

Contract Labour Compliances

Contractor will submit following documents to HR department **before commencement** of their work.

- Copy of EPF code allotment letter.
- Professional Tax registration Certificate.
- Copy of Workmen's compensation Insurance Policy/WC Insurance Receipt.
- Indemnity Bond on Non-judicial stamp paper of Rs. 100/- duly notarized.
- Legal documents showing the Incorporation/formation of the Company.
- Form no. V request Letter for labour License. On receipt of labour license, Contractor shall submit a copy of the same to HR department.
- Company's PAN copy.
- List of contract Employees (Form No. 13) and their bank account details.
- Contract Employees PAN and Aadhaar Card copies.

Contract Labour (R&A) Act, 1970: Contracting agency shall maintain following records at site:-

FORMS/REGISTERS

- Form No.4 Application of license
- Form No. 5 Labour License
- Form No.13 Register of workmen employed by contractor
- Form No.16 Muster Roll
- Form No.17 Register of wages
- Form No.19 Wages Slip
- Form No.20 Register of deduction of damages or loss
- Form No.21 Register of Fines
- Form No.22 Register of Advances
- Form No.23 Register of overtime
- Form No.24 Half year return to be sent by the contractor to the Licensing Officer.

Contractor shall get Registers/records verified by Site-in-charge/designated representative from the HR department on or before **3rd** of every month and disbursement of payment to their workmen on or before **7th** of the every month through their bank account only.

Contractor shall send Half Yearly Returns to the Authorities in Form – XXIV for the half year ending as on 30th June and 31st December in July & January respectively; with a copy to HR department.

Over Time: An employee can work overtime maximum to the extent of 8 hours during the day. The total number of hours of work in a week, including overtime, shall not exceed sixty. The total number of hours of overtime shall not exceed fifty for any one quarter. "Quarter" means a period of three consecutive months beginning on the 1st of January, the 1st of April the 1st of July or the 1st of October.

Daily Working Hours: 08 Hours with 30 minutes meals break and two tea breaks intervals of 15 min each in their duty.

Weekly Off: Once in a week.

Paid Leave and Leave Encashment: As per the Gujarat Shops & Establishment Act.

Employees Provident Funds & Misc. Provisions Act, 1952: To remit PF Contribution (Employee and employer) in bank of proceeding month on or before 15th of every month and submit the copy of paid PF Challan & ECR to HR Department between 16-18th of every month.

Minimum Wages Act, 1948: Contractor will pay wages which is not less than Minimum rates of wages fixed by the State Govt. time-to-time.

Payment of Wages Act, 1936: Contractor shall arrange distribution of wage payment as per the provision laid down under the Act. Contractor shall make only authorized deduction(s) from the wages of the

workmen as per the provision laid down under the said act. Contractor shall immediately resolve dispute(s) relating to wage payment before due date and submit report thereof to HR Department.

Labour Welfare Act: Contractor shall send Half Yearly Return and deposit WELFARE FUND to the competent Authority in the month of July/January for the Half Year ending as on June and December respectively.

Professional Tax: Contractor shall deposit Professional Tax to local Panchayat of work place in prescribed format and submit a copy to HR department.

Employment Exchanges Act, 1959: Contractor will submit periodic returns to employment exchange office and submit a copy to HR.

The Payment of Bonus Act, 1965: The contractor shall make the payment of bonus to all eligible employees as per Bonus Act, 1965. Also prepare Form C Register of Bonus along with Form D for Return and submit to HR.

If a contractor fails to comply with any applicable provisions of above labour laws, management may take appropriate action against such contractor and the contractor will be solely responsible/liable for dispute if, any, which arises due to non-compliance.

Contractor shall attend inspection conducted by the Government authorities to verify the records and shall send immediate compliance report to the Authorities for the irregularities pointed out by the inspecting Authority under intimation to HR department.

Other Guidelines

Efforts have been made to cover important enactments only. Other enactments which are applicable to an individual contractor/company would be explained to person. Moreover, the statutory compliance under different labour Laws will also be intimated to you from HR as and when required.

- Contractor shall not engage workmen below age of 18 Years and above 58 years.
- Contractor shall maintain employment engagement of 85% Gujarati people at site.
- Contractor shall take maximum precautions to avoid any dispute or IR problem. However, if takes place, the contractor is solely responsible to resolve the same and furnish details/report to HR Department immediately.
- Contractor shall maintain their site office neat and clean with display required statutory notices under different Labour Laws.
- All bills / invoices pertaining to contracting agencies payment will be routed through HR for verification for statutory compliances. After verification, HR will forward the bills / invoices to port finance with compliance checklist for process of payment. In case of any non-compliance, bill / invoices will be held back till the compliance is affected.
- Contractor shall obtain No Dues Certificate from the workmen who cease to work and cancel the entry Permit to prevent unauthorized entry to APMT, Pipavav premise.
- In case there is any deviation order subsequent to the work order issued, the Contractor shall provide a copy of the same to HR department immediately.