage period, a 'NIL' entry shall be made across the body of the register at the end of every wage period indicating also in precise terms the wage period to which the 'NIL' entry relates in the respective registers maintained in Forms - XIX and XX. XXI respectively.



**53. Display of an abstract of the Act and the Rules.**

Every contractor shall display an abstract of the Act and the rules in English and Hindi and in the language spoken by majority of migrant workmen in such form as may be approved by the Labour Commissioner of the State.

**54. Notice.**

- (1) (a) Notices showing the rates of wages, hours of work, wage period, dates of payment of wages, names and address of the Inspectors having jurisdiction, and date of payment of unpaid wages, shall be displayed in English and in Hindi and in the local language understood by the majority of the workers in conspicuous places at the establishment and the work-site by the principal employer or the contractor as the case may be.
- (b) The notice shall be correctly maintained in a clean and eligible condition.
- (2) A copy of the notice shall be sent to the Inspector and wherever any changes occur, the same shall be communicated to him.

**55. Periodical returns.**

- (1) Every contractor shall send half yearly return in Form - XXIII (in duplicate) so as to reach the licensing officer concerned not later than thirty days from the close of the half year.

**Note :** Half year for the purpose of this rule means "a period of six months commencing from 1st January and in July every year".

- (2) Any person called upon to furnish the information under sub-rule(i) shall be legally bound to do so.

**56. Legal aid.**

On receipt of written application from migrant workman or in the event of his death, from next of his kind for providing legal aid in relation to any proceedings before the Authority under section 15 of the Payment of Wages Act, 1936 or authority under section 20 of the Minimum Wages Act, 1948 or appropriate Labour Court under section 33(2) of the Industrial Disputes Act, 1947 or Commissioner for Workmen's Compensation Act, 1923, in which the migrant workman or his legal heir is a party, the specified authority concerned, if he is satisfied, may with the prior approval of the Labour Commissioner of the State engage an advocate to conduct the relevant proceedings on behalf of the migrant workman or his legal heir as the case may be, and meet all legal expenses in this regard.

**FORM - I**  
**(See Sub-rule (1) of rule 3)**

Application for registration of establishment employing migrant workmen.

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/Husband's name in the case of individuals ).
4. Names and addresses of the directors/particulars of partners (in case of companies and firms).
5. Full name and address of the Manager or person responsible for the supervision and control of the establishment.
6. Nature of work carried on in the establishment.
7. Particulars of contractors and migrant workmen.
  - (a) Names and addresses of contractors.
  - (b) Nature of work for which, migrant workmen are to be recruited or are employed.
  - (c) Maximum number of migrant workmen to be employed on any day through each contractor.
  - (d) Date and commencement of work under each contractor.
  - (e) Estimated date of termination of employment of migrant workmen under each contractor.
8. Original copy of the Treasury challan depositing the requisite fees enclosed. I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Principal Employer  
Seal and Stamp

Date of receipt of application

Office of the Registering Officer

**FORM - II**  
**(See sub-rule (1) of rule 4)**  
**Certificate of registration**

Date \_\_\_\_\_

Government of Mizoram  
Office of the Registering Officer

A certificate of registration containing the following particulars is hereby granted under clause (a) sub-section (2) of section 4 of the Inter-State Migrant workmen (Regulation of Employment and Conditions of Service Act, 1979 and the rules made thereunder to .....

1. Nature of work carried on in establishment.
2. Names and addresses of contractors.
3. Nature of work for which migrant workmen are to be employed or are employed.
4. Maximum number of migrant workmen to be employed on any day through each contractors.
5. Other particulars relevant to the employment of migrant workmen.

(i)

(ii)

Signature of Registering  
Officer with Seal.

**FORM - III**  
( See sub-rule (2) of rule 4 )  
Registering of Establishment

Sl. No	Registration No. and date	Name and address of the establishment registered	Name of the principal employer and his address
1	2	3	4
Type of business, trade, industry manufacture or occupation, which is carried on the establishment.		Maximum No. of migrant workmen directly employed on any day.	
5		6	

**Particulars of Contractor and inter-State migrant workmen**

Name and address of contractor	Nature of work for which migrant workmen are to be recruited or are employed
7	8
Maximum No. of migrant employed on any day through a contractor	Probable duration of employment of migrant workmen.
9	10
REMARKS	
11	

**FORM - IV**

( See sub-rule (1) of rule 7 )

**Application for Licence for recruitment**

1. Name and address of the contractor ( including his Father's/Husband's name in case of individuals ).
2. Date of birth and age ( in case of individuals ).
3. Particulars of establishment where migrant workmen are to be employed.
4.
  - (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 the principal employer.
5. Particulars of migrant workmen.
  - (a) Nature of work in which migrant workmen are employed or are to be employed in the establishment.
  - (b) Duration of the proposed contract work (given) particulars of proposed date of commencing and ending ).
  - (c) Name and address of the agent or manager of the contractor at the work site.
  - (d) Maximum number of migrant workmen proposed to be employed in the establishment on any date ;
  - (e) Names and addresses of the directors/partners ( in case of companies and firms ).
  - (f) Name (s) and address (s) of the person (s) in-charge of and responsible to the company/firm for the conduct of the business of the company/firm, as the case may be.
6. Whether the contractor was convicted of any offence within the proceeding five years. If so, give details.
7. 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.
8. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the principal employer, establishment.
9. Whether a certificate by the Principal employer in Form - V is enclosed.
10. Amount of licence fee paid No. of crossed demand draft and date.
11. Amount of security deposit, if any,-

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

Signature of the Applicant  
( Contractor )

Place.....

Date .....

Note : The application should be accompanied by a crossed demand draft showing the payment of the prescribed licence fee and security deposit, if any 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 crossed demand draft for fees).

Signature of the Licensing  
Officer

**FORM - V**

( See sub-rule (2) of rule 7 )

**Application for Licence for recruitment**

1. Name and address of the contractor ( including his Father's/Husband's name in case of individuals).
2. Date of birth and age ( in case of individuals ).
3. Particulars of establishment where migrant workmen are 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 the principal employer.
4. Particulars of migrant workmen.
  - (a) Nature of work in which migrant workmen are employed or are to be employed in the establishment.
  - (b) Duration of the proposed contract work (given) particulars of proposed date of commencing and ending ).
  - (c) Name and address of the agent or manager of the contractor at the work site.
  - (d) Maximum number of migrant workmen proposed to be employed in the establishment on any date ;
  - (e) Names and addresses of the directors/partners ( in case of companies and firms ).
  - (f) Name (s) and address (s) of the person (s) in-charge of and responsible to the company/ firm for the conduct of the business of the company/firm, as the case may be.
5. Whether the contractor was convicted of any offence within the proceeding 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, establishment.
8. Whether a certificate by the Principal employer in Form - V is enclosed.
9. Amount of licence fee paid- No. of crossed demand draft and date.
10. Amount of security deposit, if any,

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

Signature of the Applicant  
( Contractor )

Place \_\_\_\_\_

Date \_\_\_\_\_

Note : The application should be accompanied by a crossed demand draft showing the payment of the prescribed licence fee and security deposit, if any 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 crossed demand draft for fees).

Signature of the Licensing  
Officer

**FORM - VI**

( See sub-rule (3) of rule 7 )

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 Inter-State Migrant workmen (Regulation of Employment and Condition of Service) Act, 1979 and the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980 in so far as the provisions are applicable to me in respect of the employment of migrant workmen by the applicant in my establishment.

Signature of Principal Employer  
Name and Address of establishment.

Place \_\_\_\_\_  
Date \_\_\_\_\_

**FORM - VII**

( See clause (a) of sub-rule (2) of rule 10 )  
Application for adjustment of Security Deposit

Name and address of the Contractor	No. and date of application for fresh licence.	Date of expiry of previous licence.
1	2	3
Whether the previous licence of the contractor was suspended or revoked.	No. and date of the crossed demand draft of security deposit in respect of the previous licence.	Amount of previous security deposit.
4	5	6
Amount of security deposit for the fresh licence.	No. and date of crossed demand draft of the balance security deposited with the fresh application.	No. and date of certificate of registration of the establishment in relation to which the fresh licence is applied for.
7	8	9
Name and address of the principal employer.	Particulars of fresh application.	REMARKS
10	11	12

Place :  
Date :  
Signature of applicant

**FORM - VIII**

( See sub-rule (1) of rule 11 )

Government of Mizoram  
Office of the Licensing Officer

Licence No.

Dated \_\_\_\_\_

Fee paid Rs. ....

**LICENCE**

1. Licence is hereby granted to \_\_\_\_\_ under sub-section (1) of section 8 of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979, subject to the conditions specified in the Annexure.

2. This licence is for doing the work of (nature of work to be indicated) in the establishment of (name of principal employer to be indicated) at (place of work to be indicated).

3. The licence shall remain in force till (date to be indicated)

Signature and Seal of  
Officer.

**RENEWAL**

( See rule 14 )

Date of renewal	Fee paid for renewal	Date of expiry
1.		
2.		
3.		

Signature and Seal of the  
Licensing Officer.

Date. ....



**ANNEXURE**

**THE LICENCE IS SUBJECT TO THE FOLLOWING CONDITIONS.**

1. The Licence shall be non-transferable.
2. The number of workmen employed as migrant workmen in the establishment shall not, on any day, exceed the maximum number specified in the application for licence.
3. Save as provided in these rules the fees paid for the grant or as the case may be, for renewal of licence shall be non-transferable.
4. The rates of wages payable to the migrant workmen by the contractor shall not be Less than the rates prescribed under the Minimum Wages Act, 1948, for such employment where applicable, and where the higher rates have been fixed by agreement, settlement or award, not less than the rate so fixed.
5. (a) In case where the migrant workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wage rates, holidays, hours of work and other conditions of service of the migrant workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment on the same or of similar kind of work.

Provided that in the case of any disagreement with regard to the type of work, the same shall be decided by the Labour Commissioner (State) whose decision shall be final ;

- (b) in other cases the wage rates, holidays, house of work and conditions of service of the migrant workmen of the contractor shall be such as prescribed in these rules.
6. Every migrant workmen shall be entitled to allowances, benefits, facilities, etc. as prescribed in the Act and these rules.
7. No female migrant workmen shall be employed by any contractor before 6 A.M. or after 7 P.M. ;

Provided that this clause shall not apply to the employment of female migrant workmen in Pit head, Baths, Creches and Canteens and as Midwives and Nurses in hospitals and dispensaries.

8. The contractor shall notify any change in the number of migrant workmen or the conditions of work to the licensing officer.
9. The contractor shall comply with all the provision of the Act and these Rules.
10. A copy of the licence shall be displayed prominent at the premises where the migrant workmen are employed.

**FORM - IX**

(See sub-rule (2) of rule 14)

**Application for Renewal of Licence.**

1. Name and Address of the contractor.
2. Number and date of the licence.
3. Date of expiry of the previous licence.
4. Whether the licence of the contractor was suspended or revoked.
5. Original copy of the Treasury Challan showing the payment of the prescribed fee.

Signature of the Applicant.

Place \_\_\_\_\_

Date \_\_\_\_\_

---

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

Date of receipt of the application with crossed demand Draft No. and Date.

Signature of the Licensing Officer.

**FORM - X**

( See sub-rule (1) of rule 21 )

Form in which to furnish particulars in respect of recruitment and employment of migrant workman/workmen as prescribed under sub-rule (1) of Rule 21 to the authorities specified under the explanation below sub-section (2) of Section 12 of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Services) Act, 1979.

1. Name and address of the contractor \_\_\_\_\_
2. Name and address of sub-contractor \_\_\_\_\_  
through whom recruitment has been made. \_\_\_\_\_
3. Name and address of the establishment \_\_\_\_\_
4. Name and address of the principal \_\_\_\_\_ Employer.
5. Name of the State in which the place \_\_\_\_\_ of work is located.
6. Name of the State in which \_\_\_\_\_ recruitment was made.

- |   |  |
|---|--|
| (11) Amount of wages for outward journey period paid        | (1) Serial No.   |
| (12) Nature of Job required to be performed                 | (2) Name of migrant workmen                            |
| (13) Date of recruitment                                    | (3) Father's/Husband's name                            |
|   | (4) Sex  |
|   | (5) Age  |
| (14) Date and place of employment                           | (6) Permanent home address                             |
| (15) Details of rates of wages and other allowances payable | (7) Name and address of the next of kin of the migrant |
| (16) Period of contract of employment                       | (8) Place and address of residence in the home State   |
| (17) Details of other service conditions                    | (9) Amount of displacement allowances paid             |
| (18) REMARKS  | (10) Amount of outward journey allowances paid         |

Signature of Contractor or his  
authorised representative

Date \_\_\_\_\_

Submitted to :-

(1) \_\_\_\_\_  
\_\_\_\_\_

( Specified authority in the State in which migrant workman/workmen is/are employed).

(2) \_\_\_\_\_  
\_\_\_\_\_

( Specified authority in the State from migrant workman/workmen has/have been recruited).

Copy forwarded to :-

\_\_\_\_\_ ( The Principal Employer )

Signature of the Contractor  
or his authorised representative.

Date \_\_\_\_\_

Note :- In case where migrant workmen concerned have been recruited from more than one States, separate returns shall be submitted in respect of each such State.

**FORM - XI**  
( See Rule - 24 )

Return to be sent by the Contractor to the authorities specified under explanation below sub-section (2) of Section 12 of Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979).

1. Name and address of the Contractor \_\_\_\_\_
2. Name and address of the sub-contractor through whom recruitment has been made \_\_\_\_\_
3. Name and address of the establishment \_\_\_\_\_
4. Name and address of the Principal Employer \_\_\_\_\_
5. Name of the State in which the place of work is Located \_\_\_\_\_
6. Name of the State in which recruitment was made \_\_\_\_\_

Sl. No.	Name of Migrant Workmen	Father's/ Husband's Name	Sex	Designation	Age	Permanent home address indicating the State	Place and address of residence in home State
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Date and place of Employment	Date on which ceased to be employed	Total days worked	Details of rates of wages and other allowance paid	Amount of displacement allowance paid	Amount of outward journey allowances and wages for outward journey paid.		
(9)	(10)	(11)	(12)	(13)	(14)		
Amount of return journey allowance and wages for return journey paid	Total wages paid	Details of compensation and other allowances	Amount of deductions if any	Amount of advance if any paid	Amount of advance if any recovered	REMARKS	
(15)	(16)	(17)	(18)	(19)	(20)	(21)	

I/We hereby declare that all wages other dues including displacement allowance outward return journeys allowances and wages for journeys periods payable to migrant workman/workmen named above and employed by me/us have paid by me/us to him/them

Signature of the Contractor or  
his authorises representative

Place \_\_\_\_\_

Date \_\_\_\_\_

Submitted to -

(1) \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(Specified authority in the State form which the migrant workman/workmen have been recruited).

Copy forwarded to -

\_\_\_\_\_  
(The Principal Employer)

Signature of the Contractor or  
his authorises representative

Date \_\_\_\_\_

**I**n case where migrant workmen concerned has/have been recruited from more than one States, separate return shall be submitted in respect of each such State

**FORM - XII**  
Register of Contractors

(1) Name and address of the Principal Employer \_\_\_\_\_

(2) Name and address of the establishment \_\_\_\_\_

Name and address of contractor	Nature of work on contract	Location of contract work	Period of contract From                      To	Maximum number of workmen employed by contractor
-----------------------------------	-------------------------------	------------------------------	--	---

**FORM - XIII**

(See Rule 49)

Register of Workmen Employed by Contractor

Name and address of Contractor \_\_\_\_\_ Name and address of  
establishment in/under which migrant workmen are employed \_\_\_\_\_

Name and address of the establishment \_\_\_\_\_ Name and address of  
Principal Employer \_\_\_\_\_

Sl. No.	Name and surname of migrant workman	Age and Sex	Father's/Husband's name	Nature of employment/ designation
(1)	(2)	(3)	(4)	(5)
	Permanent Home address of migrant workmen (Village and TeshilTaluk and District)	Local address	Date of commencement of employment and place of employment	Signature or thumb impression of migrant workman
(6)	(7)	(8)	(9)	
Date of termination of employment		Reasons for termination	REMARKS	
(10)	(11)	(12)		

Signature of contractor or his authorised  
representatives.

**FORM - XIV**

(See Rule 50)

Name and address of Contractor \_\_\_\_\_

Name and address of establishment in/under which migrant workman are employed \_\_\_\_\_

Nature and location of work \_\_\_\_\_

Name and address of Principal Employer \_\_\_\_\_

Name and address of the migrant workmen \_\_\_\_\_

Age or date of birth \_\_\_\_\_

Identification Marks \_\_\_\_\_

Father's/Husband's Name \_\_\_\_\_

Sl. No.	Total period for which employed From	To	Nature of work done	Rate of Wages (with particulars of unit in case or piece work)	REMARKS
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(1)	(2)	(3)	(4)	(5)	(6)
-----	-----	-----	-----	-----	-----

Signature of contractor or his authorised  
representatives

**FORM - XV**

( See sub-rule (1) of 51 )

**Displacement and outward journey allowances sheet**

Name and address of the Contractor \_\_\_\_\_  
Name and address of establishment \_\_\_\_\_  
Name and address of the Principal Employer \_\_\_\_\_  
Month and Year \_\_\_\_\_

Sl. No.	Name of migrant workman	Father's/Husband's Name	Permanent home address indicating state	Place and address of residence in the home State	Designation
(1)	(2)	(3)	(4)	(5)	(6)
Rate of wages	Wages payable in a month	Place of recruitment	Place of work with address including	Railway Station/bus stand nearest to the Place of residence	Railway Station/bus stand nearest to the place of work
(7)	(8)	(9)	(10)	(11)	(12)
Date and time of commencement of journey from the place of residence	Expected date and time of arrival at the place of work	Details of modes of journeys from the place of residence of the home State	Amount of bus fare and/or second class train fair and/or other journey/ expenses separately as per the modes of journey indicated in Col. 15		
(13)	(14)	(15)	(16)		
Total of amounts indicated in Column No. 16	Amount of Displacement Allowance	Amount of outward journey allowance	Wages for outward journey period	Total amount paid	Date on which paid
(17)	(18)	(19)	(20)	(21)	(22)
Signature or thumb impression of the migrant workman					
(23)					
Actual date and time of arrival at the place of work	Balance wages for outward journey if any, payable	Date of payment of the balance wages indicated in Col. No. 25	Signature of thumb impression of the migrant workman	REMARKS	
(24)	(25)	(26)	(27)	(28)	

Note : Indicate separately different mode of journeys, Entries are to be made against each individual.

Signature of Contractor or his authorised  
Representatives.

Date \_\_\_\_\_

**FORM - XVI**

( Sec sub-rule (1) of 51 )

**Return Journey Allowances Register**

Name and address of the Contractor \_\_\_\_\_

Name and address of establishment \_\_\_\_\_

Name and address of the Principal Employer \_\_\_\_\_

Month and Year \_\_\_\_\_

Sl. No.	Name of migrant workman	Father's/Husband's Name	Permanent home address indicating state	Place and address of residence in the home State	Designation
(1)	(2)	(3)	(4)	(5)	(6)
Rate of wages	Place of work	Railway Station/bus stand nearest to the Place of work	Railway Station/bus stand nearest to the place of residence in the home State	Date and time of commencement of journey from the place of residence	
(7)	(8)	(9)	(10)	(11)	
Expected date and time of arrival at the place of work		Details of modes of journeys from the place of residence of the home State		Amount of bus fare and/or second class train fair and/or other journey/expenses separately as per the modes of journey indicated in Col. 13	
(12)		(13)		(14)	
Total of amounts indicated in Column No. 14	Amount of return journey allowance	Wages for return journey period	Total amount paid	Date on which paid	
(15)	(16)	(17)	(18)	(19)	
Signature or thumb impression of the migrant workman				REMARKS	
(20)				(21)	

\* Indicate separately different modes of journey.

Note : Entries are to be made against individual inter-State Migrant Workman.

Signature of Contractor or his authorised Representatives.

Date \_\_\_\_\_



**FORM - XVII**

(See clause (a) of sub-rule (2) of rule 52)

Name and address of Contractor \_\_\_\_\_

Name and address of establishment in/under which migrant workman are employed \_\_\_\_\_

Nature and location of work \_\_\_\_\_

Name and Address of Principal Employer \_\_\_\_\_

For the month of \_\_\_\_\_

Sl. No.	Name of migrant workman	Father's/Husband's Name	Sex	Dates	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)

**FORM - XVIII**

(See clause (a) of sub-rule (2) of rule 52)

**Register of wages**

Name and address of Contractor \_\_\_\_\_

Name and address of establishment in/under which inter-state migrant workman are employed \_\_\_\_\_

Nature and location of work \_\_\_\_\_

Name and Address of Principal Employer \_\_\_\_\_

Wage period \_\_\_\_\_

Sl. No.	Name of inter-state migrant workman	Sl. No. in the register of workman	Designation/nature of work	No. of days worked	Units of work done
(1)	(2)	(3)	(4)	(5)	(6)

Daily-rate of wages/piece rate	Amount of Wages earned				Total
	Basic Wages	Dearness allowance	Overtime	Other cash payment (Nature of payment to be indicated)	
(7)	(8)	(9)	(10)	(11)	(12)

Deduction, if any (indicate-nature)	Net amount paid	Signature/Thumb impression of inter-State Migrant Workman	Initial of Contractor/or his authorised representative
(13)	(14)	(15)	(16)

**FORM - XIX**

(See clause (c) of sub-rule (2) of rule 52)  
Register of Deductions for Damage or Loss

Name and address of Contractor \_\_\_\_\_

Name and address of establishment in/under which inter-state migrant workman are employed \_\_\_\_\_

Nature and location of work \_\_\_\_\_

Name and Address of Principal Employer \_\_\_\_\_

Sl. No.	Name of Inter-State migrant workman	Father's/Husband's Name	Designation/Nature of employment	Particulars of damage or loss	Date of damage of loss
(1)	(2)	(3)	(4)	(5)	(6)
Whether inter-state migrant workman showed cause against deduction		Name of person in whose presence employees explanation was heard	Amount of deduction imposed	No. of instalments	
(7)		(8)	(9)	(10)	

Date of recovery		REMARKS
First Instalment	Last Instalment	
(11)	(12)	(13)

**FORM - XX**

(See clause (c) of sub-rule (2) of rule 52)  
Register of Fine

Name and address of Contractor \_\_\_\_\_

Name and address of establishment in/under which inter-state migrant workman are employed \_\_\_\_\_

Name and Address of Principal Employer \_\_\_\_\_

Sl. No.	Name of inter-state migrant workman	Father's/Husband's Name	Designation/Nature of employment	Act/Omission for which fine imposed	for Dated of Offence
(1)	(2)	(3)	(4)	(5)	(6)
Whether inter-State Migrant workman showed cause against fine		Name of person in whose presence employee's explanation was heard	Wage Periods and wage payable	Amount of fine imposed	Date on which fine realised
(7)		(8)	(9)	(10)	(11)
REMARKS					
(12)					

**FORM - XXI**

(See clause (c) of sub-rule (2) of rule 52)

**Register of Advances**

Name and address of Contractor \_\_\_\_\_

Name and address of establishment in/under which inter-state migrant workman are employed \_\_\_\_\_

Nature and location of work \_\_\_\_\_

Name and Address of Principal Employer \_\_\_\_\_

Sl. No.	Name of Inter-State migrant workman	Father's/Husband's Name	Nature of employment/ Designation	Wage period and wages payable	Date and amount of advance given
(1)	(2)	(3)	(4)	(5)	(6)
Purpose (s) for which advance made	No. of instalment by which advance to be repaid	Date & amount of each instalment repaid	Date on which last instalment was repaid	REMARKS	
(7)	(8)	(9)	(10)	(11)	

**FORM - XXII**

(See clause (d) of sub-rule (2) of rule 52)

**Register of Overtime**

Name and address of Contractor \_\_\_\_\_

Name and address of establishment in/under which inter-state migrant workman are employed \_\_\_\_\_

Nature of Location of work \_\_\_\_\_

Name and Address of Principal Employer \_\_\_\_\_

Sl. No.	Name of inter-state migrant workman	Father's/Husband's Name	Sex	Designation/Nature of employment	Date on which over time worked
(1)	(2)	(3)	(4)	(5)	(6)
Total overtime worked or production in case of piece-rated	Normal rates of wages	Overtime rate of wages	Overtime earning	Date on which overtime wages paid	REMARKS
(7)	(8)	(9)	(10)	(11)	(12)

**FORM - XXIII**

(See sub-rule (1) of rule 56)

Return to be sent by the Contractor to the Licensing Officer Half Year ending \_\_\_\_\_

1. Name and address of the Contractor;
2. Name and address of the establishment;
3. Name and address of the Principal Employer;
4. Duration of contractor; From \_\_\_\_\_ to \_\_\_\_\_
5. No. of days during the Half year on which \_\_\_\_\_
  - (a) the establishment of the Principal employer had worked \_\_\_\_\_
  - (b) the contractors establishment had worked \_\_\_\_\_
6. Maximum number of inter-state migrant workmen employed in any day during the half year :

Men	Women	Children	Total
-----	-------	----------	-------
7. (i) Daily hours of work and spread over  
(ii) (a) Whether weekly holiday observed and what day.  
(b) If so, whether it was paid for ;  
(iii) No. of man-hours of over time worked.
8. Number of mandays worked by :

Men	Women	Children	Total
-----	-------	----------	-------
9. Amount of wages paid :

Men	Women	Children	Total
-----	-------	----------	-------

Note :- Wages shall not include wages for periods of outwards and return journeys.
10. Amount of deduction from wages, if any :

Men	Women	Children	Total
-----	-------	----------	-------
11. Amount of displacement allowance paid :

Men	Women	Children	Total
-----	-------	----------	-------
12. Amount of outward journey allowance paid :

Men	Women	Children	Total
-----	-------	----------	-------
13. Amount of wages for outward journeys period paid :

Men	Women	Children	Total
-----	-------	----------	-------
14. Amount of return journeys allowance paid :

Men	Women	Children	Total
-----	-------	----------	-------
15. Amount of wages for return journeys period paid :

Men	Women	Children	Total
-----	-------	----------	-------
16. Whether the following have provided :
  - i) Residential accommodation :
  - ii) Protective clothing :
  - iii) Canteen :
  - iv) Rest-room
  - v) Latrine and Urinals :
  - vi) Drinking water :
  - vii) Creche :
  - viii) Medical facilities :
  - ix) First-Aid.

(if the answer is 'Yes' state briefly nature/standards provided)

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature of Contractor

**FORM - XXIV**

(See sub-rule (2) of rule 56)

Annual Return of Principal Employer to be sent to be Registering Officer

Year ending 31st December

1. Full name and address of the Principal Employer :
2. Name of the establishment :
  - (a) District :
  - (b) Postal Address :
  - (c) Nature of operation/industry/work carried on :
3. Full name of the Manager or person responsible for supervision and control of the establishment :
4. Number of contractors who worked in the establishment during the year (Give details in Annexure) :
5. Number of work/operations on which Migrant Workmen was employed :
6. Total number of days during the year on which migrant workman was employed :
7. Total number of mandays worked for by Migrant workman during the year :
8. Maximum number of workmen employed directly on any day during the year :
9. Total number of days during the year on which direct labour was employed :
10. Total number of mandays worked by directly employed workmen :
11. Change, if any, in the management of the establishment, its location, or any other particulars furnished to the registering officer in the application for Registration indicating also the dates :

Place \_\_\_\_\_

Date \_\_\_\_\_

Principal Employer

**ANNEXURE TO FORM**

Name and Address of the contractor	Period of contract From                      To	Nature of work
(1)	(2)	(3)
Maximum number of workers employed by each contractor	No. of days worked	No. of mandays worked
(4)	(5)	(6)