Government of Goa
Labour Department
Secretariat, Porvorim, Bardez-Goa
Email:uslabour-sect.goa@nic.in **Tel. 2419791, 2419445**

No.26/36/2026/LAB | 220 **Dated: 07/05/2026**

NOTIFICATION

The following draft Rules, which the Government of Goa proposes to make in exercise of the powers conferred by of sections 133 and section 135 of the Occupational Safety, Health and Working Conditions Code, 2020 (Central Act No.37 of 2020)(hereinafter referred to as the "said Code") and in supersession of earlier notification No.24/03/2020-LAB/Part-III/597 dated 01-12-2021 published in the Official Gazette (Supplement), Sr.I No.37, dated 09-12-2021 and

(i) the Goa, Daman and Diu Contract Labour (Regulation and Abolition) Rules, 1972;

(ii) the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Rules, 1982; and

(iii) the Goa, Daman and Diu Beedi and Cigar Workers (Conditions of Service) Rules, 1969,

made by the Government of Goa in exercise of the powers conferred under the Contract Labour (Regulation and Abolition) Act, 1970 (No.37 of 1970), the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 (No.30 of 1979) and the Beedi and Cigar Workers (Conditions of Employment) Act, 1966 (No.32 of 1966), respectively, which are repealed by section 143 of the said Code except as respect of the things done or omitted to be done before such supersession are hereby pre-published as required sub-section

(1) of sections 133 and 135 of the said Code, for information of all persons likely to be affected thereby and notice is hereby given that the said draft Rules will be taken into consideration by the Government after expiry of a period of thirty days from the date of publication of this Notification in the Official Gazette.

All objections and/or suggestions to the said draft Rules may be forwarded to the Secretary (Labour), Secretariat, Porvorim, Goa before the expiry of the said period of thirty days so that they may be taken into consideration at the time of finalization of said draft Rules.

DRAFT RULES

In exercise of the powers conferred by section 133 and 135 of the Occupational Safety, Health and Working Conditions Code, 2020 (Central Act No.37 of 2020) and all other powers enabling it in this behalf, the Government of Goa hereby makes the following rules, namely:-

CHAPTER – I
PRELIMINARY

1. Short title and commencement.- (1) These rules may be called the Goa Occupational Safety, Health and Working Conditions (Labour) Rules, 2026.

(2) They shall come into force on the date of their final publication in the official Gazette.

2. Definitions: (1) In these rules, unless the context otherwise requires,-

(a) "Appellate Officer" means officer as notified by Government under section 4;

(b) "Board" means the Goa Occupational Safety and Health Advisory Board constituted under section 17;

(c) "Central Labour Codes" means Occupational Safety, Health and Working Conditions Code, 2020 (Central Act no.37 of 2020) ; Code on Social Security, 2020 (Central Act no. 36 of 2020); Industrial Relations Code, 2020 (Central Act no.35 of 2020) and Code on Wages, 2019 (Central Act no.29 of 2019);

(d) "Code" means the Occupational Safety, Health and Working Conditions Code,

2020 (37 of 2020);

(e) "Form" means form appended to these rules;

(f) "Government" means the Government of Goa;

(g) "Manager" means the person responsible to the employer or occupier for the working of the establishment for the purposes of the Code;

(h) "portal" means a portal of the Government;

(i) "quarter" means the period of three consecutive months beginning on the 1st day of January, the 1st day of April, the 1st day of July or the 1st day of October;

(j) "registering officer" means an officer of the Office of the Commissioner, Labour and Employment appointed by the Government under the Code for purpose of these Rules;

(k) "section" means section of the Code;

(l) "year" means the period of twelve months beginning from 1st day of January in any year.

(2) Words and expressions used and not defined in these rules but defined in the Code, shall have the meanings respectively assigned to them in the Code.

CHAPTER - II
REGISTRATION

3. Application for registration under section 3.- (1) The application referred to in sub-section (1) of section (3) shall be made electronically in **Form I** hereto, by giving details about the establishment, and uploading documents related to registration of the establishment, proof of identity and address of the employer(s) as specified in the said Form to the registering officer of the area in which the establishment sought to be registered is located. Such Form shall be signed digitally on the portal or otherwise. The applicant shall be responsible for veracity of all information submitted in the application.

(2) Every such application shall be accompanied by an undertaking in **Annexure – A** appended to **Form I** on letter head of the establishment duly signed by the employer or occupier or owner or proprietor regarding the matter about non-engagement of contract labourers in core activity of the establishment and he shall upload the same on the portal or submit the same either by Registered Post or otherwise.

(3) Every online application of the registration shall be accompanied by,-

(a) a self-declaration in **Annexure – B** appended to Form I ;

(b) a self-declaration for self attestation in **Annexure – C** appended to Form I.

(4) The Permanent Account Number (PAN) of the applicant or Tax Deduction Account Number (TAN) of the establishment allotted under the Income Tax Act, 1961 or any other unique number allotted to the establishment under any other Act for the time being in force or any other particular furnished in such Form, may be verified online or otherwise.

(5) The fees to be paid through e-payment for the grant of a certificate of registration under this rule shall be as given in the following table, namely:-

Table

Sr.No.	Number of Employees Proposed to be employed in the establishment on any day.	Fees payable
(1)	(2)	(3)
1.	0 to 10	Rs.3,200/-
2.	11 to 20	Rs.4,800/-
3.	21 to 50	Rs.12,000/-
4.	51 to 100	Rs.24,000/-
5.	101 to 200	Rs.48,000/-
6.	201 to 400	Rs.96,000/-
7.	401 and above	Rs.1,20,000/-

(6) Where an employer has not submitted his application for registration within a period of sixty days as required under sub-section (1)of section 3, then he shall

submit the application for registration alongwith late fee as given in the following table, namely:-

Table

Sr.No.	Period of delay	Percentage of late fees
(1)	(2)	(3)
1.	Up to 30 days	25%
2.	Up to 60 days	50%
3.	Up to 90 days	75%
4.	Beyond 91 days	100%

(7) The certificate of registration shall be issued electronically immediately in such form as prescribed by the Central Government, if the application is complete in all respects, but not later than seven days from the date of submission of complete application, failing which such establishment shall be deemed to have been registered and the certificate of registration shall be auto generated:

Provided that in exceptional circumstances the Government may, for such period, by notification, as specified therein dispense with requirement of electronic registration, in respect of any establishment or class of establishments, for any part or whole of the State of Goa, and submission of application in **Form I** hereto so provided may be allowed.

(8) The certificate of registration shall be non-transferable and a copy of the certificate of registration shall be displayed in the premises of the establishment at the conspicuous place and on its official website, if any.

(9) The registering officer under the Code may direct the employer who fails to comply with the requirements of sub-rule (1), to comply with such requirements within the time stated in such direction and such employer shall, thereupon comply with the instructions issued by the such officer.

(10) The employer in respect of establishment already registered under the Buildings and Other Construction Workers (Regulation of Employment and Condition of Services) Act, 1996 (Central Act No. 27 of 1996); the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Services) Act, 1979 (Central Act No. 30 of 1979); the Motor Transport Workers Act, 1961 and the Contract Labour (Regulation and Abolition) Act, 1970 (Central Act No. 37 of 1970); for the time being in force, shall update the registration particulars electronically on the portal within a period of six months from the date of commencement of these Rules.

(11) The employer shall quote the registration number on all documents prepared or completed by him in connection with the Code or Rules or Regulations or Scheme, as the case may be, made there-under and in all correspondence with the office concerned.

(12) Any change in the ownership, management or any particulars furnished in the Registration Form submitted on the specified portal, shall be updated on the portal by employer within a period of thirty days of such change.

(13) The employer of an establishment to which the provisions of the Code apply and whose business activities are in process of closure, may apply for cancellation of registration online on the portal after giving complete details of the dues payable if any, under the Central Labour Codes and rules made there-under:

Provided that no such application for cancellation of registration shall be entertained unless the occupier has furnished all statutory returns, paid all statutory dues under the Central labour Codes and any other Central and State labour laws in force in accordance with the law applicable for the time being and submitted a self-certification to that effect alongwith the application.

(14) The registering officer shall maintain a Register of Establishment electronically in **Form II** hereto showing the particulars of establishment in relation to which certificate of registration have been issued by him.

(15) Any registration obtained by providing wrong information shall be liable to be cancelled provided that establishment has been given an opportunity to show cause within a period of 30 days, electronically or by registered post or by speed post, as to why the certificate of registration should not be cancelled.

4. Intimation of establishment (other than Factory, mines and other ports) Employing less than ten workers.- (1) Within a period of sixty days from, the date of the commencement of these Rules or the date on which establishment commences its business, the employer of every establishment (other than factory, mine and other port) employing less than ten workers shall give an intimation of having commenced the business to the Registering officer in whose jurisdiction the establishment is located by submitting online application in such form and together with such self-declaration and self- certified documents, as prescribed by the Central Government. The Registering officer shall issue to the employer of such establishment a receipt of intimation in such form and manner as may be prescribed by the Central Government. The details of the intimation receipt shall be recorded online in a register maintained in such form as may be prescribed by the Central Government:

Provided that if at any point of time the number of workers engaged in the establishment becomes ten or more, then all provisions of these Rules shall apply to such establishment and the employer of such establishment shall have to obtain registration as per the provisions of section 3 of the Code.

(ii) The employer of such establishment (other than factory, mine and other port) employing less than ten workers shall notify to the Registering Officer within thirty

days from the date of the closing of the business that the establishment has been closed for business in such form and manner as may be prescribed by the Central Government. The Registering officer on receiving such information shall remove the entry of such establishment from the register kept for that purpose.

5. Notice of commencement or cessation of operation under section 5. - The employer shall, with in thirty days of the commencement and cessation of any operation, as the case may be, intimate to the Inspector-cum-Facilitator and registering officer having jurisdiction in the area where the proposed establishment is situated or as the case may be, the work is to be executed, intimating the actual date of the commencement, completion of work and cessation of establishment as the case may be, in **FORM III** hereto electronically or otherwise and the notice of cessation or completion of operation shall be enclosed with a certificate that the payment of all dues to the workers employed in the establishment have been made and that there are no dues payable to the workers.

CHAPTER - III
DUTIES OF EMPLOYER AND EMPLOYEE

6. Annual health examination of employees under clause (c) of sub-section (1) of section 6.-The employees in an establishment shall be medically examined once before employment and thereafter the employer of every establishment shall arrange to conduct free of cost medical examination for every employee annually from the date of employment by qualified medical practitioner or facility set up by the Government including Goa Medical College and Hospital as per the proforma in **Form IV** hereto and **Form V** hereto. The Medical Certificate shall be submitted by the Medical Authorities to the concerned employer and the same shall be produced to the Inspector-cum-Facilitator as and when demanded.

7. Letter of appointment to employee under clause (f) of sub-section (1) of

section 6.-No employee shall be employed in any establishment unless he has been issued a letter of appointment in **Form VI** hereto:

Provided that an employee, who has not been issued an appointment letter containing the required particulars, shall be issued an appointment letter within three months of coming into force of these Rules.

8. Notice of accidents and dangerous occurrences under sections 10, 11 and section 12 and remedial action under section 14.- (1) Where at any place in an establishment other than factory, dock work and minor port or mine an accident or dangerous occurrence occurs which results in the death of any person (fatal accident), the employer or occupier or manager of the establishment shall forthwith send a notice thereof in **Form-VII** hereto electronically or otherwise by registered post or hand delivery and inform by telephone, special messenger, electronic mail (email) or short message service (sms) to the Chief Inspector-cum-Facilitator and Inspector-cum-Facilitator and District Magistrate or Sub-Divisional Officer and the officer-in-charge of the nearest police station and the family members or kin of the injured or deceased person within twenty-four hours:

Provided that if in case of fatal accident or dangerous occurrence, death occurs to any person injured by such accident or dangerous occurrence after the notices and reports have been sent by the employer or occupier or manager of the establishment then the employer or occupier or manager shall forthwith send a notice to the authorities and also have this information confirmed in writing within twelve hours of the death.

(2) Where at any place in an establishment other than factory and minor port or mine an accident occurs which results in bodily injury (nonfatal) by reason of which the person injured is prevented from working for a period of forty-eight hours or more immediately following the accident, the employer or occupier or manager of

the establishment shall forthwith send a notice in **Form-VII** hereto within twelve hours after the completion of forty eight hours, electronically or otherwise by Registered Post, Speed Post or Hand delivery to the Inspector- cum-Facilitator of the area:

Provided that, if the period of disability from working for forty-eight hours or more referred above does not occur immediately following the accident, or the dangerous occurrence, but later on occurs in more than one spell, the report referred, shall be sent to the Inspector-cum-Facilitator in **Form-VII** hereto within twenty-four hours following the hours when the actual total period of disability from working resulting from the accident or the dangerous occurrence becomes forty-eight hours.

(3) On receipt of information from the employee relating to the existence of an imminent danger to their safety and health under section 14, the employer or occupier or manager of the establishment shall take immediate remedial action in this regard. The employer or occupier or manager of the establishment, whether satisfied or not, shall send a report forthwith of such actions taken to the Inspector-cum-Facilitator electronically or by registered post or speed post.

CHAPTER-IV

OCCUPATIONALSAFETYANDHEALTHADVISORYBOARD

9. State Occupational Safety and Health Advisory Board under section 17.- (1) **Constitution of the Board.**- The Goa Occupational Safety and Health Advisory Board shall consist of the following, namely :-

(1)	Chief Secretary, Government of Goa.	Chairperson ex-officio
(2)	Secretary (Labour) Government of Goa.	Member ex-Officio
(3)	Secretary (Factory & Boilers) Government of Goa.	Member ex-Officio
(4)	Chief Inspector of Factories & Boilers,	Member

	Government of Goa.	ex-Officio
(5)	Regional Director, Employees State Insurance Corporation, Goa Region.	Member ex-Officio
(6)	Director of Health Services. Government of Goa.	Member ex-officio
(7)	Three Representatives of employers (one representative of builder or developers)	Members.
(8)	Three Representatives of employees (one representative of construction workers).	Members.
(9)	Two eminent persons in the field of occupational safety and health.	Members
(10)	Commissioner, Labour and Employment, Government of Goa,	Member Secretary

(2) The term of Office of Members.- The term of office of the members referred to in clauses (7), (8) and (9) shall be of three years.

(3) Notice of meeting and the agenda. - Notice intimating the date, time and venue of every meeting together with agenda to be discussed at the meeting, shall be sent by registered post, email or by special messenger to each member fifteen days before the meeting:

Provided that when the Chairperson calls a meeting for the consideration of any matter, which in his opinion is urgent, notice of not less than three days shall be deemed sufficient.

(4) Absence from the State. – If any member leaves the State for a period of not less than six months without intimation to the Chairperson, he shall be deemed to have resigned from the Board.

(5) Transaction of business. - Every question considered at a meeting of the Board shall be decided by a majority of the votes of the members present and voting and in the event of equal votes, the Chairperson shall have and exercise a casting vote.

(6) Meeting of the Board and Quorum. - (1) The Board may meet as often as

necessary but not less than two meetings shall be held in a calendar year and the period between the two meetings shall not exceed more than six months.

(2) No business shall be transacted at any meeting of the Board, unless at least seven members are present.

(7) Minutes of the meeting. - The minutes of every meeting, duly approved by the Chairperson, shall be recorded by the Member Secretary of the Board which shall be a permanent record.

(8) Fees and Allowances. - Every non-official member of the Board shall be paid the allowance for attending a meeting of the Board at the rates as may be fixed by the Government from time to time.

(9) Resignation. - A member of the Board, not being an ex-officio member, may resign his office by a letter in writing addressed to the Government and the Office of such a member shall fall vacant from the date on which his resignation is accepted by the Government or the expiry of thirty days from the date of receipt of the letter of resignation by the Government whichever is earlier.

(10) Cessation of Membership. - If any member of the Board, not being an ex-officio member, fails to attend three consecutive meetings of the Board without obtaining the leave of the Chairperson for such absence, he shall cease to be member of the Board:

Provided that the Government may, if it is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings of the Board, direct that such cessation shall not take place and on such direction being made, such member shall continue to be a member of the Board.

(11) Disqualification for Membership. - (1) A person shall be disqualified for being reappointed and for being a member of the Board.-

(i) if he is of unsound mind and stands so declared by a competent court; or

(ii) if he is an un discharged insolvent; or

(iii) if he has been or is convicted of an offence which, in the opinion of the Government, involves moral turpitude.

(2) If a question arises as to whether a disqualification has been incurred under sub-rule (1), the Government shall decide the same.

(12) Removal from Membership. - The Government may remove from office any member of the Board, if in its opinion such a member has ceased to represent the interest which he purports to represent on the Board:

Provided that no such member shall be removed unless a reasonable opportunity is given to him for making any representation against the proposed action.

(13) Manner of filling vacancies.- When a vacancy occurs or is likely to occur in the membership of the Board, Member Secretary of the Board shall submit a report to the Government and on receipt of such report, the Government may, by notification, nominate a person to fill the vacancy and the person so nominated shall hold office for the remainder of the term of office of the member in whose place he is nominated.

10. Safety Committee under section 22.- (1) In every building and other construction establishment, wherein one hundred fifty workers or more are ordinarily employed on any day in last twelve months at any construction site, a Safety Committee shall be constituted.

(2) The tenure of the Safety Committee shall be of three years or till the completion of the work. The Safety Committee shall meet at least once in every quarter. The minutes of the meeting of Safety Committee shall be recorded and produced to the

Inspector-cum-facilitator on demand.

(3) The Safety Committee shall have the right to be adequately and suitably informed of ,–

(a) Potential safety and health hazards to which the employees may be exposed at work site; and

(b) data on accidents as well as data resulting from surveillance of the working environment and of the health of employees, conducted at such work site.

(4) The owner, employer, occupier, agent or manager shall, within a period of fifteen days from the date of receipt of the recommendations of the Safety Committee shall take action to implement the recommendations.

(5) Composition of Safety Committee.- (a) The representatives of the employer on Safety Committee shall be as follows:-

(i) a senior official who by his position in the organization ca contribute effectively to the functioning of the Committee who shall be the Chairperson.

(ii) a safety officer and Medical Officer wherever available and the safety officer in such a case shall be the Secretary of the Committee.

(iii) a representative from each department of concerned establishment.

(b) The representative of the workers shall be chosen by the registered trade union. in case where there is no registered trade union, the members may be chosen by the workers.

11. Safety Officer for Building or Other Construction Works.- (1) A person shall not be eligible for appointment as a safety officer relating to building or other construction work unless he possesses,–

(i) a degree in any branch of engineering or technology from a recognized

university and has a practical experience in a supervisory capacity for a period of not less than two years; or

(i) a degree in physics or chemistry or diploma in any branch of engineering or technology from a recognized university and has a practical experience in a supervisory capacity for a period of not less than five years;

AND

(ii) a degree in industrial safety from a recognized university or possesses a certificate of one year full time diploma in industrial safety recognized by the Board of Technical Education or all India Council of Technical Education or university recognized by the State Government in this behalf.

(2) Notwithstanding anything contained in sub-rule *(1),* any person who,- *(i)* possesses a degree of engineering or technology from a recognized university and has experience of not less than five years in a department of the Central or State Government which deals with the administration of the Building or other Construction works; or

(ii) possesses a degree in any branch of engineering or technology from the recognized university and has a experience of not less than five years, full time, on training, education, consultancy or research in the field of accident prevention in construction work, shall also be eligible for appointment as a Safety Officer.

12. Duties of Safety Officer in case of Building or Other Construction Work.- The duties of a Safety Officer shall be to advise and to assist the Safety Committee in the fulfillment of its statutory obligations, concerning prevention of personal injuries and maintaining a safe working environment and such duties shall include the following namely :-

(i) to advise the concerned departments in planning and organizing necessary

measures for the prevention of personal injuries;

(ii) to advise on safety aspects in all job studies and to carry out detailed job safety studies of the selected jobs;

(iii) to check and evaluate the effectiveness of the action taken or proposed to be taken to prevent personal injuries;

(iv) to provide advice on matters related to carrying out site safety inspections;

(v) to carry out site safety inspection in order to observe the physical conditions of work and the work practices and procedures followed by workers and to render advise on measures to be adopted for removing the unsafe physical conditions and preventing unsafe actions by workers;

(vi) to render advise on matters related to reporting and investigation of accidents and diseases;

(vii) to investigate selected accidents;

(viii) to investigate the cases of notifiable diseases listed in the Third Schedule to the Code;

(ix) to organize in association with the concerned departments, campaigns, competitions, contests and other activities which will develop and maintain the interest of the workers in establishing and maintaining safe conditions of work and procedures; and to design and conduct either independently or in collaboration with the training department, suitable training and educational program for the prevention of personal injuries.

CHAPTER-V

HOURS OF WORK AND ANNUAL LEAVE WITH WAGES

13. Daily and weekly working hours under clause (b) of sub-section (1) of

section 25.- The weekly working hours, spread hovers and intervals of rest shall be as notified by the State Government from time to time.

14. Weekly day of rest under sub-section (2) of section 26.-For the purposes of section 26, there shall be displaced in a conspicuous place outside the office of every establishment a notice showing the weekly day of rest. Where the weekly day of rest is not the same day for all persons employed in the establishment, the notice shall show the day of rest allowed to each relay, or set of persons or individual.

15. Compensatory holidays under section 26.- (1) Except in the case of worker engaged in any work which for technical reasons must be carried on continuously throughout the day, the compensatory holidays to be allowed under section 26 shall be so spaced that not more than two holidays are given in one week.

(2) The manager of the establishment shall display, on or before the end of the month in which holidays are lost, a notice in respect of workers allowed compensatory holidays during the following month and of the dates thereof, at the place at which the notice of periods of work specified under section 26 is displayed. Any subsequent change in the notice in respect of any compensatory holiday shall be made not less than three days in advance of the date of that holiday.

(3) Any compensatory holiday or holidays to which a worker is entitled shall be given to him before he is discharged or dismissed and shall not be reckoned as part of any period of notice required to be given before discharge or dismissal.

16. Extra wage for overtime under section 27.- (1) In pursuance of section 27 of the Code, where a worker works in a establishment for more than eight hours in any day or for more than forty-eight hours in any week, as the case may be, he shall in respect of such overtime work be entitled to wages at the rate of twice his ordinary rate of wages and it shall be paid at the end of each wage period:

Provided that the total number of hours of overtime work in a quarter shall not be more than one hundred and forty four hours.

Provided further that in case the worker is required to work up-to 10 hours excluding the rest time as normal working day, the overtime at the rate twice his ordinary rate of wages shall apply only when the worker works beyond forty eitht in a week

(2) In calculating the overtime on any day, a fraction of an hour between 15 to 30 minutes shall be counted as 30 minutes and in case of more than 30 minutes it shall be rounded and shall be counted as an hour on actual basis.

(3) In calculating the wages or earnings in the case of a worker paid by the month, the daily wages shall be $1/26^{th}$ of his monthly wages; and in the case of any other worker it shall be the daily wages or earnings as the case may be.

CHAPTER-VI

MAINTAINANCE OF REGISTERS, RECORDS AND RETURNS

17. Notice of period of work under sub-section (2) of section 31.- The notice referred to in sub-section (2) of section 31 of the Code shall be displayed at conspicuous places on a notice board or electronic board of the establishment and maintained in **Form VIII** hereto and a copy of such notice shall be sent to the Inspector-cum-Facilitator electronically or by registered post.

18. Register of workers/employees.-. The employer of every establishment shall maintain the register of workers/employees in **Form IX** hereto, electronically or otherwise.

19. Register of Attendance-cum- Muster-roll.- A Register of Attendance-cum-Muster-roll of all the workers/employees employed in the establishment shall be maintained in **Form X** hereto, electronically or otherwise, showing (a) the name of

each worker, (b) the nature of his work and (c) the daily attendance of the worker.

20. Register of Wages, overtime and deductions. – The employer of every establishment shall maintain the register of wages, overtime and deductions in **Form XI** hereto, electronically or otherwise.

(1) No worker shall be required or allowed to work unless he has in his possession attendance card with up-to date entries, to be supplied by the employer. The attendance card shall always remain with the worker. The employer or his authorised person shall demand it only to make relevant entries therein, whenever necessary.

(2) If a worker loses his attendance card, the employer shall provide him with another copy duly completed from his record on payment of twenty-five rupees within two days of the payment.

21. Wage slips.- Every employer shall issue wage slips, electronically or otherwise to the workers in such form as prescribed under Rules framed by Government under the Code on Wages, 2019 (Central Act 29 of 2019) on or before payment of wages to the employees.

22. Register of leave with wages. - (1) The register of leave with wages shall be maintained in **Form XII** hereto, electronically or otherwise:

Provided that if the Chief Inspector-cum-Facilitator is of the opinion that any muster roll or register maintained as part of the routine of the establishment, or return made by the employer, furnish, in respect of any or all of the workers in the establishment, the particulars required for the enforcement of Chapter VII of the Code, he may, by order, in writing, direct that such muster roll or register or return shall to the corresponding extent, be maintained in place of and be treated as the register or return required under this rule in respect of that establishment.

(2) The register of leave with wages shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector-cum-Facilitator on demand.

23. Register of accidents and dangerous occurrences.- (1) The employer of every establishment shall maintain a register of all accidents and dangerous occurrences which occur in the establishment in **Form XIII** hereto showing,-

(a) the name of injured person (if any);

(b) the date of accident or dangerous occurrence;

(c) the date of report to Inspector-cum-Facilitator;

(d) the nature of accident or dangerous occurrence;

(e) the date of return of injured person to work;

(f) the number of days of absence from work of injured person.

24 . Display of notices.- (1) In addition to the notices required to be displayed in any establishment by or under these Rules, there shall be displayed in every establishment a notice containing abstracts of the Code and of the rules made there-under and also the names address and contact numbers of the Inspector-cum-Facilitator and the Medical Officer.

(2) All notices required by or under this Rules to be displayed in an establishment shall be in English and in a language understood by the majority of the employees in the establishment and shall be displayed at some conspicuous and convenient place at or near the main entrance of the establishment and shall be maintained in a clean and legible condition.

25. Returns.- Every employer of an establishment shall submit electronically unified annual return or otherwise by registered post relating to such establishment in **Form XIV** hereto to the Inspector-cum-facilitator, Registering Officer having jurisdiction on or before 1st February following the end of each calendar year.

CHAPTER-VII
INSPECTOR-CUM-FACILITATOR

26. Powers and duties of Inspector-cum-Facilitator under clause (xiv) of sub-section (1) of section 35.- (1) An Inspector-cum-Facilitator shall, after every inspection of establishment or any work place, as may be deemed necessary, issue prohibition or improvement notice pointing out the irregularities, non-compliance of provisions of safety, health and working conditions under the Code, and rules and regulations made thereunder, to the employer or occupier or owner, as the case may be.

(2) An Inspector-cum-Facilitator shall, at each inspection, ascertain as to what extent any shortcomings notified at a previous inspection have been rectified and the notices previously issued have been complied with. His findings and any short comings which may come to light during the inspection, together with any order passed by him under the Code or the regulations made thereunder shall be recorded and maintained.

27. Appointment of medical officer under sub-section (1) of section 42.- The Government may appoint qualified medical practitioner as mentioned in Code to be medical officer for the purpose sub-section (1) of the section 42 of the Code in relation to motor transport industry, pharmaceutical industry, beedi and cigar industry, cine industry, print media industry and construction industry.

28. Employment of Woman in establishment or worksite under section 43.- (1) With reference to employment of the women with her consent on any day before 6 am and after 7 pm, the employer shall ensure that adequate transportation facilities

are provided to pick-up from and drop at, such female employee, her residence.

(2) The work place including passage towards conveniences and facilities concerning toilets, washrooms, drinking water, entry and exit of women worker or employee should be wellit and provisions of Closed-circuit television (CCTV) Surveillance on the way to these facilities shall be provided.

(3) The toilet, washroom and drinking facilities should be near to the workplace where such women workers or employees are employed.

(4) Safe, secure and healthy working conditions at the work place shall be provided.

(5) The provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), as applicable to the establishments, shall be duly complied with.

(6) Dedicated telephone numbers of the establishment shall be displayed at conspicuous places both at the establishment as well as inside the vehicles, so that any women employee can utilize them, in case of any exigency or emergency.

CHAPTER-VIII

SPECIAL PROVISIONS FOR CONTRACT LABOUR AND INTER-STATE MIGRANT WORKER, ETC. CONTRACT LABOUR

29. Qualification and Criteria of the Contractor. - For the purposes of obtaining licence, the contractor as an entity or as an individual should not be an un-discharged insolvent or convicted any time during the last two years of an offence which is criminal in nature involving offences which are liable for punishment for more than three months of imprisonment.

30. Conditions of licence under sub-section (3) of section 47.- The licence

issued to contractor shall be subject to following conditions, namely:-

(i) the licence shall be non-transferable.

(ii) the number of workers employed as contract workers in the establishment shall not, on any day exceed the maximum number specified in the licence.

(iii) Save as provided in these rules, the fees paid for the grant, or as the case may be, for renewal of the licence shall be non-refundable.

(iv) in case where the workmen employed by the contractor perform the same kind of work as the workmen directly employed by the principal employer of the establishment, the wage rates, holidays, the hours of work and other conditions of service of workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment.

(v) the hours of work shall confirm to the rules made under section 25 of the Code.

(vi) the rates of wages payable to the workers by the contactors shall not be less than the rates prescribed under the Code on Wages, 2019 (Central Act No.29 of 2019) and where the rates have been fixed by agreement, settlement or award, not less than the rates so fixed.

(vii) the licencee shall notify any change in the number of workmen or the conditions of work to the licencing officer.

(viii) in every establishment where 30 or more women workers are ordinarily employed as contract labour there shall be provided a crèche for the use of their children.

(ix) a copy of the licence shall be displayed prominently at the premises where the contract work is being carried on.

(x) The licencee shall, within 15 days of the commencement and completion of each contract work shall submit a return to the Inspector-cum-Facilitator appointed under the Code intimating the actual date of the commencement or, as the case may be, completion of such contract work in **Form XV** hereto.

(xi) Every contractor engaging inter-state migrant workmen shall furnish the details of such workers to the licencing Authority.

31. Form and manner of application for contract labour licence.- (1) Every application by a contractor for the grant of a licence shall be made on-line electronically through official portal in **Form XVI** hereto to the licensing authority.

(2) Every application shall be accompanied by an undertaking in **Form XVII** hereto by the contractor regarding the matter mentioned in rule 31(2) and non-engagement of contract labour in core activity of the establishment.

(3) Every application for the grant of licence shall be accompanied by a certificate from the principal employer in **Form XVIII** hereto.

(4) Every application shall be accompanied by the security deposit amount and the fees at the rate specified in rule 35.

(5) Every online application for license shall be accompanied by,-
(i) Self-Declaration in Annexure B appended to Form I hereto; and
(ii) Self-Declaration for Self-Attestation in Annexure C appended to Form I hereto.

32. Form of licence.- Every licence granted shall be in **Form XIX** hereto.

33. Procedure for issue of licence. (1) 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, or

(iii) is an un-discharged insolvent; or

(iv) has been convicted (at any time during a period of two years immediately of an offence which is criminal in nature involving offences which are liable for punishment for more than three months of imprisonment.

(b) Whether there is an order of the Government or an award or settlement for the abolition of contract labour in the establishment in relation to which the applicant is a contractor.

(c) Whether the fees for the application have been deposited at the rate specified.

(d) Before the licence is issued under any rules, an amount calculated at the rate of rupees one thousand for each of the worker to be employed as contract labour, in respect of which the application for license has been made, shall be deposited by the contractor for performance of the conditions of the license and compliance with the provisions of the Code or the rules made thereunder.

34. Appeal under sub-section (1) of section 52.- An appeal under sub-section (1) of section 52 of the Code shall be made to the appellate authority specified in the said section 52.

35. Fees for grant of licence.- The fees to be paid for grant of licence shall be as specified in the table below, alongwith security deposit at the rate of Rs.1,000/- per worker.