



# The Mizoram Gazette

## EXTRA ORDINARY

### *Published by Authority*

RNI No. 27009/1973

Postal Regn. No. NE-313(MZ) 2006-2008

Re. 1/- per page

---

 VOL - XLI Aizawl, Friday 13.1.2012 Pausa 23, S.E. 1933, Issue No. 12
 

---

#### NOTIFICATION

No.A-47012/5/2009-L&E. In exercise of the powers conferred by Section 28 of the Mizoram Shops and Establishment Act, 2010 (Act No. 14 of 2010), the Governor of Mizoram is pleased to make the following rules, namely:-

#### CHAPTER - I

##### Preliminary

1. **Short title, extent and commencement.**
  - (1) These rules may be called the Mizoram Shops and Establishments Rules, 2011.
  - (2) They shall extend to the whole of Mizoram.
  - (3) They shall come into force from the date of their publication in the official Gazette.
  
2. **Definitions.** - In these rules, unless there is anything repugnant in the subject or context.
  - (a) 'Act' means the Mizoram Shops and Establishments Act, 2010.
  - (b) 'Appellate authority' means the authority set up under these rules;
  - (c) 'Chief Inspector' means a person appointed as such under sub section 2 of section 21 of the Act not below the rank of 'Deputy Labour Commissioner' to be appointed by the department of LE&IT
  - (d) '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 and wholly dependent upon him/them
  - (e) 'Form' means a form appended to these rules;
  - (f) 'Government' means the Government of Mizoram;
  - (g) 'Rule' means rules framed under the Act;
  - (h) 'Schedule' means a Schedule appended to these rules;
  - (i) 'Section' means a section of the Act;
  - (j) '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 Time;
  - (k) Words and expressions used in the Act and not defined in these Rules shall have same meaning assigned to them in the Act.

**CHAPTER-II  
REGISTRATION OF ESTABLISHMENTS**

**3. Registration of establishment and application for registration -**

Within thirty days from the date 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 authorized by him in this behalf in Form 'A' prescribed for the purpose in duplicate and in print together with the original copy of the treasury challan depositing the requisite amount of fees as 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 by him, to get his establishment registered or the registration of his establishment renewed on or before a date specified in the order issued in this behalf.

**4. Register of shops and establishments -**

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

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

**5. Issue of Certificate of Registration -**

On receipt of the application in the prescribed Form 'A' and the original copy of the treasury challan depositing the fees, the Chief Inspector or the Officer authorized 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 'C' issue Certificate of Registration to the employer:

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

**6. 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 at ease by any person whom it concerns and shall be replaced by a fresh one whenever it becomes defaced or ceases to be legible.
- (2) Every employer in an establishment shall display the Certificate of Registration or the Renewed Certificate of Registration, as the case may be, issued under rule 5 in a conspicuous place in the establishment.

**7. Renewal of certificate of registration. -**

An application for the renewal of a Certificate of Registration shall be submitted in the prescribed Form 'A' within three months after the date of expiry of the Certificate of Registration, as the case may be and shall be accompanied by the current Certificate of Registration together with the original receipt of depositing such fees as are prescribed in Schedule I and the Chief Inspector or the Officer

authorized 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 'C' after making relevant entries in the appropriate part of the Register of Shops and Establishment.

**8. 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 authorized by him in this behalf, in the prescribed Form 'D' together with the original receipt of depositing the requisite fees, for any change in respect of any particulars contained in the statement submitted under sub-rule (1) of rule 3 within two months after the change has taken place.
- (2) The Chief Inspector or the Officer authorized by him in this behalf on receiving the prescribed notice of change together with the original receipt of depositing the required fees shall, on being satisfied about the correctness of the change of particulars, make the required change in the Register of Shops and Establishments, in accordance with such notice and shall amend the current Certificate of Registration or issue a fresh Certificate of Registration, if necessary.

**9. Notice of winding-up of establishments. -**

(1) The employer shall, within ten days of the winding-up of the business of his establishment notify to the Chief Inspector or the Officer authorized by him in this behalf in the prescribed Form 'E' accompanied by the Certificate of Registration. The Chief Inspector or the Officer authorized 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:

(2) Provided that if the Chief Inspector or the Officer authorized 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 may 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.

**10. Loss of Certificate of Registration. -**

If any Certificate of Registration issued under rule 5 or a renewed Certificate of Registration issued under rule 7 is lost, destroyed or defaced the employer shall forthwith report the matter and make an application in the prescribed Form 'F' accompanied by the original receipt depositing the required fees specified in Schedule I and the Chief Inspector or the Officer authorized by him in this behalf shall issue a duplicate copy of the Certificate of Registration duly stamped with the words 'DUPLICATE' in red ink.

**11. Non-transferability of Certificate of Registration. -**

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

**12. Certificate of Registration on transfer of ownership of Establishment.**

- (1) In case the ownership of an establishment is transferred the employer shall, within two months of such transfer, notify the fact of transfer and surrender the Certificate of Registration or the

renewed Certificate of Registration, as the case may be, to the Chief Inspector or the Officer authorized 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 authorized 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 alterations 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.

**13. Enquiry in connection with registration, renewal, etc. -**

The Chief Inspector or the Officer authorized 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.

**14. 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 Account of the Mizoram Shops and Establishments, Department of Labour, Employment & Industrial Training for registration under this rules, and the original copy of the receipt 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 form duly filled in and signed.

**15. 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 authorized 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.

### CHAPTER -III HOURS OF WORK

**16. Register of hours of work and interval for rest. -**

Every employer in an establishment shall maintain a register in Form 'G' 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.

**17. Register of overtime work and payment of overtime wages. -**

Every employer in an establishment shall maintain a register in Form 'H' 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.

**18. Overtime Slip**

In addition to recording the full particulars of the overtime work done by an employee on any day in the register prescribed for the purpose, over-time slips in Form 'I' 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 authorized 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.

#### CHAPTER- IV HOLIDAYS

##### 19. Notice of weekly closure of Shops.

- (1) Every employer of a shop shall display closure notice in Form 'J' specifying the day of the week on which the shop shall remain entirely closed.
- (2) Every employer of a shop before displaying the weekly closure notice in Form 'J' 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.

##### 20. Notice of Weekly Holidays in Establishments.

- (1) The employer in all the establishments and commercial establishments as specified under sub-section 5 and 9 of section 2 of section 2 of the Act, shall display in the establishment a Notice in Form 'K' 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 'K' 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 for 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.

##### 21. 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 provisions of the Act and these Rules.

#### CHAPTER- V LEAVE

##### 22. 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 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 orders, 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 according to convenience of work in the establishment:

Provided further that all refused 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.

**23. Casual leave. -**

Ordinarily Casual Leave of absence shall not be admissible for more than five 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 the probable duration of such absence with reasons thereof.

**24. Medical leave. -**

Grant or extension of medical leave on grounds of sickness incurred or accident sustained, if due shall not be refused when prayed for 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 thinks fit and undertakes or defrays the cost involved, require the employee by an order in writing to be examined by the nearest Health Officer under the State Government, and if the employee refuses to submit to such examination or is certified on such examination he/she is certified to be fit for duty, the employer may refuse the leave or extension thereof as the case may be.

**25. Combination of medical leave with privilege leave. -**

Leave on medical certificate allowed under Rule 24 above may be combined with privilege leave if due under the Act.

**26. Prohibition of alteration of nature of leave. -**

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

**27. Intimation of employee's address on leave.-**

Every employee praying 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.

**28. 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.

**29. Unauthorized 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 absentee employee explains the reasons of his absence to the satisfaction of the employer, the latter may regularize the period of unauthorized absence by grant of such leave as may be due to the employee and treat the remaining 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 unauthorized 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 latter 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 27 or in its absence, to the address last given by the persons employed.

**CHAPTER- VI**  
**PRESCRIBED AUTHORITY AND NOTICE OF DISMISSALS**

**30. 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 (2) of Section 18 of the Act, notwithstanding any interruption in service during those six months brought about (a) by sickness accident or authorized leave (including authorized 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 days in the aggregate, and authorized leave shall be 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.

**31. Time within which appeal can be submitted.**

- (1) An employee, whose service has been dispensed with for an alleged contravention of the provisions of sub-section (2) of section 18 of the Act may, within thirty days of the date of termination of service, make an appeal to the appellate authority.
- (2) The appellate authority may, however, entertain an appeal after the expiry of the aforesaid period of thirty days if he is satisfied that the appellant had sufficient cause for not preferring the appeal within such period.

**32. 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 'L' to the appellant and in Form 'M' to the employer, whose order is appealed against to appear in person or by a duly authorized 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 'N' and it shall be carried out by the employer concerned within the period specified by the appellate authority.

**33. Recovery of sums of money under section 18. -**

When any sum of money is due from an employer under sub-section (4) or (6) 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.

**34. 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 acknowledgement 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 'O' in the case of every person who is:-

- (i) already in the employ of the establishment within thirty days from 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 commences 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 employ and has already been furnished with a letter of appointment in any other form substantially containing the particulars specified in the Form.

**35. Employee's liability to give prior notice:**

An employee in an establishment who has put in three months' 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- VII  
EMPLOYMENT OF CHILDREN AND YOUNG PERSON**

**36. 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- VIII  
HEALTH AND SAFETY**

**37. Times and methods of cleansing establishments.**

- (1) Subject to the provisions of 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, ceilings and tops be plastered or not) and all the passages and stair cases shall be lime-washed or colour-washed at least once a year, unless in the opinion of the local Inspector such walls, ceilings, passages or stair cases require to be lime-washed or colour-washed earlier;
  - (b) all the beams, rafters, doors, window frames and other wood work with the exception of floors shall be either painted or varnished once in two years.
- (2) Nothing in this rule shall 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;
- (3) All floors, passages and stairs shall be swept, washed and dried (wherever necessary with mixtures or detergents or deodorizers) 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 silages water or sewage shall be constructed of impermeable 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 'P'
- (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 of 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 'Q' 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 places sufficient number of spittoons in a clean and hygienic condition 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 numbers for the use of the employees thereof. The walls, ceilings and partitions of every latrine and urinal 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 month. All latrines and urinals shall be adequately lighted, ventilated and at all times maintained in a clean and sanitary condition.

**38. Ventilation. -**

In every work room or hall of an establishment windows and other forms 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.

**39. 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 person is within the room.
- (3) In every establishment buckets and or chemical fire extinguishers preferably the latter shall be provided in suitable numbers and at suitable sites according to nature of work carried on and the size of the premises.
- (4) In every establishment dealing in or with inflammable substances there shall be a warning notice in writing conspicuously displayed that no person shall smoke or use a naked light or cause or permit any such light to be used in the immediate vicinity of any inflammable material.

**40. Safety.**

- (1) Every dangerous part of a 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 employee 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 free by the employer.

**CHAPTER- IX  
ENFORCEMENT AND INSPECTION**

**41 Powers and functions of Inspector.**

- (1) The duties of the Inspector appointed under section 21 of the Act 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 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 or wages are duly observed;
  - (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 register, records and notices required to be maintained and displayed under the Act and the rules are properly maintained 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 Section 22 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.
  - (6) The Chief Inspector or an Inspector shall have powers to point out all such defects or irregularities as he may have observed in course of inspection and to give orders for their removal and to record and furnish to the employer a summary of the defects or irregularities and of his orders.
  - (7) 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.
  - (8) The power under the provision of sub-section (3) of Section 13 shall be exercised by the Labour Officer or the Assistant Labour Officer who has been appointed Inspector under the Act.

**42. 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 or periods for which the establishment may be exempted by notification under Section 3 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.

**43. 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 thereof 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 Rules or any order or notifications 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 case 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 a fresh one.
- (5) The Inspector within the limits of his jurisdiction shall inspect each establishment at least once in three months.

**44. Appeal from an Inspector's orders or recommendation.**

- (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 or 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 ten rupees. It shall be signed by the appellant or, on his behalf, by an authorized 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- X OFFENCES AND PENALTIES

##### 45. Penalties.

- (1) Whoever contravenes any of the provisions of these Rules, except in the case of rules 21 and 36 and which is already provided in the Act, shall, on conviction, be punished with fine which may extend to five hundred rupees, and where the breach is a continuing one, with a further fine which may extend to fifty rupees, for every day, after the first during which the breach continues.
- (2) If any one contravenes the provisions of rule 21 shall be, on conviction, be punished with fine which may extend to five hundred 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 provision 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 material particular; Shall, on conviction, be punished with fine which may extend to five hundred rupees and where the breach is a continuing one with a further fine which may extend to fifty rupees, for every day, after the first, during which the breach continues.

##### 46. Determination of employer for the purposes of the Rules.

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 offences 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 purposes of these rules and such individual shall, so long as he is so resident, be deemed to be the employer for the purposes of these rules, until further notice cancelling 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, any one of the directors thereof, or in the case of a private company, 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 the 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 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.

**47. 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 thereunder, 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.

**48. Penalty for obstructing Inspector. -**

Whoever willfully obstructs an 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 establishment from appearing before or being examined by an Inspector, shall, on conviction, be punished with fine which may extend to five hundred rupees.

**CHAPTER- XI  
MISCELLANEOUS**

**49. Maintenance of register of employment.**

- (1) Every employer in an establishment shall maintain a register of employment in Form 'R'
- (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 'R' shall bear the signature of the employee and the employer shall authenticate the entries under his signature.
- (4) If an 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 that 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.

**50. Register of leave. -**

The employer shall maintain a Register of Leave in Form 'S' and particulars of application 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.

**51. Leave card.**

- (1) The employer shall provide each employee with a card called the 'Leave Card' in the same Form 'S' 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 rupees and shall complete it from the records in Leave Register.

**52. 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 or Mizo, and the date 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/ retirement/ termination/dismissal /resignation of an employee.

- (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 authorized to do so by the employer.

**53. Suspension of the provision of the Act. -**

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

- (a) Chapchar Kut
- (b) Good Friday
- (c) Diwali
- (d) Christmas
- (e) Id-UI-Fitr
- (f) Any other occasion as may be specified by the Government.

**54. 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 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.

**Nikhil Kumar**  
Secretary  
Labour, Employment & Industrial Training Department  
Government of Mizoram.

FORM I  
Overtime slips  
[See Rule 18]

**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.)

Signature of Employer/  
Authorized person.

Date .....

FORM I  
Overtime slips  
[See Rule 18]

**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.)

Signature of Employer/  
Authorized person.

Date .....

**FORM 'J'**  
**Notice of the Weekly Closure**  
[See Rule 19]

(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 this notice.

**EVERY ..... OF THE WEEK**

Counter Signature of the  
Inspector of Shops and  
Establishment

Signature of the employer/the  
Manager/Agent or any other  
authorized person acting in the  
General management

Designation

Date .....

Date .....

Office Seal of the Inspector with

Date .....

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

**FORM 'K'**  
**Notice of Weekly Holidays**  
 [See Rule 20]

(To be displayed in the Establishment)

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

Address :

Registration No.

Until further notice employee 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  
 Establishment

Signature of the Employer/  
 the Manager/Agent or any  
 Other authorized 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 Labour Inspector .....  
 ..... Mizoram.

Ex-12/2012

20

**FORM 'L'**  
**Notice of the employee under Section 18(3)**  
[See Rule 20]

To

Shri .....  
Address .....  
.....

Your appeal dated ..... has been posted for hearing on the ..... day of ..... 20 .....  
A.M/P/M ..... at .....

You 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.

Official Seal

.....  
Appellate Authority.  
Date .....

**FORM 'M'**  
**Notice of the employer under Section 18(3)**  
[See Rule 32]

To

Shri .....  
Address .....  
.....

Shri ..... has appealed to the Appellate Authority under sub-section (3) of section 18 of the Mizoram Shops and Establishment Act, 2010, against the orders of the termination of his services by you. A copy of his appeal petition is 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

.....  
Date Appellate Authority

**FORM 'N'**  
**Record of Decision/Order of the Appellate Authority.**  
**[See Rule 32 (2)]**

1. Serial Number.
2. Date of application/appeal.
3. Date of Receipt of application/appeal.
4. Name or names of the applicants/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 'O'**  
**Letter of Appointment**  
**[See Rule 34]**

Name of the Establishment .....  
Registration No .....  
Name of Employer .....  
Address .....

To

You, Shri/Shrimati ..... is hereby  
appointed on Probation for a period of three months on temporary basis  
To casual basis  
for the period from .....  
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.
- (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

Date.....

N.B. Strike off whichever is inapplicable.

**FORM 'P'**  
**Record of lime-washing, painting etc.**  
 [See Rule 37 (7)]

Description of part of the establishment i.e., name of room etc.	Parts limewashed colour washed, painted or varnished e.g. walls, ceilings wood works, etc.	Treatment whether limewashed or colour washed, painted or varnished.	Date on which lime washing, colour washing, painting or varnishing was carried out accor- ding to the English Calendar.	Signature of the employer.	Remarks.
1	2	3	4	5	6

**FORM 'Q'**  
**Certificate of Fitness (Communicable Diseases)**  
**[See Rule 37 (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)

.....  
Signature of competent Medical Officer

Registration No. ....

Date .....



Hours worked on Wednesday				Hours worked on Tuesday			
Time at which employment commences	Time at which employment ceases	Interval for rest	Signature of the employee	Time at which employment commences	Time at which employment ceases	Interval for rest	Signature of the employee
16	17	18	19	20	21	22	23

  

Hours worked on Friday				Hours worked on Saturday			
Time at which employment commences	Time at which employment ceases	Interval for rest	Signature of the employee	Time at which employment commences	Time at which employment ceases	Interval for rest	Signature of the employee
24	25	26	27	28	29	30	31

.....  
Signature of the employer

**Notes :**

- (i) The mark 'H' shall be made in the column relating to any day on which a holiday is given in accordance with the Notices referred to in Rule 19(1) or 20(1)
- (ii) The mark 'A' shall be made if an employee is absent on any day.
- (iii) The entries under the 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 employer 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 to any day on which the employee was allowed Compensatory Holiday as per Government orders, if any.

**FORM 'H'**  
**Register of overtime work and payment of overtime wages**  
**[See Rule 17]**

For the week ending on \_\_\_\_\_

Name of the Establishment : .....

Name of the Employer : .....

Address : .....

Registration No : .....

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

.....  
Signature of the Employer

Date .....

**FORM 'R'**  
**Register of Employment**  
**[See Rule 49]**

Name of the Establishment : .....

Registration No : .....

Address : .....

Name of the Employer : .....

Serial No.	Name of the Employee	Father's name or Husband's name in case of married	Date of Birth	Post held or nature of job performed	Date of appointment	Status Probationer/ Temporary/Casual/ Permanent	Signature of the employee
1	2	3	4	5	6	7	8

Rate of Increment	Basic Pay	Dearness allowance	Other allowances	Free Board and/or Lodging	Concessional supply of food grains and/or other articles, if any	Signature of the employee
9	10	11	12	13	14	15

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



Extended			Balance Leave to Credit, if any	Leave, if refused in Part or Full			
From	To	No. of days		From	From	Reasons of Refusal	Normal rate of wages including Dearness Allowance, etc., if any
16	17	18	19	20	21	22	23

WAGES			
Cash equivalent of supply of meals and scale of food grains or other articles at concessional rate	Wages paid during the leave period	Remark	Signature of the Employee in a quittance of payment received
24	25	26	27



## Casual Leave

Period of twelve month's continuous service	No. of days of leave at credit		Date of application for leave	Leave applied for			Leave allowed			Leave availed		
	From	To		From	To	No. of days	From	To	No. of days	From	To	No. of days
1	2	3	4	5	6	7	8	9	10	11	12	13

From	To	No. of days	Balance of leave at credit if any	Leave, if refusal		Wages					
				From	To	Reasons of refusal	Normal rate of wages including dearness allowance, etc., if any	Cash equivalent to supply of meals and sale of food grains or other article at concessional rates	Remarks	Wages paid	Signature of the Employee in acquaintance of payment received
14	15	16	17	18	19	20	21	22	23	24	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 'A'**  
**Application for certificate of Registration of Establishments,**  
**(and also periodic renewal thereof)**  
*[See Rules 3 and 7]*

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 5 of the Mizoram Shops and Establishment Act, 2010 and the Rules framed thereunder.

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 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 employe's family employed in the establishment and residing with and 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.

Copy of the receipt of depositing a sum of Rs. .... (Rupees .....)  
only at ..... (name of the place prescribed in Schedule I of the rules is attached for reference and needful).

Dated .....

Yours faithfully,

Signature of the Employer with Designation

*N.B. - Attention should be done by a Gazette Government servant or two persons of responsibility in the locality or in which the establishment is situated. Form 'O' was substituted vide Notification .....*



**FORM 'B' (Contd.)**

Total No. of																
Adult	Child															
Male																
Females																
Males																
Females																
Date of Inspection in connection with Registration																
Date of Registration and no. of Registration																
Date of Receipt of Notification of changes, if any																
Declared weekly closure day in case of shop																
Declared Weekly one and half holiday in case of establishments																
Fees Paid																
For Registration																
For renewal																
For charges																
For loss of Certificate																
Maximum No. of Employees for which Certificate granted																
Date of Renewal of Certificate																
Date of Cancellation of Certificate on Winding-up of an establishment																
Remarks																
15	16	17	18	19	20	21	22	23	24	25	25	27	28	29	30	31

**FORM 'C'**  
**Certificate of Registration**  
 [See Rule 5]

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 Mizoram Shops and Establishment Act, 2010 and the rules framed thereunder -

(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.

(iii) 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 7, renewed-

(a) for a period of twelve months up-to.....

(b) For a further period of twelve months, upto .....

Official Seal and Date:

Signature of the Inspector of  
Shop and Establishments.

(iii) the information in the prescribed Form R by the employer under Rule 8 as requiring change in respect of the establishment bearing the above particulars have been registered this .....

Official Seal and Date:

Signature of the Inspector of  
Shop and Establishments.

**FORM 'D'**  
**Notice of change in Establishment**  
[See Rule 8]

- 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 3 in Form O, which please note.

The Certificate of Registration is enclosed herewith for amendment.

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

Yours faithfully,

Signature of the employer

Dated .....

**FORM 'E'**  
**Notice of winding-up of the business of Establishment**  
[See Rule 9]

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 Employer -

Address and Location -

Number of Employees affected -

Reasons for winding-up -

Yours faithfully,

Signature of the employer

Date .....

**FORM 'F'**  
**Notice of loss of Certificate of Registration or Renewed Certificate of Registration**  
 [See Rule 10]

1. Name of Establishment -
2. Address and Location of the Establishment -
3. Number of Employer -  
 Certificate 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 receipt of depositing the fee of Rs ..... Rupees ..... ) only at (here mention the place) as specified in Schedule I is forwarded herewith for needful.

Yours faithfully,

Signature of the employer

Date .....

**\* SCHEDULE - I**  
**[See Rules 3, 7, 8 & 10]**

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

<b>A. SHOP -</b>					
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.	
1. Ghumti type shall, Self-employed small Shops	50	50	10	10	
2. Shops with no employee (Run by the Proprietor)	100	75	20	20	
3. Shops with 1 to 3 employees	150	100	20	20	
4. Shops with 4 to 9 employees	300	200	20	20	
5. Shops with 10 employees or more	400	300	20	20	
6. Jewellery shops engaged in making ornaments	500	400	20	20	
7. Shops dealing in costly stones	700	500	20	20	

<b>B. COMMERCIAL ESTABLISHMENT</b>					
<b>Category of Shops</b>	<b>Fees for Registration</b>	<b>Fees for Renewal</b>	<b>Fees for Duplicate copy</b>	<b>Fees for Notice of change</b>	<b>Remarks</b>
1	2	3	4	5	6
	Rs.	Rs.	Rs.	Rs.	
1. Establishment with no employee (Run by the Proprietor)	100	75	20	20	
2. Establishment with 1 to 3 employees	300	200	20	20	
3. Establishment with 4 to 9 employees	400	300	20	20	
4. Establishment with 10 or more employees	500	400	20	20	

<b>C. ESTABLISHMENT FOR PUBLIC ENTERTAINMENT OR AMUSEMENT -</b>					
<b>Category of Shops</b>	<b>Fees for Registration</b>	<b>Fees for Renewal</b>	<b>Fees for Duplicate copy</b>	<b>Fees for Notice of change</b>	<b>Remarks</b>
1	2	3	4	5	6
	Rs.	Rs.	Rs.	Rs.	
1. Establishment with no employee (Run by the Proprietor)	200	100	20	20	
2. Establishment with 1 to 3 employees (Hotel, Restaurants)	500	400	20	20	
3. Establishment with 4 to 9 employees	1000	800	20	20	
4. Establishment with 10 employees or more	500	1200	20	20	