

any order made, any notification issued or any action taken under the Act so repealed shall be deemed to have been made or taken under the corresponding provisions of this Act and shall continue to be in operation until cancelled or suspended by order made or notification issued under the corresponding provisions of this Act.

THE ASSAM SHOPS AND ESTABLISHMENTS RULES, 1976

CHAPTER I

Preliminary

1. Short title and commencement. –

(1) These rules may be called the Assam Shops and Establishments Rules, 1976.

(2) They shall come into force at once.

2. Definition. –

In these rules, unless there is anything repugnant in the subject or context.

(a) **'the Act'** means the Assam Shops and Establishment Act, 1971.

(b) **'Appellate authority'** means the authority set up under these rules;

(c) **'Family'** in relation to an employer means:

(i) Spouse;

(ii) Children and step-children; and

(iii) Parents, sisters and brothers, nephews and nieces if residing with the wholly dependent upon him /them.

(d) **'Form'** means a form appended to these rules;

(e) **'Government'** means the Government of Assam;

(f) **'Rule'** means rules framed under the Act;

(g) **'Schedule'** means a Schedule appended to these rules;

(h) **'Section'** means a section of the Act;

(i) **'Time'** with reference to time of day in this rule means the Indian Standard Time which is five and a half hours ahead of Greenwich Tim;

(j) Words and expressions under in the Act and not defined in these Rules shall have same meaning assigned to them in the Act.

CHAPTER II

Overtime Work and Weekly Holidays

3. Overtime Slip. –

In addition to recording the full particulars of the overtime work done by an employees on any day in the registered prescribed for the purpose, over-time slips in Form No. 'A' shall be issued to an employee immediately after overtime work is done by him on each occasion by the employer concerned under his own signature or under the

signature of any other person authorised by him to do so on his behalf by general or special order:

— Provided that copies of such general or special orders shall be pasted on the Notice Board of the establishment for information of the employees concerned.

4. Manner of computing the money value of meals and concessional supply of food grains and other articles. —

(1) — The price of meals of the type and standard actually made available to an employee by his employer in terms of the contract of service, expressed or implied, charged in the nearest hotel or restaurant, as the case may be, immediately before the date on which overtime work is done or the leave commences shall be regarded as the money value of, such meals made available to that particular employee for the purpose of calculating either the leave wages or the overtime wages as the case may be.

(2) — For the purpose of computing the money value of food grains and other articles supplied or made available to a particular employee in a wage period, the difference between the prices of food grains and other articles prevailing on an average during that period in the nearest market in the area where the concerned employee ordinarily resides and the price at which food

grains and other articles are supplied to him by his employer; shall be reckoned by it for calculating the overtime wages or the leave wages.

—(3) If any dispute arises in respect of computation of the money value of meals and food grains and other articles made available to an employee by his employer the matter may be referred to the local Inspector of Shops and Establishments by either of the parties to the dispute and his decision thereon shall be final and binding on both the employer and the employee concerned unless it is modified in any manner on appeal. If, however, the order of the Inspector is modified, the order so modified shall be final and binding on both the parties to the dispute and shall not be liable to be questioned in any court of law and be given effect to within such time as may be specified in the order of the appellate authority.

—**5. Notice of weekly closure of Shops. –**

(1) — Every employer of a shop shall display closure notice in Form 'B' specifying the day of the week on which the shop shall remain entirely closed.

—(2) Every employer of a shop before displaying in weekly closure notice in Form 'B' shall submit the said notice with the required entries in duplicate to the Inspector of shops and establishments within whose

jurisdiction the shop is situated and the inspector shall, on receipt of the Forms duly filled in and on being satisfied about the correctness of the entries made therein, countersign them and shall, after retaining one copy thereof for his office record, return the other copy to the employer for display in the shop as required under the Act.

6. Notice of Weekly Holidays in Establishments. –

(1) The employer in a commercial establishment or an establishment for public entertainment or amusement, as the case may be, shall display in the establishment a Notice in Form 'C' specifying the one and a half days in each week during which every employee in the establishment shall be allowed holidays.

(2) Every employer in a commercial establishment or an establishment for public entertainment or amusement, before displaying the Notice in Form 'C' shall submit the said Notice with the required entries in duplicate to the Inspector within whose jurisdiction the establishment is situated and the Inspector shall, on receipt of the Forms duly filled in and on being satisfied about the correctness of the entries made therein, countersign the Forms and shall, after retaining one copy thereof his office record, return the other copy to the employer for display in the establishment.

—(3) The one and a half of Weekly Holidays so determined by the employer of an establishment shall be continuous and shall not be altered more than once in any year.

—**7. Restriction on double employment. –**

No employee shall work in any establishment, nor shall any employer knowingly permit an employee to work in any establishment, on a day on which the employee is given a holiday or is on leave in accordance with the provision of the Act and these Rules.

CHAPTER III

Leave

—**8. Privilege Leave. –**

(1) — Every employee in an establishment desiring to avail of any privilege leave which is due to his credit under the

Act, shall make an application in writing at least seven days prior to the intended commencement of such leave and the employer shall issue orders on the application within three days of its submission:

— Provided that the employer may, if satisfied that the leave is required for urgent matters waive the period of seven days' notice and pass order, accordingly.

— (2) Leave due and prayed for shall not be refused and no part of the privilege leave earned by an employee in an establishment shall be allowed to lapse by the refusal of the employer to grant such leave:

Provided that the employer may regulate the grant of privilege leave shall accumulate without any limit.

— (3) Every employee who has been allowed leave under sub-rule (1) above shall, on demand, before his leave begins be paid by the employer half the total amount of wages due to him for the period of such leave.

— **9. Casual leave. —**

Ordinarily Casual Leave of absence shall not be admissible for more than seven days at a time and previous

permission in writing of the employer shall be obtained before such leave is availed of :

Provided that when it is not possible to obtain such previous permission the employer shall, as may be practicable, be informed in writing of the absence from duty and probable duration of such absence with reasons thereof.

10. Medical leave. –

Grant or extension of medical leave on grounds on sickness incurred or accident sustained, if due shall not be refused when prayed in writing by or on behalf of an employee supported by a certificate from a registered medical practitioner:

—Provided that the employer may, if he so think fit and undertakes or defray the cost involved, require the employee by an order in writing to be examined by the nearest State Health Officer of Class I and if the employee refuses to submit to such examination or is certified on such examination he is certified to be fit for duty, the employer may refuse the leave or extension thereof as the case may be.

11. Combination of medical leave with privilege leave.

Leave on medical certificate allowed under Rule 10 above may be combined with privilege leave if due under the Act.

12. Prohibition of alteration of nature of leave. –

The employer shall not alter the nature of leave applied for by the employee.

13. Intimation of employee's address on leave. –

Every employee paying for privilege or medical leave shall intimate to the employer his address during the period of leave and if there is any change of the address so communicated, that shall be intimated within three days of such change.

14. Extension of leave. –

If an employee after proceeding on leave desires an extension thereof, he shall apply in writing to the employer, and the latter shall send a written reply either granting or refusing the extension of leave to the applicant at the address last given by him.

15. Unauthorised absence. –

(1) ___ If an employee remains absent without leave or beyond the period of leave originally granted or subsequently

extended, the employer shall, before taking any disciplinary action against the absentee employee issue a notice requiring him to explain in writing the reasons of his absence within fifteen days of the receipt of the notice.

—(2) If on receipt of the notice referred to in sub-rule (1) above, the absence employee explains the reasons of his absence to the satisfaction of the employer, the later may regularise the period of absence, if any, as leave of absence without wages; and where the explanation given by the employee is considered not satisfactory, the employer may either treat the period of Unauthorised absence of the employee as absence without wages even though leave with wages may be due to him or terminate his lien on service, depending on the seriousness and gravity of the case.

—(3) If the employee does not submit any explanation to the employer within the time limit given in the notice referred to in sub-rule (1) above, the later may terminate the lien of the person employed on his service.

—(4) The notice referred to in sub-rule (1) above shall be served by registered post to the address given under Rule 13, or in its absence, to the address last given by the persons employed.

CHAPTER IV

Wages and Termination of Service

- 16. **Continuous employment for six months. —**

An employee shall be deemed to have completed a period of six months continuous service within the meaning of sub-section (1) of section 18 of the Act, notwithstanding any interruption in service during those six months brought about (a) by sickness accident or authorised leave (including authorised holidays and weekly holidays) not exceeding forty-five days in the aggregate, or (b) by a lock out, or (c) by a strike which is not an illegal strike or (d) by intermittent periods of involuntary unemployment not exceeding fifteen deemed not to include any weekly holiday allowed under this act, which occurs, at the beginning or end of interruption brought about by the leave.

17. Appellate Authority. –

For the purpose of sub-section (2) of section 18 of the Act Assistant Commissioner of the area shall be appellate authority. Commissioner of the area shall be appellate authority.

Explanation. –

Assistant Labour Commissioner includes Senior Assistant Labour Commissioner.

Rule 17 – ___-The words “the Chief Inspector of Shops and Establishments” appointed by the

Government under sub-section (2) of Section 25 of the Act were substituted by the words 'Assistant Commissioner of the Area' vide Notification No. GLR 472/78. dt. 16-2-1979.

Explanation to Rule 17 was inserted *vide* Notification No. GLR (RC) 17/84/14, dt. 16.7.1982.

18. Time within which appeal can be submitted. –

(1) ___ An Employee, whose service have been dispensed with an alleged contravention of the provisions of sub-section (1) of section 18 of the Act may within thirty days ~~of the date~~ of the date of termination of service, make an appeal to the appellate authority.

(2) ___ The appellant authority may, however, entertain an appeal after the expiry of the aforesaid period of thirty days if it is satisfied that the appellant had sufficient cause for not preferring the appeal within such period.

19. Procedure for hearing of appeal. –

(1) ___ The appellate authority, on receipt of the memorandum of appeal and on being satisfied that there is a *prima facie* case showing alleged contravention, shall fix a date for the hearing of the

appeal by giving due notice in Form 'D' to the appellant and in Form 'E' to the employer, whose order is appealed against to appear in person or by a duly authorised agent and shall, after giving both the parties fair and full opportunity of being heard and making such further enquiry as he may deem fit, dispose of the appeal in the manner required under the provisions of the Act as expeditiously as possible.

—(2) The decision or the order of the Appellate Authority shall be recorded in Form 'F' and it shall be carried out by the employer concerned within the period specified by the appellate authority.

—**20. Recovery of sums of money under section 18. –**

When any sum of money is due from an employer under sub-section (3) or (4) of section 18, and the amount has not been paid by the employer within such period as may be fixed by the appellate authority in his order, the latter shall issue a certificate to the Collector who shall recover it as arrears of land revenue with utmost expedition.

—**21. Issue of appointment letters to employees. –**

Every employer in an establishment shall furnish every employee with a letter of appointment with a copy to the Chief Inspector to his official address, by a registered post, with acknowledgment due and to the Inspector of the area in

which the establishment is situated and it shall be effective from the actual date of employment in Form 'G' in the case of every person who is -

(i) already in employ of the establishment within thirty days form the date on which these rules come into force, and

(ii) employed in the establishment after these rules come into force and before the person so employed commence work:

Provided that it shall not be necessary for an employer to issue such letter of appointment to an employee who is already in the employee and has already been furnished with a letter of appointment in any other form substantially containing the particulars specified in Form 'G'.

Rules 21- The words 'with a copy to the Chief Inspector to his official address, by a registered post, with acknowledgment due and to the Inspector of the area in which the establishment is situated and it shall be' were inserted in between the words 'appointment' and 'effective' *vide* Notification No. GLR (RC) 105/89/47, dt. 5-9-1990.

22. Employee's liability to give prior notice. -

-An employee in an establishment who has put in three month's service shall have to give fifteen days' notice in writing before quitting his job and in default the employee may forfeit to the maximum his seven days' unpaid wages.

CHAPTER V

Employment of Children and Women

—23. Evidence as to age of an employee. —

(1) ___ In respect of an employee in an establishment the Chief Inspector or the inspector of the area within whose Jurisdiction the establishment is situated may, at any time, in writing require the employer to produce at his own cost within such time, not being less than ten days from the date of the requisition, one of the following documents showing the age of such person employed, namely a certified copy of an extract from:

(i) ___ The records of any School;

(ii) ___ The Birth Register of Local Authority:

(2) ___ In the case of the employer's failure to produce either of the documents required under sub-rule (1) above the Chief Inspector or the Inspector shall, at the cost of the Employer, arrange to determine the age of the person employed through medical examination by the District Health Officer of the area or by any other competent medical officer not below that rank.

CHAPTER VI

Health and Safety

24. Times and methods of cleansing establishments. –

(1) Subject to the provisions of the sub-rule (2) in every establishment -

(a) all the inside walls of the rooms and all ceilings and tops of such rooms (whether such walls, ceiling and tops be plastered or not) and all the passages and stair cases shall be limewashed or colourwashed at least once a year, unless in the opinion of the local Inspector such walls, ceilings, passages or stair cases require to be limewashed or colourwashed earlier –

(b) all the beams, rafters, doors, window frames and other wood work with the exception of the floors shall be either painted or varnished once in two years.

(2) Noting in the rules apply to :

(a) rooms (not being rooms in residential hotels, restaurants and eating houses) used only for storage of articles;

(b) walls or tops of rooms which are made of galvanized iron, tiles, asbestos sheets or similar material or glazed bricks;

(c) any other establishment or part thereof in which lime-washing or painting is in the opinion of the local Inspector unnecessary to satisfy the requirements of section 21 of the Act in respect of cleanliness.

(3) All floors, passages and stairs shall be swept, washed and dried (wherever necessary with mixtures or detergents or deodorisers) at least once a day to keep them adequately clean and free from slippery agents or substances giving offensive smell.

~~—~~(4) Where the floor of the premises of an establishment is liable to become wet in the course of any process effective means of drainage shall be provided and maintained.

~~—~~(5) No rubbish, filth or debris shall be allowed to accumulate or to remain on or near any premises in an establishment in such position that effluvia can arise therefrom.

~~—~~(6) All drains carrying waste or sullage water or sewage shall be constructed of impermeably material and shall be flushed regularly twice daily.

~~—~~(7) The dates on which lime washing, colour washing, painting or varnishing is carried out under

sub-rule (1) shall be duly entered in a register maintained in Form 'H'.

~~—~~(8) In every establishment in which articles are stored with a view to their transport or sale, adequate washing facilities shall be provided and maintained free for the use of employees such as soap, towel, nail, brush, etc.

~~—~~(9) No stationary internal combustion engine shall be operated in any establishment unless the exhaust is conducted into the open air and no other internal combustion engine shall be operated in any room unless effective measures have been taken to prevent such accumulation of fumes therefrom as are likely to be injurious to the health of employees working in the establishment.

~~—~~(10) In every establishment in which there is given off any dust or fume or other impurity of such nature and to such an extent as is likely to be injurious or offensive to the persons working therein effective measures shall be taken to prevent its inhalation and accumulation in the premises and if any exhaust appliance is necessary for this purpose, it shall be applied as near as possible to the point or origin of the dust, fume or other impurity and such point shall be enclosed as far as possible.

—(11) Every employer of an establishment where food, drink and beverage is prepared and are served shall ensure that all the persons employed in connection with the business of the establishment, including the employer, himself, are free from any communicable diseases.

—A certificate in Form 'F' to the effect that the person so employed is free from communicable disease shall be obtained from a competent medical officer not below the rank of Health Officer of class I and produced before the Inspector on demand.

—(12) In every establishment proper arrangement shall be made for providing sufficient supply of drinking water to the employees. The water so supplied shall be fit for human consumption and shall be stored in a hygienically sheltered place and kept cleanly and properly covered. As far as practicable only filtered water shall be supplied for the purpose.

—(13) Every employer in an establishment shall provide and maintain at convenient place sufficient number of spittoons in a clean and hygienic condition with disinfectants, which may be liquid, or sand covered with lime. The disinfectants shall be replaced daily.

—(14) Latrines and Urinals shall be so situated as to be conveniently accessible and shall be provided in every establishment in sufficient number for the use of employees thereof. The walls, ceilings and partitions of every latrine and urinals shall be made of glazed tiles as far as practicable and wherever they are not made of glazed tiles, they shall be white washed or colour washed once in every months. All latrines and urinals shall be adequately lighted, ventilated and at all times maintained in a clean and sanitary condition.

—**25. Ventilation. –**

In every work room or hall an establishment windows and other forms of openings of openings for ventilation shall be provided in sufficient numbers to admit a continued supply of fresh air so as to keep the atmosphere inside such room or hall comfortable and free from dust, fumes and other impurities.

—**26. Precautions against fire. –**

(1) — Every establishment shall be provided with adequate means of escape in case of fire.

—(2) In every establishment the doors affording exit from any room shall not be locked or fastened in such a way that they cannot be easily and immediately

opened from inside while any persons is within the room.

—(3) In every establishment buckets and or chemical fire extinguishers preferably the latter shall be provided in suitable number and at suitable sites according to nature of work carried on and the size of the premises.

—(3) In every establishment dealing in or with inflammable substances there shall be a warning notice in writing conspicuously displayed that not person shall smoke or use a naked light or cause or permit any such light to used in the immediate vicinity of any inflammable material.

—**27. Safety. –**

(1) —Every dangerous part of Machinery in an establishment shall be securely fenced by safeguards of substantial construction which shall be kept in position while the parts of machinery so fenced are in motion or in use.

—(2) In every establishment, where packing or any other process is carried on with the aid of electric power, suitable devices for cutting off power in emergencies from running machinery shall be provided and maintained.

—(3) No employ with loose fitting clothes shall be allowed or made to work near the moving machinery or belt. Tight fitting clothes for the purpose shall be provided and maintained.

—**28. Appeals under section 23. –**

(1) —The authority for the purpose of hearing appeals under section 23 of the Act shall be the Chief Inspector of Shops and Establishments appointed under sub-section (2) of section 25.

—(2) Any person aggrieved by any order passed by an Inspector under sub-section (3) of section 21 of the Act may prefer an appeal against that order within thirty days of the passing of it. Such appeal shall be in the form of a memorandum setting forth clearly the grounds on which the appeal is preferred against and shall be accompanied by a copy of the order and the original copy of the treasury challan showing payment of ten rupees as hearing fee for each of the order contested.

—(3) The appellate authority shall make such enquiries as he deems fit in the matter appealed against and issue fresh orders affirming, rescinding or modifying the original order.

CHAPTER VII

Enforcement and Inspection

29. Powers and functions of Inspector. –

(1) The duties of the Inspector appointed under section 25 shall generally be to make such examination of an establishment as may be necessary for the purpose of satisfying himself that the provisions of the Act, the rules and any orders issued by the Government under the Act are duly observed and in particular, to ascertain whether within limits of his jurisdiction:

(i) the restrictions imposed on the daily and weekly hours of work and the intervals of rest and the spread over of the periods of work are duly observed according to the provisions of the Act and the Rules;

(ii) the overtime work done by the person employed are within the prescribed limits of the Act and the Rules and the overtime wages due are paid regularly;

(iii) the shops remain closed on the notified day of the week and the declared one and a half days of holiday are given;

(iv) the opening and closing hours fixed under the Act and the rules are observed in the shops and establishments;

(v) any deduction from the wages of the person employed in establishments on account of the weekly closure day or the weekly holidays as the case may be, are made in contravention of the provisions of the Act;

(vi) leave with wages are afforded to the employees;

(vii) the provisions of the Act on payment of wages are duly observed;

(viii) the prohibitions of employment of children and women and persons below the age of seventeen imposed under the Act are duly observed;

(ix) the provisions of the Act and the rules relating to cleanliness lighting, health, safety, welfare measures and the precautions against fire are properly observed ;

(x) the registers, records and notices required to be maintained the displayed under the Act and the rules are properly marinated and exhibited;

(xi) the establishments have been duly registered;

(xii) the irregularities pointed out at previous inspections have been remedied and orders previously issued have been complied with.

(2) For carrying out the purposes of the Act and these rules the Inspector may cause to be taken a photograph of any employee or the premises of any establishment.

~~—~~(3) The Chief Inspector shall have all the powers of an Inspector and shall direct and supervise the works of the Inspectors who shall be his subordinates.

~~—~~(4) The Chief Inspector or any Inspector may call for any information from any establishment or employer which he may deem relevant for the efficient administration of the provisions of the Act or these rules.

~~—~~(5) Any person called to furnish any information under sub-rule (4) shall, subject to the provisions of the proviso to clause (c) of Section 26 of the Act be legally bound to do so within such time as may be fixed by the Chief Inspector as the case may be.

~~—~~**30.** (1) The Chief Inspector or an Inspector shall have powers to point out all such defects or irregularities as he may observed in course of inspection and to give

orders for their removal and to record and furnish to the employer a summary of the defect or irregularities and of his orders.

~~—~~(2) Every order passed under the Act and the rules shall be served on the employers:

~~(a)~~ by delivering a copy of it to him personally or at his office through a messenger, or

~~(b)~~ by registered post.

(3) The power under second proviso of sub-section (4) of section 11 shall be exercised by the Senior Assistant Labour Commissioner or the Assistant Labour Commissioner of the area who have been appointed Inspector under the Act.

~~—~~Sub-rule (3) was inserted *vide* Notification No. GLR (RC) 105/89/Pt IV/22, dt. 20-7-1995 and published in the Assam Gazette Extraordinary No. 216, dt. 10-10-1995.

~~—~~**31. Method of Inspections. –**

(1) ~~—~~ In conducting any inspection, the Inspector shall not, as far as possible, cause any suspension of business in any establishment.

(2) No inspection shall be held during-

(i) any day in which the shop remains entirely closed in each week, or

(ii) any period of periods for which the establishment may be exempted notification under section 5 of the Act.

Provided that notwithstanding anything hereinbefore mentioned an inspection may be held to –

(a) ascertain if any shop is open on any day of weekly closure notified in respect thereof; or

(b) check up whether the provisions of the Act and the rules from which the establishment has not been exempted are duly observed.

32. Visit Book. –

(1) Every employer shall maintain a Visit Book, which shall be produced on demand by an Inspector.

(2) The Visit Book shall be a bound Book of size 7" x 6" containing at least two hundred pages, every page

whereof shall be so numbered that each consecutive number is in duplicate and the duplicate page between each two consecutively numbered pages shall have a vertically perforated straight line on the margin side at a margin of at least one inch. Every page shall contain the following headlines at the top:

(a) Name of the Establishment

(b) Address in full.

(c) Registration Number of the Establishment.

(d) Date

(e) Time of Visit.

- (3) If the Inspector in course of inspection of an establishment finds any deviations from the provisions of the Act and these any deviations from the provisions issued by the Government he may record the same in duplicate on the serially numbered pages of the Visit Book and take out the marginally perforated duplicate pages for his office record and thereafter, may send separately a detailed copy of his Inspection Notes to the employer for necessary action with a copy thereof to the Chief Inspector within seven days from the date of inspection. Where the Inspector has no remarks to

offer he shall merely enter the date and time of his visit and sign on the Visit Book.

—(4) In the case of the Visit Book containing the remarks passed by an Inspector is lost, destroyed or defaced, the employer shall forthwith report in writing the loss of the Visit Book to the Inspector of the area and immediately replace it by the fresh one.

—(5) The Inspector within the limits of his jurisdiction shall inspect each establishment at least once in three months.

—**33. Submission of Diary by Inspector.-**

Subject to the provisions of Rule 28 the Inspector shall keep a file of the records of his Inspection, arranged suitably, and shall submit to his immediate superior officer and to the Chief Inspector of Shops and Establishments by the tenth day of every month a diary in Form 'J' showing the tenth day of every month. A copy of the said diary shall be retained by the Inspector for reference.

—**34. Appeal from an Inspector's orders or recommendations. -**

(1) — An employer may, within fifteen days of the date on which an Inspector endorses an order or recommendation in the Visit Book or of the receipt of

the copy of the Inspection Notes or any order or recommendation made by an Inspector, appeal against such order or recommendation to the Chief Inspector and the Chief Inspector may, after necessary inquiries, confirm, or modify or reverse the order of the recommendation appealed against.

—(2) The notice of appeal shall be in the form of a memorandum setting forth concisely the grounds of objection accompanied by a copy of the order or recommendation against which the appeal is preferred and shall bear a Court Fee Stamp of the value of two rupees. It shall be signed by the appellant or, on his behalf, by an authorised agent.

—(3) The Chief Inspector may, however, entertain an appeal after the expiry of the aforesaid period of fifteen days if he is satisfied that the appellant had reasonable cause for his inability to prefer the appeal in time.

CHAPTER VIII

Offences of Penalties

35. Penalties. –

(1) Whoever contravenes any of the provisions of these Rules, except in the case of rules 7 and 22, shall, on conviction, be punished with fine which may extend to fifty rupees, and where the breach is a continuing one, with a further fine which may extend to ten rupees, for every day, after the first, during which the breach continues.

(2) -If any one contravenes the provisions of rule 7 he shall, on conviction, be punished with the fine, which may extend to five rupees.

(3) If any employer:

(i) Makes or causes or allows to be made, in any register, record or notice prescribed to be maintained under the provisions of these rules any entry which to his knowledge, is false in any material particular; or

(ii) Willfully omits or causes or allows to be omitted from such register, record or notice an entry which is required to be made therein; or

(iii) Maintains or causes or allows to be maintained more than one set or any register, record or notice except the office copy thereof; or

(iv) Sends or causes or allows to be sent, to an Inspector, any statement, information or notice which to his knowledge, is false in any materials particular;

shall, on conviction, be punished with fine which may extend to fifty rupees and where the breach is a continuing one with a farther fine which may extend to ten rupees, for every day, after the first, during which the breach continues.

36. Determination of employer for the purposes of the Rules.—

(1) Where the owner of an establishment is a firm or any other association of individuals, any one of the individual partners or members thereof, may be prosecuted and punished under these rules for any offence for which an employer in an establishment is punishable:

Provided that the firm or association may give notice to the Inspector that it has nominated one of its members who is resident in the State to be the employer for the purpose of these rules and such individual shall, so long as he is so resident, deemed to be the employer for the purpose of these rules, until further notice canceling the nomination received by the Inspector or until he ceases to be a partner or member of the firm or association.

—(2) Where the owner of an establishment is a public limited Company, and one of the directors thereof, or in the case of a private company, limited or otherwise, any one of the shareholders thereof, may be prosecuted and punished under these Rules for an offence for which the employer in an establishment is punishable:

Provided that the company may give notice to the Inspector that it has nominated a director, or, in case of a private company, a shareholder who is resident in the State, to be the employer in the establishment for the purposes of these rules, and such director, or shareholder shall so long as he is so resident, be deemed to be the employer in the establishment for the purposes of these rules, until further notice canceling his nomination is received by

the Inspector or until he ceases to be a director or shareholder.

37. Exemption of employer for liability in certain cases. –

(1) Where the employer of an establishment is charged with an offence for violation of these rules or orders made there under, he shall be entitled upon complaint duly made by him, to have any other person, whom he charges as the actual offender, brought, before the court at the time appointed for hearing the charge; and if, after the commission of the offence has been proved, the employer proves to the satisfaction of the court:

(i) that he has used due diligence to enforce the execution of these rules; and

(ii) that the said other person committed the offence in question against his orders and without his knowledge, consent or connivance;

that other person shall be convicted of the offence and shall be liable to the like fine as if he were the employer.

38. Penalty for obstructing Inspector. –

Whoever willfully obstructs and Inspector in the exercise of any power under these rules or any person lawfully assisting an Inspector in the exercise of such power or refuses without reasonable cause to comply with any lawful direction made by an Inspector or conceals or prevents any employee in an establishment from appearing before or being examined by an Inspector, shall on conviction, be punished with fine which may extend to fifty rupees.

CHAPTER IX

Miscellaneous and Supplemental

—39. Register of hours of work and interval for rest. —

Every employer in an establishment shall maintain a register in Form 'K' showing the daily and weekly hours of work and hours of interval for rest against the name of each employee and also the hours of opening and closing of an establishment.

—40. Register of overtime work and payment of overtime wages. —

Every employer in an establishment shall maintain a register in Form 'L' showing the overtime work done in every month by each employee and the amount of overtime wages the employee is entitled to and paid under the Act.

—41. Maintenance of register of employment. -

—(1) —Every employer in an establishment shall maintain a register of employment in Form 'M'.

—(2) All information in the register of employment shall be kept and maintained up-to-date and corrections, as and when necessary, shall be made within three days from the date any change takes place.

—(3) The register of employment kept and maintained in the prescribed Form 'M' shall bear the signature of the employee and the employer shall authenticate the entries under his signature.

—(4) If any application made by an employer in writing the Chief Inspector is satisfied that any muster roll, register or record already maintained by the employer substantially contains in respect of all or any of the employees in his establishment the particulars required to be shown in any register, record or notice referred to in these rules, the Chief Inspector may, by order in writing, direct the such muster roll, register or record shall, to the corresponding extent be maintained in place of such register, record or notice. A copy of the Chief Inspector's order to this effect shall be forwarded to the Inspector of the area within whose jurisdiction the establishment is situated.

—**42. Register of leave. –**

The employer shall maintain a Register of Leave in Form 'N' and particulars of applications for leave, whether

granted or refused, shall be entered in the corresponding part of the register against the name of the employee immediately after receipt of the application.

43. Leave card. –

(1) The employer shall provide each employee with a card called the 'Leave Card' in the same Form 'N' as the form of the Register of Leave but a separate card shall be made for each employee on a thick sheet which shall be the property of the employee and the employer shall not demand it except to make entries therein and shall not keep it for more than a week at a time.

(2) -If any employee loses the Leave Card, the employer shall provide him with another copy on payment of ten paise and shall complete it from the records in Leave Register.

44. Liability of employer for maintenance and preservation of records and display of notices. –

(1) Every employer shall on demand from an Inspector produce for inspection all registers, records and notices required to be kept, and maintained under and for the purpose of these rules on the premises of the establishment to which they relate.

—(2) -The registers and records required to be kept and maintained under these rules shall be maintained regularly and legibly in English, Assamese, Bengali and the dates entered shall be in accordance with the English Calendar and shall be so preserved that the records and registers of every year continue to remain for at least a full period or three successive years.

Provided that office copies of all the appointment letters issued by the employer to the employees must be preserved for at least three successive years after ~~superannuation~~Superannuation/ retirement/ termination/ dismissal/ resignation of an employee.

Proviso to sub-rule (2) of rule 44 was inserted *vide* Notification No. GLR (RC) 105/89/Pt. IV/22, dt. 20-7-1995 published in the Assam Gazette Extraordinary No. 216, dt. 10-10-1995.

—(3) -Every such register shall be serially page marked and well bound.

—(4) In any register or record which an employer is required to maintain under these rules, the entries relating to any day shall be made on that very day and shall be authenticated by the employer or the manager, as the case may be, by putting his signature against them:

— Provided that in case the employer or the manager is absent on any day the entries shall be authenticated by such person as may be authorised to do so by the employer.

—44A. Suspension of the provision of the Act. –

Government may suspend the operation of the Act under section 35 on account of the following holidays or occasion, namely:

(a) Bohag Bihu

(b) Durga Puja

(c) Dewali,

(d) Christmas,

(e) Id-UI-Fitr.

(f) Aany other occasion as may be specified by the Government.

Rule 44-A was inserted *vide* Notification NO. GLR/399/77/29, dt. 29-7-1982

—45. Registration of establishment and application for registration. –

____ Within thirty days from the day of enforcement of these rules in the case of an establishment existing on that day and within thirty days from the date of commencement of the business in the case of a new establishment the employer of every establishment shall apply for registration under the Act to the Chief Inspector or the officer authorised by him in this behalf in Form 'O' prescribed for the purpose in duplicate and in print together with the original copy of the treasury challan depositing the requisite amount of fees specified in Schedule I :

____ Provided that the State Government, may in relaxation of the provision of this rule, allow the employer of a particular establishment, if satisfied with the reasons furnished or the registration of his establishment renewed on or the registration of his establishment registered or the registration of his establishment renewed on or before a date specified in the order issued in this behalf.

____ Rule 45 - ____ Schedule I prescribes the fee payable for Registration of establishment, Renewal of registration, issue of duplicate certificate of registration and for Notice of change. This Schedule I has been substituted by new Schedule I *vide* Notification No. GLR (RC) 105/89/47, dt. 5-9-90 published in the Assam Gazette Extraordinary, dt. 10-9-90. In old schedule shops were categorised for the purpose of fee payable for different purposes as aforesaid on the basis of number of

persons employed. However, under the substituted Schedule, apart from different categories made depending upon the number of persons employed. These are: self employed small shops (Pan Ghumti), Jewellery Shops engaged in marking ornaments and shops dealing in costly stories.

Under the new Schedule rate of the fee payable has been enhanced for different categories of Shops, Commercial Establishments and Establishments for Public Entertainment or Amusement.

Proviso to rule 45 was inserted *vide* Notification No. GLR 472/78/7, dt. 16-2-79 and the words 'or the registration of his establishments renewed' were inserted *vide* Notification No. GLR (RC) 17/82/14, dt. 16-7-82.

46. Register of shops and establishments. –

The Chief Inspector or the officer authorised by him in this behalf shall maintain a Register of Shops and Establishments in Form 'P' which shall be consist of three Parts as follows:

- Part I Shops.
- Part II Commercial Establishment
- Part III Establishment for
Public Establishment or Amusement.

47. Issue of Certificate of Registration. –

On receipt of the application in the prescribed Form 'O' and the original copy of the treasury challan depositing the fees, the Chief Inspector or the Officer authorised by him in this behalf shall on being satisfied about the correctness of the statement made in the application, register the establishment in the appropriate part of the Register of Shops and Establishments and shall, in the prescribed Form 'O' issue Certificate of Registration to the employer:

Provide that the certificate of Registration shall be valid upto a period of twelve months only from the date of issue unless renewed thereafter.

48. Display of notices and certificate of registration. –

(1) Any notice or certificate required to be exhibited under the Act or the rules shall be exhibited in such a manner that it is readily seen and can be read by any person whom it concerns and shall be replaced by a fresh one whenever it becomes defaced or ceases to be legible at case.

—(2) Every employer in an establishment shall display the Certificate of Registration or the Renewed Certificate, as the case may be issued under rule 47 or 9 in a conspicuous place in the establishment.

—**49. Renewal of certificate registration. –**

An application for the renewal of a Certificate of Registration shall be submitted in the prescribed Form 'O' within three months after the date of expiry of the Certificate of Registration or the Renewed Certificate of Registration, as the case may be and shall be accompanied by the current Certificate or Registration together with the original copy of the treasury challan depositing such fees as prescribed in Schedule I and the Chief Inspector or the Officer authorised by him in this behalf shall on being satisfied about the correctness of the statement, issue the renewed Certificate of Registration in the prescribed Form 'O' after making relevant entries in the appropriate part of the Register of Shops and Establishments.

—Rule 49. – The words 'not less than fifteen days before the date of expiry', were substituted by the words 'within three months after the date of expiry' vide Notification No. GLR 472/78/7, dt. 16-2-79.

50. Notice of change in Establishments. –

(1) It shall be the duty of every employer in an establishment to notify to the Chief Inspector or the Officer authorised by him in this behalf, in the prescribed Form 'R' together with the original of the treasury challan depositing the requisite fees, for any change in respect of any particulars contained in the statement submitted under sub-rule (1) of rule 45 within ten days after the change has taken place.

(2) The Chief Inspector or the Officer authorised by him in the behalf on receiving the prescribed notice of change together with the original copy of the treasury challan depositing the required fees shall, on being specified about the correctness of the change of particulars, make the required change with the Register of Shops and Establishments, in accordance with such notice and shall amend the current Certificate of Registration, if necessary.

51. Notice of winding-up of establishments. –

The employer shall, within ten days of the winding-up of the business of his establishment notify to the Chief Inspector or the Officer authorised by him in this behalf in the prescribed Form 'S' accompanied by the Certificate of Registration. The Chief Inspector or the Officer authorised by him in this behalf, on receiving the information of the closure of the establishment and on being satisfied about its correctness, remove the name of such establishment from

the Register of Shops and Establishments and cancel the Certificate of Registration:

— Provided that if the Chief Inspector or the Officer authorised by him in this behalf does not receive any written information about the winding-up of the business of an establishment, but he is otherwise satisfied that the establishment has been wound-up, he remove the name of such establishment from the Register of Shops and Establishments and cancel the Certificate of Registration.

— *Explanation.* —

Every case where an establishment is closed for a continuous period of three months or more shall be treated for the purpose of this rule as a case of winding-up of the business of that establishment.

— **52. Loss of Certificate of Registration.-**

If any Certificate of Registration issued under rule 47 or a renewed Certificate of Registration issued under rule 49 is lost, destroyed or defaced the employer shall forthwith report the matter and make an application in the prescribed Form 'T' accompanied by the original copy of the treasury challan depositing the required fees specified in Schedule I and the Chief Inspector or the Officer authorised by him in this behalf shall issue a duplicate copy of the Certificate of

Registration duly stamped with the words 'DUPLICATE' in red ink.

— **53. Not-transferability of Certificate of Registration. –**

A Certificate of Registration or a renewed Certificate of Registration issued under these rules shall not be transferable.

— **54. Certificate of Registration on transfer of ownership of Establishment.—**

(1) — In case the ownership of an establishment is transferred the employer shall, within fifteen days of such transfer, notify the fact of transfer and surrender the Certificate or Registration or the renewed Certificate of Registration, as the case may be, to the Chief Inspector or the Officer authorised by him in this behalf along with a signed statement specifying the name and address of the transferee.

— (2) The Chief Inspector or the Officer authorised by him in this behalf, on being satisfied about the correctness of the statement relating to transfer, shall cancel the Certificate of Registration or the Renewed

Certificate of Registration as the case may be, by making necessary alternations in the Register of Shops and Establishments.

—(3) The employer of the establishment so transferred shall apply for a new Certificate of Registration as provided in the Act and these rules.

—**255. Enquiry in connection with registration, renewal, etc. –**

The Chief Inspector or the Officer authorised by him in this behalf may, for the purpose of satisfying himself about the correctness of any particulars contained in any statement made under these rules in any application or notice, hold such inquiry as he deems necessary and in such manner as he considers fit.

—**56. Mode of payment of fees. –**

—All fees to be paid by the employer of an establishment under the provisions of these rules shall be credited to the Government Treasury under the 'head of Account' "0230 – Labour and Employment – 101-Fees for registration under the Assam Shops and Establishments Rules, 1976" and the original copy of the challan depositing the requisite amount of fees shall be forwarded by the employer to the Chief Inspector or the officer authorized by him in this behalf

accompanied by the prescribed application from duly filled in and signed.

~~Rule 56.~~— —The words and figures ‘087 – Labour and Employment Fees under the Assam Shops and Establishments Rules, 1976’, were substituted by the words and figures ‘0230 – Labour and Employment – 101 – Fees for Registration under the Assam Shops and Establishment Rules, 1976’ vide Notification No. GLR (RC) 105/89/47, dt. 5-9-90.

~~57.~~ **Finality of decision in matters of doubt, etc. –**

In the event of any doubt or difference of opinion as to the manner of registration and renewal of Certificate or payment of fees or the category to which an establishment should belong the officer authorised by the Chief Inspector to do the registration etc. shall refer the matter to the Chief Inspector who shall, after such inquiry as he thinks proper, decide the issue and the decision of the Chief Inspector shall be final for the purpose of this Act and these rules.

FORM NO. A
Overtime slips
[See Rule 3]

Foil

1. Name of the Establishment
2. Name of the Employer
3. Name of the Employee
4. Date
5. Extent of overtime work done

FORM NO. A
Overtime slips
[See Rule 3]

Counter Foil

1. Name of the Establishment
2. Name of the Employer
3. Name of the Employee
4. Date
5. Extent of overtime work done

____(in hours)

____(in hours)

Signature of Employer/
Authorised person.

Signature of Employer/
Authorised person.

Date

Date

FORM 'B'

Notice of Weekly Closure

[See Rule 5]

(To be displayed in a conspicuous place)

Name of shop

Name of Employer

Address

Registration No.

Until further notice this shop shall remain entirely closed for one day in each week as specified below following the date of notice:

EVERY OF THE WEEK

Counter Signature of the
Inspector of Shops and
Establishment

Signature of the employer/
the Manager/ Agent or any
other authorised persons
acting in the general
management :

Designation.

Date

Date

Official Seal of the Inspector with

Date

Copy to: The Inspector of Shops and Establishments and
Labour Inspector Assam.

FORM 'C'

Notice of Weekly Holidays

[See Rule 61]

(To be displayed in the Establishment)

Name of : (i) Commercial Establishment
(ii) Establishment for public Entertainment:
(iii) Establishment of Amusement:

Address :

Registration No.

Until further notice employees in this Commercial Establishment/ Establishment for Public Entertainment/ Establishment for Amusement (Strike out the words which are not applicable) shall be allowed holidays continuously for one and a half day in each week as specified below following the date of this notice:

Name of Employees	Days on which Half Holiday is allowed	Days on which Full Holiday is allowed
(1)	(2)	(3)

Counter Signature of the
Inspector of Shops and
Establishments.

Signature of the Employer/
the Manager/ Agent or any
other authorised person
acting in the general
management :

Designation

Date:

Date :

Office Seal of the Inspector with date :

Copy to—(1) _____The Inspector of Shops and Establishments and

Hlabour Inspector Assam.

FORM 'D'

Notice to the employee under Section 18(3)

[See Rule 19]

To

Shri

Address

.....

Your appeal dated has been posted for hearing
on the day of 20

..... A.M./P/M.
at.....

Your shall appear before the Appellate Authority on that day to prove the claim. You must be prepared to produce on that day all the witnesses on whose evidence and all the documents upon which you intend to rely in support of your case. In default of your appearance on that day, the matter will be heard and determined in your absence.

Office Seal

.....

Appellate Authority.

Date

FORM 'E'

Notice to the employer under Section 18(3)

[See Rule 19]

To

Shri

Address

.....

Shri has appealed to the Appellate Authority under sub-section (2) if section 18 of the Assam Shops

and Establishments Act, against the orders of the termination of his services by you. A copy of his appeal petition enclosed herewith.

The appeal has been posted for hearing on the day of 20 at A.M./ P.M. at you shall appear before the Appellate Authority on that day and answer the charges. You must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defence. In default of your appearance on that day the matter will be heard and determined in your absence.

Office Seal
with date

.....
Appellate Authority.
Date

FORM 'F'

Record of Decision/Order of the Appellate Authority

[See Rule 9(2)]

1. Serial Number.
2. Date of application/appeal.
3. Date of receipt of application/appeal.

- 4. Name or names of the applicant/ Appellant or Appellants.

- 5. Address of the applicant or applicants/ Appellant or Appellants.

- 6. Name of the employer or the person whose decision has been appealed against.

- 7. Address of the employer or the person whose decision has been appealed against.

- 8. Substance of the complaint/ appeal.

- 9. Date of hearing/ hearings given.

- 10. Pleas of parties and their examination, if any.

- 11. Documents seen.

- 12. Substance of the evidence taken.

- 13. Finding and brief statement of reasons thereof.

- 14. Decision.

Office Seal

.....
 Signature of the

Appellate
Authority

Date

FORM 'G'

Letter of Appointment

[See Rule 21]

Name of the Establishment

Registration No.

Name of the Employer

Address

To

You, Shri /Shrimati is hereby appointed on Probation for a period

~~casual basis~~ to casual basis ~~to~~

of three months on temporary basis to for the period from

~~Permanent basis~~ Permanent basis

for

Your time scale of pay including rate of increment shall be (here insert the scale of pay) and you will get the total wages/salary per day/month composed of the following :

(i) Basic Pay _____ Rs.

(ii) Dearness Allowance _____ Rs.

(iii) Other Allowances _____ Rs.

In addition to the above you will be entitled to :

(1) Free Board.

(2) Free Lodging.

(3) Concessional supply of food grains @ per K.~~g~~G

(4) Concessional supply of other articles (here mention the articles and the prices that will be charged for them)

Seal, if any

.....

Signature of the

employer

N.B.: Strike off whichever in inapplicable.

Date

FORM 'H'

Record of lime washing, painting, etc.

[See Rule 24 (7)]

Description of part of the establishment

(1) i.e., name of room etc.

(2) Parts limewashed colour washed,
painted or varnished, e.g. walls
ceilings wood works, etc.

(3) Treatment whether limewashed or colour
washed, painted or varnished.

(4) Date on which lime-washing, colour
washing, painting or varnishing was
carried out according to the English Calendar.

(5) Signature of the employer.

(6) Remarks

FORM 'I'

Certificate of Fitness (Communicable Diseases)

[See Rule 24 (11)]

This is to certify that Shri/Shrimati son of/ daughter of age resident of has been thoroughly examined by me and is considered to be free from any communicable diseases and is fit for being employed, where food, drink and beverage is prepared and/ or served to customers.

His/her mark(s) of identification is/are –

(i)

(ii)

(iii)

.....

Officer

Signature of competent Medical

Registration No

Date

FORM 'J'

Diary of the Inspector for the month ending

[See Rule 33]

Name and Address of the Inspector

Date	Place	Name of the Establishments Inspected	Purpose of Inspection	Remarks— <u>on</u> defects ir regularities observed and orders and directions issued.
(1)	(2)	(3)	(4)	(5)

.....
Signature of the Inspector of
Shops and Establishments

Memo No.

Dated

Copy to –

(1) Labour Officer/ Asst. Labour Commissioner of the
area.

(2) Chief Inspector of Shops and Establishments.

.....
Signature

Register of hours of work and rest

[See Rule 39]

For the week ending on –

Name of the Establishment –

Name of the Employer –

Address –

Registration No. –

Name of the Employer
Sex
Age

Hours worked on
SUNDAY

(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Time at which employment commences.	at Time at which employment ceases	Interval for rest	Signature of the employee

Hours worked on Monday

Hours worked on Tuesday

(8) Time at which employment commences

(9) Time at which employment ceases

(10) Interval for rest

(11) Signature of the employee

(12) Time at which employment commences

(13) Time at which employment ceases

(14) Interval for rest

(15) Signature of the employee

Hours worked on Wednesday

Hours worked on Thursday

(16) Time at which employment commences

(17) Time at which employment ceases

(18) Interval for rest

(19) Signature of the employee

(20) Time at which employment commences

(21) Time at which employment ceases

(22) Interval for rest

(23) Signature of the employee

(iii) The entries under heading 'intervals for rest' shall be actual hours at which the intervals began and ended.

(iv) The mark 'SL' shall be in the column relating to any day on which the employee is allowed special -leave of absence in the year for the purpose of attending religious ceremonies or functions.

(v) The mark 'CH' shall be made in the column relating in any day on which the employee was allowed Compensatory Holiday as per Government orders, if any.

FORM 'L'

**Register of overtime work and payment of
overtime wages**

[See Rule 40]

For the months ending on

1. Name of the Establishment –

2. Name of the Employer –

3. Address –

4. Registration No. –

- (1) Name of the Employee
- (2) Rate of wages
- Money value of meals &
- (3) concessional supply of food grains
etc., if any
- (4) Overtime rate of wages per hour
- (5) Dates on which overtime work
was done
- (6) Extent of overtime work done
on each day (in hours)
- (7) Total amount of overtime wages
the employee entitled to
- (8) Total amount of overtime wages paid.
- (9) Signature of the employee

Employee

Signature of the

Date

FORM 'M'

Register of Employment

[See Rule 41]

1. Name of the Establishment –

2. Registration No. –

3. Address –

4. Name of the Employer –

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Serial No.	Name of the Employee	Father's name or Husband's name in case of married woman employee	Date of birth *	Post held or nature of job performed	Date of appointment	Status / Probationer / Temporary / Casual / Permanent	Scale of pay, if any

Rate of Increment

(9)

Basic Pay

(10)

Dearness allowance

(11)

Other allowances

(12)

Free Board and/or Lodging

(13)

Concessional supply of food

(14) grains and/or other articles,
if any

Signature of the employer

(15)

* According to School records or Birth Register of a Local Authority.

FORM 'N'

Register of leave with wages

[See Rule 43]

Name of the Establishment - Name of the Employee -

Name of the Employer - Father's Name -

Address - Permanent Address -

Registration No. - Leave Address, if any -

Date of Entry into Service -

Period of twelve month's
continuous service.

LEAVE DUE

From	To	Number of days of accumulated leave due, if any	of	Number of days for which leave due currently	of	Total number of days of leave to credit
------	----	-------------------------------------------------	----	----------------------------------------------	----	-----------------------------------------

(1)

(2)

(3)

(4)

(5)

Date of Application for leave	Leave applied for			Leave Allowed			
	From	To	No. of days	From	To	No. of days	
(6)	(7)	(8)	(9)	(10)	(11)	(12)	

Leave Availed			Extended			Balance Leave to
From	To	No. of Days	From	To	No. of Days	Credit, if any
(13)	(14)	(15)	(16)	(17)	(18)	(19)

Leave, if refused in Part or Full

WAGES

From	To	Reasons of Refusal	Normal rate of wages including Dearness Allowance, etc., if any	Cash equivalent of supply of meals and sale of food grains or other articles at concessional rates
(20)	(21)	(22)	(23)	(24)

Wages paid during the leave period

Signature of the Employee in Acquittance of payment received

(25)

(26)

(27)

FORM 'N' Contd.

Medical Leave

Period of twelve	Number	Date	of					
month's	of days of	application						
continuous	leave of	<u>for leave</u>			Leave applied			
service	credit							
From	To			From	To	No. of		
						days		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
Leave allowed			Leave availed			Leave extended		
From	To	No. of	From	To	No. of	From	To	No. of
		days			days			days
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Balance of							
leave to credit	to	Leave, if refused in part or full				WAGES	
during period of twelve month's if any	the	From To	Reasons of refusal	Normal rate of wages including dearness allowance, etc., if any	rate	Cash equivalent to supply of meals and sale of food grains or other articles at concessional rates	
(17)		(18)	(19)	(20)	(21)	(22)	

FORM 'N' Contd.

Casual Leave

Wages paid during the leave period	Remark	Signature of the Employee in acquaintance of payment received
(23)	(24)	(25)

Period of twelve month's continuous service	Number of days of leave at credit	Date of application for leave	Leave applied for			
From	To		From	To	No. of days.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Leave allowed			Leave availed			Leave extended			Balance
From	To	No. of days.	From	To	No. of days.	From	To	No. of days.	of leave at credit if any
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Leave, if refused

WAGES

From	To	Reasons of refusal	Normal rate of wages including dearness allowance, etc., if any	Cash equivalent to supply of meals and food other concessional rates	Remarks
(18)	(19)	(20)	(21)	(22)	(23)

Wages paid

(24)

Signature of the Employee in
acquaintance of payment received

(25)

Signature of the Employee

Date

N.B. — For each employee separate pages in the Register
containing columns for each kind of leave shall be allotted.

FORM 'O'

**Application for certificate of Registration of
Establishments,**

(and also periodic renewal thereof)

[See Rule 45 and 49]

To,

The Inspector of Shops and Establishments,
(here specify the area and the address of the Inspector)

Sir,

I beg to apply for registration/-renewal of registration of my establishment for the period of twelve months from
to..... as required under section 36 of the Assam Shops and Establishments Act, 1971 and the Rules framed there under.

The required particulars in regard to the establishment are furnished herein below in the form prescribed for the purpose in Duplicate –

1. Name of Establishment, if any –
2. Postal Address and exact location of the Establishment –
3. Situation of Office, store-room, godown, warehouse or work place, if any, attached to the establishment but situated in premises different from those of the establishment –
4. No. and date of previous Certificate of Registration (certificate to be surrendered with the application for renewal) –
5. Name of employer –
6. Residential address of employer –
7. Name of the Manager/ Agent/ other person acting in the general management, if any, and his address.

8. Name of the partners and their residential addresses (if it is a partnership concern) -

9. Names and residential addresses of Directors (if it is a case of limited company) -

10. Category of establishment i.e. whether shops, commercial establishments hotel, restaurant, eating house or other place of amusement or entertainment -

11. Nature of business -

12. Date of commencement of business

13. Name of members of the employer's family employed in the establishment and residing with the wholly dependent upon him -

Sl. No.	Name	Relationship	Male or Female	Adult or Child
(1)	(2)	(3)	(4)	(5)

14. Total No. of permanent employees -

Sl. No.	Name	Relationship	Male or Female	Adult or Child
(1)	(2)	(3)	(4)	(5)

15. Total No. of Temporary-/-Casual employees –

Sl. No.	Name	Relationship	Male or Female	Adult or Child
(1)	(2)	(3)	(4)	(5)

16. Total No. of learner Probationer employees –

Sl. No.	Name	Relationship	Male or Female	Adult or Child
(1)	(2)	(3)	(4)	(5)

The application must be accompanied by attested copy of the appointment letter issued to each of the permanent, temporary, casual probationer/-learner employees.

(Enter 'not applicable' in case any of the information sought for is not applicable to an establishment).

I testify that the particulars furnished above are true to the best of my information, knowledge and belief.

A copy of the challan dated depositing a sum of Rs. (Rupees) only at the Treasury at (name of the place) prescribed in Schedule I of the rules is attached for reference and needful.

_____ Yours faithfully,

Date

_____ Signature of the Employer with Designation

N.B.—Attestation should be done by a Gazetted Government servant or two persons of responsibility in the locality or in which the establishment is situated.

From 'O' was substituted *vide* Notification No. GLR (RC) 105/89/Pt IV/22, dt. 20-7-95 and published in The Assam Gazette Extraordinary No. 216, dt. 10-10-95.

FORM 'P'

Register of Shops and Establishments

[See Rules 46]

Part I - Shops -
Part II - Commercial Establishments -
~~Part III~~ - Establishment for
Public Entertainment or Amusements -

- (1) Serial No.
- (2) Number of Certificate of Registration and Date of Registration
- (3) Name of the Establishment
- (4) Name of the Employer with residential address
- (5) Name of the Manager/ Agent/ other person, if any, acting in the general management with residential address
- (6) Postal address and exact location of the establishment
- (7) Exact location of Office, store-room, godown, Ware-house, work place, if any, attached to an establishment, but situated in premises other than those of the establishment

FORM 'P' (Contd.)

Date of commencement of business	Name of business	Number of Members of employee's family	Number of other person occupying position of management	Total No. of Employee
		Adult Child	Adult Child	Adult Child

		Males	Females	Males	Females	of	Males	Females	Males	Females
						employees				
						engaged in				
						confidential				
						capacity				

(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
-----	-----	------	------	------	------	------	------	------	------	------

FORM 'P' (Contd.)

Free Paid

(19) Date of Inspection in connection with Registration

(20) Date of Registration and Number of Registration

(21) Date of Receipt of Notification of changes, if any

(22) Declared Weekly closure day in case of shop

(23) Declared weekly one and a half holiday in cash of establishments

(24) For Registration

(25) For renewal

(26) For changes

(27) For loss of Certificate

(28) Maximum Number of Employees for which Certificate granted

(29) Date of Renewal of Certificate

(30) Date of Cancellation of Certificate on Winding-up of an establishment

(31) Remarks

FORM 'Q'

Certificate of Registration

[See Rule 47]

Name of Establishment –

Name of Employer –

Address and Location of the Establishment –

No. of Employees –

Nature of Business

Registration No. —

Date

.....

Certified that under the Assam Shops and Establishments Act, 1971 and the rules framed there under –

(i) _____ the establishment bearing the above particulars has been registered this day of for a period of twelve months upto (here put the date) and the Registration Number is

The validity of the Certificate of Registration shall expire unless renewed before that date.

Office Seal and Date : — _____ Signature of
the _____ Inspector of
Shops _____
and
Establishments.

(ii) the validity of the Certificate of Registration issued to the establishment bearing the above particulars having expired on _____, is, on the employer's application under the Rule 49, renewed –

(a) for a period of twelve months upto

(b) for a further period of twelve months, upto

Office Seal and Date : — _____ Signature of the
_____ Inspector of
Shops _____
and
Establishments.

(iii) the information in the prescribed Form R by the employer under Rule 50 as requiring change in respect of the establishment bearing the above particulars have been registered this day of

Office Seal and Date : _____ Signature of the

_____ Inspector of
Shops and
Establishments.

FORM 'R'

Notice of Change in establishments

[See Rules 50]

1. _____ Name of Establishment –

2. _____ Address and Location –

3. _____ Number of Employer with Residential address –

Registration Certificate No. - _____ Date
.....

To,

The Inspector of Shops and Establishments,
.....
.....

Sir,

Notice is hereby given that the following change has taken place with effect from in respect of the particulars of information relating to my establishment forwarded in the statement under rule 45 in Form O, which please note.

The Certificate of Registration is enclosed herewith for amendment.

A copy of the challan depositing the fee of Rs. (Rupees) only on at the Treasury at (mention place) as specified in Schedule I is also sent herewith.

_____ Yours

faithfully,

Date : _____

_____ Signature of

the Employer

FORM 'S'

**Notice of winding-up of the business of the
Establishment**

[See Rule 51]

To,

The Inspector of Shops and Establishments,
.....
.....

Sir,

Notice is hereby given that I am winding-up the business of
my establishment with effect from

The Certificate of Registration No. dated
..... is surrendered herewith,

Name of Establishment –

Name of the Employer –

Address and Location –

Number of Employees affected –

Reasons for winding-up –

Date :

the Employer

____ Yours faithfully,

____ Signature of

FORM 'T'

**Notice of loss of Certificate of Registration or
renewed
Certificate of Registration**

[See Rule 51]

Name of Establishment –

Address and Location of the

Establishment –

Name of the Employer –

Certificate of Registration No.
.....

Date

To,

The Inspector of Shops and Establishments,

.....

.....

Sir,

This is to inform you that the Certificate of Registration No. dated which was issued in favour of the above establishment has been lost/destroyed /defaced.

Please issue a duplicate Certificate.

A Copy of the challan depositing the fee of Rs. (Rupees) only at a Treasury at (here mention the place) as specified in Schedule I is forwarded herewith for needful.

Date :

the Employer

____ Yours faithfully,
____ Signature of

***SCHEDULE-1**

[See Rules 45, 49, 50, & 52]

**Fees for Certificate of Registration, Renewal of
Registration, Issue of Duplicate Certificate of
Registration and for notice of change**

A. SHOPS -

Category of Shops	Fees for Regist- ration	Fees for Renew al	Fees for Dupli- cate copy	Fees for Notice of change	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

	Rs.	Rs.	Rs.	Rs.	
<u>1.</u> Self-employed small Shops (pan Ghumti type)	20	20	10	10	..
<u>2.</u> Shops with no employees	50	50	10	10	Shops dealing in stationeri es & other costly articles
<u>3.</u> Shops with 1 to 3 employees	100	100	10	10	..
<u>4.</u> Shops with 4 to 9 employees	200	200	10	10	..
<u>5.</u> Shops with 10 employees or more	300	300	10	10	..
<u>6.</u> Jewellery shops engaged in making	300	300	10	10	...

ornaments

<u>7.</u> Shops dealing in costly stones	500	500	10	10	..
------------------------------------------	-----	-----	----	----	----

* Substituted *vide* Notification No. GLR (RC) 105/89/47, dt. 5-9-90 and came into force with effect from 10-9-90.

B. COMMERCIAL ESTABLISHMENT -

Category of Shops	Fees for Registration	Fees for Renewal	Fees for Duplicate copy	Fees for Notice of change	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
	Rs.	Rs.	Rs.	Rs.	
<u>1.</u> Establishment ___ with no employee	100	100	10	10	..
<u>2.</u> Establishment ___ with 1 to 3 ___ employees	200	200	10	10	..
<u>3.</u> Establishment ___ with 4 to 9 ___ employees	300	300	10	10	..

<u>4.</u> Establishment ___with 10 or more ___employees	500	500	10	10	...
---------------------------------------------------------------	-----	-----	----	----	-----

**C. ESTABLISHMENT FOR PUBLIC ENTERTAINMENT OR
___AMUSEMENT -**

Category of Shops	Fees for Regist- ration	Fees for Renewal	Fees for Duplic ate copy	Fees for Notice of change	Remarks
(1)	(2) Rs.	(3) Rs.	(4) Rs.	(5) Rs.	(6)
<u>1.</u> Establishment ___with no employee	100	100	10	10	...
<u>2.</u> Establishment ___with 1 to 3 ___employees	500	500	10	10	...
<u>3.</u> Establishment ___with 4 to 9 ___employees	1000	1000	10	10	...

4. Establishment	1500	1500	10	10	...
with 10 or more					
employees					

NOTIFICATIONS

Dated 21st June, 1976

No. GLR.290/76/3 – In exercise of the powers conferred by Sub-Section (2) of the Section 10 of the Assam Shops and Establishments Act, 1971 the Governor of Assam is pleased to fix the opening hours and closing hours of all Shops to which the said Act applies as under with immediate effect.

Opening Hour	----	8.00 A.M.
Closing Hour	----	7.45 P.M.

This cancels all previous notification issued on the subject of opening and closing hours of shops.

_____ **T.S. Gill**
_____ Secretary to the Govt. of Assam
_____ Labour Department

Dated 21st June, 1976

No. GLR.290/76/4 – In exercise of the powers of conferred by Sub-Section (4) of Section 1 of the Assam Shops and Establishments Act, 1971 the Governor of Assam is pleased to specify that the said Act shall apply also to all Town Committees declared or constituted under the provisions of the Assam Municipal Act, 1956 with immediate effect.

_____ **T.S. Gill**

Secretary to the Govt. of Assam
Labour Department

Dated 21st June, 1976

No. GLR.290/76/5 – In exercise of the powers conferred by Sub-Section (1) of Section 7 of the Assam Shops and Establishment Act, 1971 the Governor of Assam is pleased to direct the subject to the provisions of the Sub-Section (2) of that said Act, the provisions of the Payment of Wages Act, 1936 shall apply to all the establishment the which the Assam Shops & Establishments Act, 1971 applies with immediate effect.

T.S. Gill

Secretary to the Govt. of Assam

Labour Department

Dated 21st June, 1976

No. GLR.290//76/6 – In exercise of the powers conferred by Sub-Section (1) of Section 25 of the Assam Shops and Establishments Act, 1971 the Governor of Assam is please to appoint the following offers of the Labour Department as Inspectors for the purposes of the said Act within their respective Jurisdictions with immediate effect: -

1. All Labour Inspectors.
2. All Labour Officers.
3. All Assistant Labour Commissioners.

T.S. Gill

Secretary to the Govt. of Assam

Labour Department

Dated 18th November, 1981

No. GLR. 545/81/2 – In exercise of the powers conferred under Section 33 of the Assam Shops and Establishments Act, 1971 the Governor of Assam is please to authorise all the District Magistrates and SDO's (Civil) to exercise all the powers vested in the State Government under the Act except the powers mentioned in Section 34.

S.K. Sonowal

Deputy Secretary to the Govt. of Assam
Labour and Employment Deptt.

Dated 8th March, 1988

No. GLR. (RC) 77/80/16 – In exercise of the powers conferred under Sub-Section (4) of Section 1 of the Assam Shops and Establishment Act, 1971 (Assam Act, XXI of 1974) read with Clause (b) sub-paragraph (1) of paragraph 12 of Sixth Schedule of the Constitution, the Governor of Assam is pleased to order that the Act, shall apply to all Shops, commercial establishments or

establishment for public entertainment or amusement in Karbi Anglong and North Cachar Hill Districts including such establishments in Municipal areas.

G.C. Khound

Secretary to the Govt. of Assam,
Labour and Employment Department.

Dated 31st October, 1989

No. GLR. (RC) 77/80/27 – In exercise of powers conferred by Sub-Section (4) of Section-I of the Assam Shops and Establishment Act, 1971 (Assam Act XXI of 1974), the Governor of Assam is pleased to notify that the Assam Shops and Establishments Act, 1971 (Assam Act XXI of 1974) shall apply immediate effect to all shops, commercial establishments or establishments for public entertainments or amusement within the Guwahati Municipal

Corporation Areas notified under the Guwahati Municipal Corporation Act, 1969.

S.K. Purakayastha

Commissioner & Sect. to the Govt. of Assam,
Labour & Employment Department

Dated 3rd January, 1992

No. GLR. (RC) 77/80/33 – In exercise of the powers conferred by Sub-Section (1) of Section 17 of the Assam Shops and Establishments Act, 1971 (Assam Act XXI of 1974), the Governor of Assam is hereby pleased to order that the provisions of the Payment of Wages Act, 1936 (Central Act 4 of 1936), shall apply, to

all the employees employed in establishments to which the Assam Shops and Establishments Act, 1971 applies with immediate effect.

P.K. Das

Joint Secretary to the Govt. of Assam,
Labour and Employment Department.

Dated 18th December, 1993

No. GLR. 364/88/67 – In exercise of the powers conferred under Section 4 of Section I of the Assam Shops and Establishment Act, 1971, the Governor of Assam is pleased to extend the applicability of the provisions of the Assam Shops and Establishment Act, 1971 in the following places/areas with immediate effect.

<u>1.</u> North Cachar District -	Umrangso
<u>2.</u> Karbi Anglong District -	Momran and Manje Chariali
<u>3.</u> Goalpara District -	Krishnai and Dudhnoi
<u>4.</u> Morigaon District -	Jagiroad
<u>5.</u> Nagaon District -	Raha, Deboka, Kampur and Jakhalabandha
<u>6.</u> Golaghat District -	Sarupathar and Barpathar
<u>7.</u> Jorhat District -	Kamalabari, Garhmurh, Teok, Deberapara Chariali (Nakachari), Titabar.
<u>8.</u> Tinsukia District -	Chapakhowa, Panitola, Barhapjan, Ledo and Margherita.
<u>9.</u> Dibrugarh District -	Moran, Tingrai Chariali & Namrup
<u>10.</u> Dhubri District -	Mankachar
<u>11.</u> Bongaigaon District -	Dhaligaon and North Salmara
<u>12.</u> Kokrajhar District -	Salakati, Sarfanguri & Bhoomka
<u>13.</u> Darrang District -	Rowta Chariali Sipajhar, Orang and Dalgaon
<u>14.</u> Kamrup District -	Baihata Chariali, Bejera, Hajo,

- Meerza, Nagarberra, Bijoynagar,
Goreswar and Kamalpur.
15. Nalbari District - Mukalmua, Tamulpur, Barama,
Daulashal and Chamata.
16. Barpeta District - Bhalla, Simalguri and
Patacharkuchi.
17. Lakhimpur District - Narayanpur and Laluk
18. Sonitpur District - Gohpur
19. Dhemaji District - Hojai and Silapathar, Gogamukh
20. Cachar District - Kalain, Lakhipur and Udarbund
21. Sibsagar District - Bhojo, Sapekhata & Gaurisagar
22. Hailakandi District - Pachgram
23. Karimganj District - Patharkandi and
Ramkrishnanagar.

J. P. Rajkhowa

Commissioner & Secy. to the Govt. of Assam,
Labour & Employment Department

Dated 18th December, 1993

No. GLR. 364/88/66 – In exercise of the powers conferred under Section 25 of Chapter VII of the Assam Shops and Establishment Act, 1971 the Governor of Assam is pleased to appoint the following Officers as Inspector to exercise the powers to enforce the provisions of the above mentioned Act and the Rules there under, within their local jurisdictions, with immediate effect.

1. Labour Inspector (Agril.) - Nazira, Dist. Sibsagar

2. - do - - Narayanpur, Dist. Lakhimpur
3. - do - - Nawbaicha, Dist. Lakhimpur
4. - do - - Mazuli, Dist. Jorhat
5. - do - - Bokakhat, Dist. Golaghat
6. - do - - Sarupathar, Dist. Golaghat
7. - do - - Mazbat, Dist. Darrang
8. - do - - Bihali, dist. Sonitpur
9. - do - - Khoirabari, Dist. Darrang
10. - do - - Dhekiajuli, Dist. Sonitpur
11. - do - - Hapjan, Dist. Tinsukia
12. - do - - Kokapathar, Dist. Tinsukia
13. - do - - Khowang, Dist. Dibrugarh
14. - do - - Joypur, Dist. Dibrugarh
15. - do - - Rangia, Dist. Kamrup
16. - do - - Chaigaon, Dist. Kamrup
17. - do - - Bhabanipur, Dist. Barpeta
18. - do - - Rupsi, Dist. Barpeta
19. - do - - Lanka, Dist. Nagaon
20. - do - - Batadroba, Dist. Nagaon
21. - do - - Mayong, Dist. Morigaon
22. - do - - Patharkandi, Dist. Karimganj

23. - do - - Lakhipur, Dist. Cachar
24. - do - - Udaband, Dist. Cachar
25. - do - - Dudhnoi, Dist. Goalpara
26. - do - - Mankachar, Dist. Dhubri
27. - do - - Bilasipara, Dist. Dhubri
28. - do - - Gossaigaon, Dist. Kakrajhar
29. - do - - Rongkhawang, Dist. Karbi
Anglong
30. - do - - Kaliabar, Dist. Nagaon
31. - do - - Titabar, Dist. Jorhat
32. - do - - Hailakandi, Dist. Hailakandi
33. - do - - Demow, Dist. Sibsagar
34. - do - - Kakrajhar, Dist. Kokrajhar
35. - do - - Dayang ~~Valley~~Valley, Dist. N.C.
Hills
36. - do - - Bokajam, Dist. Karbi Anglong
37. - do - - Hawraghat, Dist. Karbi Anglong
38. - do - - Jatinga Valley, Dist. N.C. Hills
39. - do - - Sonari, Dist. Sibsagar.

The Chief Inspector of Shops and Establishment, Assam is authorised to earmark the jurisdictions of the above Inspectors immediately for proper implementation of the Act.

J.P. Rajkhowa |

Commissioner & Secy. to the Govt. of Assam,
Labour & Employment Department

Dated 26th December, 2000

No. GLR (RC) 105/89/Pt-I/141 – In exercise of the powers conferred by Section 5 of the Assam Shops & Establishment Act, 1971 (Assam Act XXI of 1974) the Governor of Assam is pleased to exempt all Information Technology (IT) and IT enabled services establishment from the purview of Section – 6, 9, 10, of the said Act for a period of 2 (Two) years.

N.C. Barooah

Commissioner & Secy. to the Govt. of Assam
Labour and Employment Department, Dispur

Dated 31st August, 2001

No. GLR. (RC) 105/85/Pt/153 – In exercise of the powers conferred under Sec. 5 of the Assam Shops & Estt. Act, 1971, the Governor of Assam is pleased to exempt NEDFI IT Park Guwahati, in public interest from the operation of Sec. 20 of the said Act for a period of 2 years in respect of employment of a women workers subject to the following conditions:

1. An adult women worker may be allowed to work between 7 P.M. & 6 A.M. with her consent given in writing.
2. No women worker shall be require to work for more than 8 (eight) hours in any day nor for more than 48 hours in a week.
3. If a women worker is called for work any time between 7 P.M. and 6 A.M., the employers shall make necessary arrangements on own expense for her transport from her residence to working place and back.

B.B. Hagjer

Secy. to the Govt. of Assam
Labour & Employment Department

Dated 2nd November, 2001

No. GLR (RC) 167/90/58 – The following draft rules further to amend the Assam Shops and Establishment (Amendment) Rules, 1990 which the Governor of Assam proposes to make in exercise of the powers conferred by Section 34 of the Assam Shops and Establishment Act, 1971 (Assam Act of XXI of 1974) are hereby published as required under Sub-Section (I) of the said Section, for

the information of all persons likely to be affected thereby and notice is hereby given that the said draft rules will be taken into consideration after the expiry of the period of thirty days from the date of publication of this notification in the Official Gazette.

Any objections or suggestions which may be received from any person with respect to the said draft rules before the expiry of the period specified above shall be considered by the Governor.

DRAFT RULES

Short title and 1. (a) These rules may be called the commencement Assam Shops and Establishments (Amendment) Rules, 2001.

(b) They shall come into force on the date of their publication in the Official Gazette.

Substitution of ~~2.~~ 2. In the Assam Shops and Schedule I. Establishment Rules, 1976 (as amended upto date) for Schedule-I, the following Schedule shall be substituted, namely: -

SCHEDULE – 1

[See Rules 45, 49, 50 & 52]

Fees for Certificate of Registration, Renewal of
Registration, Issue of Duplicate Certificate of
Registration and for notice of change.

A. SHOPS -

Category of Shops	Fees for Registration	Fees for Renewal	Fees for Duplicate copy	Fees for Notice of change	Remarks
(1)	(2) Rs.	(3) Rs.	(4) Rs.	(5) Rs.	(6)
<u>1.</u> Self-employed ___small Shops (pan ___Ghumti type)	30	30	20	20	...
<u>2.</u> Shops with no employees	75	75	20	20	Shops dealing in stationeries & other costly items.
<u>3.</u> Shops with 1 to 3 ___employees	150	150	20	20	...
<u>4.</u> Shops with 4 to 9 ___employees	300	300	20	20	...
<u>5.</u> Shops with 10 ___employees or ___more	450	450	20	20	...
<u>6.</u> Jewellery shops ___engaged in	450	450	20	20	...

___making						
___ornaments						
<u>7.</u> Shops dealing in	750	750	20	20	...	
___costly stones						

B. COMMERCIAL ESTABLISHMENT -

Category of Shops	Fees for Registration	Fees for Renewal	Fees for Duplicate copy	Fees for Notice of change	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
	Rs.	Rs.	Rs.	Rs.	
<u>1.</u> Establishment	150	150	20	20	...
___with no employee					
<u>2.</u> Establishment	300	300	20	20	...
___with 1 to 3					
___employees					
<u>3.</u> Establishment	450	450	20	20	...
___with 4 to 9					
___employees					
<u>4.</u> Establishment	750	750	20	20	...

___with 10 or more
___employees

C. ESTABLISHMENT FOR PUBLIC ENTERTAINMENT OR

___AMUSEMENT -

1. Establishment 150 150 20 20 ...

___with no employee

2. Establishment 750 750 20 20 ...

___with 1 to 3

___employees

___(Hotel,

___Restaurants)

3. Establishment 1500 1500 20 20 ...

___with 4 to 9

___employees

4. Establishment 2250 2250 20 20 ...

___with 10 ~~or more~~

___employees or

___more

