

## **Contract Labour (Regulation and Abolition) Karnataka Rules, 1974<sup>1</sup>**

GSR 334: - In exercise of the power conferred by Section 35 of Contract Labour (Regulation and Abolition) Act, 1970 (Central Act 37 of 1970), the Government of Karnataka hereby makes the following Rules the draft of the said rules having been published as required by sub-section (1) of Section 35 of the said Act in GSR No. 228, dated the 19th July, 1971 in Karnataka Gazette, dated 29<sup>th</sup> July, 1971, namely: -  
Chapter I

**1. Title and commencement:** - (1) These rules may be called the **Contract Labour (Regulation and Abolition) Karnataka Rules, 1974.**

**2. Definitions:** - In these rules, unless the subject or context otherwise requires:

- (a) "Act" [Same as Central Rule 2(a)];
- (b) "Appellate Officer" <sup>2</sup>[Same as Central Rule 2(b)];
- (c) "Board" means the State Advisory Contract Labour Board constituted under Section 4;
- (d) "Chairman" [Same as Central Rule 2(d)];
- (e) "Committee" means a committee constituted by the State Board under subsection (1) of Section 5;
- (f) "Form" [Same as Central Rule 2(f)];
- (g) "Government" means the State Government;
- (h) "Section" [Same as Central Rule 2(g)].

### **Chapter II**

#### **State Board**

**3. Nomination of members of the Board by the Government:** - (1) The Government shall nominate eleven members to represent the Government, the industry, the contractors and the workmen.

(2) The number of persons to be appointed as members from each of the categories specified in sub-rule (1) shall be as indicated below:

- (a) one person representing the Government to be appointed by the Government from among its officers;
- (b) five persons one representing the employers in the public sector undertakings run by the Government, one representing the Karnataka State Electricity Board, one representing employers in the private sector undertakings and two representing; contractors to whom the Act applies to be appointed by Government after; consultation with such organisations, if any, of the employers and the contractors, as may be recognised by the Government;
- (c) five persons one representing employees in the public sector undertakings run by 3 the Government, one representing the employees of the Karnataka State Electricity Board, one representing employees in the private sector undertaking and two representing employees of contractors to whom the Act applies, to be appointed by the Government in consultation with such organisations, if any, (employees representing the respective interests, as may be recognised by the Government.

#### **Footnotes:**

- 1. Published in Karnataka Gazette, Extraordinary, No. 3644, dated 9-12-1974.
- 2. For "Central Government" read "Government".

**4. Term of office of Chairman and Members:** - (1) The Chairman shall hold office as such for a period of three years from the date on which his appointment is notified in the Official Gazette.

(2) The person representing the Government referred to in clause (a) of sub-rule (2) of Rule 3 the person representing employers in the public sector undertakings run by the Government referred to in clause (b) of sub-rule (2) of Rule 3 and the person representing the employees in the

public sector undertakings referred to in clause (c) of sub-rule (1) of Rule 3 shall hold office as members during the pleasure of the Government.

(3) The members referred to in clauses (b) and (c) of sub-rule (2) of Rule 3 other than those referred to in the previous sub-rule shall hold office as members for a period of three years commencing from the date on which their appointment is notified in the Official Gazette:

Provided that where a successor to any such member has not been notified in the Official Gazette on or before the expiry of the said period of three years, such member shall, notwithstanding the expiry of his term of office, continue to hold such office until the appointment of his successor has been notified in the Official Gazette.

(4) [Same as sub-rule (4) of Rule 4 of Delhi Rules.]

**5. Resignation:** - [Same as Rule 5 of A.P. Rules.]

**6. Cessation of membership:** - <sup>3</sup>[Same as Central Rule 6.]

**7. Disqualification for membership:** - <sup>4</sup>[Same as Central Rule 7.]

**8. Removal from membership:** - <sup>5</sup>[Same as Central Rule 8.]

**9. Vacancy:** - <sup>6</sup>[Same as Central Rule 9.]

**10. Staff:** - <sup>7</sup>[Same as Central Rule 10.]

**11. Allowances of members:** - <sup>8</sup>[Same as Central Rule 11.]

**12. Disposal of business:** - [Same as Central Rule 12.]

**13. Meetings:** - [Same as Central Rule 13.]

**14. Notice of meetings and list of business:** - [Same as Central Rule 14.]

**15. Quorum:** - [Same as Central Rule 15 except that the following proviso shall be added:]

Provided further that atleast one representative each of the employers and employees should be present to form the quorum.

**16. Committees of the Board:** - [Same as Rule 16 of A.P. Rules.]

### Chapter III

#### Registration and Licensing

**17. Manner of making application for registration of Establishments:** - [Same as Central Rule 17.]

#### **Footnotes:**

3. In these rules for "Central Government" read "Government".

4. In these rules for "Central Government" read "Government".

5. In these rules for "Central Government" read "Government".

6. In these rules for "Central Government" read "Government",

7. Ibid.

8. Ibid.

**18. Grant of Certificate of Registration:** - [Same as Central Rule 18.]

**19. Circumstances in which application for registration may be rejected:** - [Same as Central Rule 19.]

**20. Amendment of Certificate of Registration:** - [Same as Central Rule 20,]

**21. Application for a licence:** - [Same as Central Rule 21.]

**22. Matter to be taken into account in granting or refusing a Licence:** - [Same as Central Rule 22 of Delhi Rules except that for the words "Lt. Governor" read "Central Government or State Government".]

**23. Refusal to grant licence:** - [Same as Central Rule 23.]

**24. Security:** - [Sub-sections (1) and (1-A) same as sub-sections (1) and (1-A) of Central Rule 24.]

(2) The amount of security deposit or the balance of amount required to be deposited under sub-rule (1) or (1-A), as the case may be, shall be paid in local treasury under the Head of Account: "843 Civil Deposits Section T—Deposits and Advances—Part II Deposits not bearing interest—(c) Deposits under Contract Labour (Regulation and Abolition) Act, 1970 (State)".

**25. Forms and Terms and Conditions of Licence:** - <sup>9</sup>[Same as Central Rule 25.]

**26. Fees:** - (1) Fees to be paid for the grant of a certificate of registration under Section 7 shall be as specified below namely:

If number of workmen proposed to be employed on contract on any day:—

- |   |    |          |
|---|----|----------|
| (a) is 20                               | .. | Rs 150   |
| (b) exceeds 20 but does not exceed 50   | .. | Rs 375   |
| (c) exceeds 50 but does not exceed 100  | .. | Rs 750   |
| (d) exceeds 100 but does not exceed 200 | .. | Rs 1,500 |
| (e) exceeds 200 but does not exceed 400 | .. | Rs 3,000 |
| (f) exceeds 400                         | .. | Rs 3,750 |

(2) The fees to be paid for the grant of licence under Section 12 shall be as specified below:

If the No. of workmen employed by the contractor on any day—

- |   |    |          |
|---|----|----------|
| (a) is 20                               | .. | Rs 100   |
| (b) exceeds 20 but does not exceed 50   | .. | Rs 150   |
| (c) exceeds 50 but does not exceed 100  | .. | Rs 300   |
| (d) exceeds 100 but does not exceed 200 | .. | Rs 500   |
| (e) exceeds 200 but does not exceed 400 | .. | Rs 1,000 |
| (f) exceeds 400                         | .. | Rs 1,250 |

(3) The fee for the amendment of registration certificate shall be Rs 25 per change plus the amount (if any) by which the fee that would have been payable if the registration certificate had originally been issued in the amended form exceeds the fee originally paid for the registration certificate.

**Footnotes:**

9. In this rule for the words "Chief Labour Commissioner (Central)" read "Commissioner of Labour".

(4) (a) The holder of a registration certificate may at any time before the expiry of the registration certificate, apply for permission to transfer his registration certificate to another person.

(b) Such application shall be made to the Registering Officer who shall, if he approves of the transfer, make under his signature an endorsement on the registration certificate to the effect that the registration certificate has been transferred to the person named.

(c) The fee on each application for transfer shall be Rs 25.

(5) Where a registration certificate granted under the rule is lost or accidentally destroyed, a duplicate may be granted on payment of a fee of Rupees Twenty-Five.

**27. Validity of the licence:** - [Same as Central Rule 27.]

**28. Amendment of the licence:** - [Same as Central Rule 28.]

**29. Renewal of licence:** - [Same as Central Rule 29.]

**30. Issue of duplicate certificate of Registration or Licence:** - [Same as Central Rule 30.]

**31. Refund of Security:** - [Same as Central Rule 31]

**32. Grant of Temporary Certificate of Registration and Licence:** - [Same as Rule 32 of A.P. Rules].

## Chapter IV

### Appeals and Procedure

- 33. Form of Appeal:** - [Same as Central Rule 33].
- 34. Procedure to be followed on receipt of appeal:** - [Same as Central Rule 34.]
- 35. Appeal to be dismissed for default of appearance by Appellant:** - [Same as Central Rule 35.]
- 36. Re-admission of appeal dismissed:** - [Same as Central Rule 36.]
- 37. Hearing of Appeal Re-admitted:** - [Same as Central Rule 37.]
- 38. Payment of fees:** - Unless otherwise provided in these rules all fees to be paid under these rules shall be paid in the local treasury under the head of account.

"087 Labour and Employment-5. Other Receipts-V Fees under Contract Labour (Regulation and Abolition) Karnataka Rules, 1974."

- 39. Copies:** - [Same as Central Rule 39].

## Chapter V

### Welfare and Health of Contract Labour

- 40. Provision of Facilities:** - [Sub-rules (1) and (2) same as Central Rule 40].
- (3) Any arrangement made by the contractor with the principal employer, the canteen or canteens required to be maintained by the principal employer under the Factories Act, 1948 ' for the workers directly employed by him are made available to the workmen employed by L toe contractor shall be deemed as due compliance to sub-rule (1).
- 41. Rest rooms:** - [Same as Central Rule 41].
- 42. Canteens:** - [Same as Central Rule 42],
- 43. Standard of accommodation in a canteen:** - [Same as Central Rule 43].
- 44. Provision relating to dining hall:** - [Same as Central Rule 44],
- 45. Provision of canteen equipment:** - [Same as Central Rule 45],
- 46. Nature of foodstuffs to be served:** - [Same as Central Rule 46].
- 47. Fixation of charges for foodstuffs and display of the same:** - [Same as Central Rule 47.]
- 48. Manner of computation of prices of foodstuffs served in the canteen:** - [Same as Central Rule 48].
- 49. Production of books of accounts and registers of the Canteen:** - [Same as Central Rule 49].
- 50. Audit of accounts of the canteen:** - [Same as Central Rule 50].
- 51. Latrines and Urinals:** - [Same as Central Rule 51].
- 52. Latrines to be constructed so as to secure privacy:** - [Same as Central Rule 52].
- 53. Display of appropriate notices outside latrines and urinals:** - [Same as Central Rule 53].
- 54. Provision of urinals:** - [Same as Central Rule 54].
- 55. Construction and maintenance of latrines and urinals:** - [Same as Central Rule 55].
- 56. Water to be provided near the latrines and urinals:** - [Same as Central Rule 56].
- 57. Washing facilities:** - [Same as Central Rule 57].
- 58. First-Aid facilities:** - [Same as Central Rule 58].
- 59. Contents of the First-Aid Box:** - [Same as Central Rule 59].
- 60. Other than prescribed contents not to be kept in First-Aid Box:** - [Same as Central Rule 60].
- 61. Receipt of First-Aid Box:** - [Same as Central Rule 61].

**62. Trained person to be in-charge of First-Aid Box:** - [Same as Central Rule 62].

## **Chapter VI**

### **Wages**

**63. Fixation of wage periods:** - [Same as Central Rule 63].

**64. Wage period:** - [Same as Central Rule 64].

**65. Time of payment of wages:** - [Same as Central Rule 65].

**66. Payment of wages on termination of employment:** - [Same as Central Rule 66].

**67. Place, time and date of payment of wages:** - [Same as Central Rule 67].

**68. Wages to be paid direct to workmen or other person authorised:** - [Same as Central Rule 68].

**69. Wages to be paid in current coin or currency notes:** - [Same as Central Rule 69].

**70. Reductions which may be made from wages:** - <sup>10</sup>[Same as Central Rule 70].

**71. Display of notice regarding payment of wages:** - [Same as Central Rule 71].

**72. Responsibility of principal employer and contractor regarding payment wages:** - [Same as Central Rule 72].

**73. Recording of Certificate regarding payment of wages:** - [Same as Central Rule 73].

#### **Footnotes:**

10. In this rule for "Central Government" read "Government".

## **Chapter VII**

### **Registers and Records and Collection of Statistics**

**74. Register of contractors:** - [Same as Central Rule 74].

**75. Register of persons employed:** - [Same as Central Rule 75].

**76. Employment Card:** - [Same as Central Rule 76].

**77. Service Certificate:** - [Same as Central Rule 77].

**78. Muster-roll, wages registers, deductions register and over time register:** - "[Same as Central Rule 78].

**79. Display of abstract of Act and Rules:** - [Same as Central Rule 79].

**80. Maintenance and keeping of register and other records:** - [Same as Central Rule 80]

**81. Principal employer or contractor to display notice regarding rates of wages, hours of work, etc., in English and Kannada:** - [Same as Central Rule 81].

**82. Principal employer and contractor to send returns:** - [Same as sub-rules (1) and (2) of Central Rule 82]:

<sup>12</sup>[Provided that no annual return shall be submitted by an employer, if he submits a common annual return in Form 20 of the Karnataka Factories Rules, 1969.]

(3) Every principal employer shall, within fifteen days of the commencement or completion of each contract work under each contractor, submit a return to the Inspector, appointed under Section 28 of the Act, intimating the actual dates of the commencement or, as the case may be, completion of such contract work, in Form XXVI.

**83. Power to call for information:** - <sup>13</sup>[Same as Central Rule 83].

### **Forms**

#### **Form I**

**[See Rule 17(1)]**

**Application for Registration of Establishment employing Contract Labour**

1. Name and location of the Establishment.
2. Postal address of the Establishment.
3. Full name and address of the Principal Employer (furnish father's name in the case of individuals).
4. Full name and address of the Manager or person responsible for the supervision and control of the establishment.
5. Nature of work carried on in the establishment.
6. Particulars of contractors and contract labour:
  - (a) Name and address of Contractors;
  - (b) Nature of work in which contract labour is employed or is to be employed;
  - (c) Maximum number of Contract Labour to be employed on any day through each contractor.

**Footnotes:**

11. In Rule 78 (1) (d) after "Minimum Wages Act, 1948 (11 of 1948) or the rules made thereunder", the words, figures and brackets "or the Factories Act, 1948 (63 of 1948) in the rules made there under", inserted by Noti. No. LD 16 KABANI 2001 (VI), dt. 6-7-2002 (w.e.f. 12-9-2002).

12. Proviso to Rules 82(2) inserted by Noti. No. LD 16 KABANI 2001 (VI), dt. 6-7-2002 (w.e.f. 12-9-2002).

13. For "Chief Labour Commissioner" read "Commissioner of Labour".

(c-1) Estimated date of commencement of each contract work under each contractor.

(d) Estimated date of termination of employment or contract under each contractor.

7. Particulars of Treasury Receipt enclosed  
(Name of the treasury, amount and date)

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Principal Employer, Seal and Stamp.

Date of receipt of Application

Office of Registering Officer.

**Form II**

**[See Rule 18(1)]**

**Certificate of Registration**

No. ....

Date .....

**Government of Karnataka**

**Office of the Registering Officer.....**

A certificate of Registration containing the following particulars is hereby granted under sub section (2) of Section 7 of the Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder, to .....

1. Nature of work carried on in the establishment.
2. Names and addresses of Contractors.
3. Nature of work in which contract labour is employed or is to be employed.
4. Maximum number of contract labour to be employed on any day through each contractor.

5. Other particulars relevant to the employment of contract labour.

Signature of Registering  
Officer with Seal.

### Form III

[Sec Rule 18(3)]

#### Register of Establishments

Sl. No.	Registration No. and Date	Name and address of the establishment registered	Name of the Principal Employer and his address	Type of business, Trade, Industry, Manufacture or occupation, which is carried on in the establishment	Total No. of workmen directly Employed.
1	2	3	4	5	6

#### Particulars of Contractor and Contract Labour

Name and address of contractor	Nature of work in which contract labour is employed or is to be employed	Maximum No. of contract labour to be employed on any day	Probable duration of employment of contract labour	Remarks
7	8	9	10	11

### Form IV

[Sec Rule 21(1)]

#### Application for Licence

1. Name and address of the contractor (including his father's name in case of individuals).
2. Date of birth and age (in case of individuals).
3. Particulars of establishment where Contract Labour is to be employed:
  - (a) Name and address of the establishment;
  - (b) Type of business, trade, industry, manufacture or occupation which is carried on in the establishment; and employed in the establishment on any date of the preceding 5 years if so, give details;
  - (c) Number and date of certificate of registration of the establishment under the Act;
  - (d) Name and address of the principal employer.
4. Particulars of contract labour
  - (a) Nature of work in which contract labour is employed or is to be employed in the establishment;
  - (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending);
  - (c) Name and address of the Agent or Manager of Contractor at the work-site;
  - (d) Maximum number of contract labour proposed to be employed in the establishment on any date.

5. Whether the contractor was convicted of any offence, within the preceding five years, if so, give details.
6. Whether there was any order against the contractor revoking or suspending licence or g forfeiting security deposits in respect of an earlier contract. If so, the date of such order.
7. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the Principal Employer, establishments and nature of work.
8. Whether a certificate by the principal employer in Form 'V is enclosed.
9. Amount of licence fee paid No. of treasury Challan and date.
10. Particulars of security deposit, if any, required to be adjusted, including Treasury Receipt number and date. The amount of security or balance, if any, after adjustment of amount to be refunded under Rule 31, if any, deposited with Treasury Receipt number and date.

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

Place.....  
Date ....

Signature of the Applicant  
(Contractor)

**Note: -** The application should be accompanied by a Treasury Receipt for the appropriate amount and a certificate in Form V from the Principal Employer.  
(To be filled in the office of the Licensing Officer) Date of receipt of the application with challan for fees/security deposit.

Signature of the Licensing Officer.

### Form V

#### [Sec Rule 21(2)]

#### Form of Certificate by Principal Employer

Certified that I have engaged the applicant (name of the Contractor) as a contractor in my establishment. I undertake to be bound by all the provisions of the Contract Labour (Regulation and Abolition Act, 1970) and the Contract Labour (Regulation and Abolition) Karnataka Rules, 1974, in so far as the provisions are applicable to me in respect of the employment of contract labour by the applicant in my establishment.

Place.....  
Date .....

Signature of the Principal Employer  
Name and Address of  
Establishment.

### Form V-A

#### [See Rule 24(1-A)]

#### Application for adjustment of Security Deposit

Name and address of the contractor	No. and date of licence	Date of expiry of previous licence	Whether the licence of the contractor was suspended or revoked
1	2	3	4



No. and date of the treasury receipt of security deposit in respective of the previous licence	Amount of previous security deposit	No. and date of treasury receipt of the balance security deposit, if any	No. and date of certificate of registration of the establishment in relation to which the new licence is applied for
5	6	7	8
Name and address of the Principal Employer	Particulars of fresh contract		Remarks
9	10		11

Place  
Date

Signature of applicant.

### Form VI

[See Rule 25(1)]

**Government of Karnataka**

**Office of licensing Officer**

Licence No ..... Dated ..... Fee paid Rs.....

1. .... Licence is hereby granted to under Section 12 (1) of the Contract Lab (Regulation and Abolition) Act, 1970, subject to the conditions specified in Annexure.

2. .... This Licence is for doing the work of. (nature of work to be indicated) the establishment of. .... (name of the Principal Employer to be indicated) at ..... (place of work to be indicated).

3. .... The licence shall remain in force till

Date.

Signature and Seal of the Licensing Officer

### Renewal

[Rule 29]

Date of Renewal

Fee paid for renewal

Date of Expiry

- 1.
- 2.
- 3.

Date .....

Signature and Seal of the Licensing Officer.

### Annexure

The licence is subject to the following conditions:—

1. The licence shall be non-transferable.

2. The number of workmen employed as contract labour in the establishment shall not, on any day, exceed.....
3. Except as provided in the Rules the fees paid for the grant or as the case may be, for renewal of the licence shall be non-refundable.
4. The rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed for the schedule of employment under the Minimum Wages Act, 1948, where applicable and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed.
5. In cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wage rates, holidays, hours of work and other conditions, of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment on the same or similar kind of work; provided that in the case of disagreement with regard to the type of work the same shall be decided by the Commissioner of Labour whose decision shall be final.
6. In other cases the wage rates, holidays, hours of work and conditions of service of the workmen of the contractor shall be such as may be specified in this behalf by the Commissioner of Labour.
7. In every establishment where 20 or more women are ordinarily employed as contract labour there shall be provided 2 rooms of reasonable dimensions for the use of their children under the age of six years. One of such rooms would be used as a play room for the children and the other as bed room for the children. For this purpose the contractor shall supply adequate number of toys and games in the play room and sufficient number of cots and beddings in the sleeping room. The standard of construction and maintenance of the creches may be such as may be specified in this behalf by the Commissioner of Labour.
8. The Licensee shall notify any change in the number of workmen or the conditions of work to the Licensing Officer.
9. A copy of the licence shall be displayed prominently at the premises where, the contract work is being carried on.

**Form VI-A**

**[See Rule 25(2) (VIII)]**

**Notice of commencement/completion of contract work**

I/We/Shri/Ms..... (name and address of the contractor) hereby that the contract works..... (Name of the work) in the establishment..... (name and address of Principal Employer) for which licence No ..... dated. .... been issued to me/us by the Licensing Officer..... (name of the headquarter) ..... has been commenced/completed with effect from ..... (date)/on (date).

Signature of contractor(s)

To  
The Inspector.

**Form VII**

**[See Rule 29(2)]**

**Application and Renewal of Licences**

1. Name and address of the contractor.

2. Number and date of the licence.
3. Date of expiry of the previous licence.
4. Whether the licence of the contractor was suspended or revoked.
5. No. and date of the treasury receipt enclosed.

Place.....

Date .....

Signature of the Applicant

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

Date of receipt of the application with Treasury Receipt No. and Date.

Signature of the Licensing Officer.

**Form VIII**

**[See Rule 32(2)]**

**Application for Temporary Registration of Establishment employing Contract Labour**

1. Name and location of the Establishment.
2. Postal address of the Establishment.
3. Full name and address of the Principal Employer (furnish father's name in the case of individuals).
4. Full name and address of the Manager or person responsible for the supervision control of the establishment.
5. Nature of work carried on in the establishment.
6. Particulars of contract labour:
  - (a) Nature of work in which contract labour is to be employed and reasons for urgency
  - (b) Maximum number of contract labour to be employed on any day.
  - (c) Estimated date of termination of employment of contract labour.
- 7..... Particulars of treasury receipt or the crossed postal order enclosed .....

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Principal Employer  
Seal and Stamp

Time and date of receipt of Application and Treasury Receipt or the crossed Postal Order.

Signature of the Registering Officer.

**Form IX**

**[See Rule 32(3)]**

Date of Expiry.....

**Temporary Certificate of Registration**

No.....

Date.....

**Government of Karnataka**

**Office of the Licensing Officer**

A temporary Certificate of Registration containing the following particulars is hereby granted under sub-section (2) of Section 7 of the Contract Labour (Regulation and Abolition) Act, 1970, and the rules made thereunder, to ..... valid from..... to .....

1. Nature of work carried on in the establishment.
2. Nature of work in which contract labour is to be employed.
3. Maximum number of contract labour to be employed on any day.
4. Other particulars relevant to the employment of contract labour.

Signature of Registering  
Officer with Seal.

**Form XI**

**[See Rule 32(2)]**

**Application for Temporary Licence**

1. Name and address of the contractor (including his father's name in case of individuals).
2. Date of birth and age (in case of individuals).
3. Particulars of Establishment where Contract Labour is to be employed:—
  - (a) Name and address of the establishment;
  - (b) Type of business, trade, industry, manufacture or occupation which is carried on in the establishment;
  - (c) Name and address of the Principal Employer.
4. Particulars of contract labour:—
  - (a) Nature of work in which contract labour is to be employed in the establishment;
  - (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending);
  - (c) Name and address of the Agent or Manager of Contractor at the work-site;
  - (d) Maximum No. of contract labour proposed to be employed in the establishment on any day.
5. Whether the contractor was convicted of any offence within the preceding five years. If so, give details.
6. Whether there was any order against the contractor revoking or suspending licence or forfeiting security deposits in respect of an earlier contract. If so, the date of such order.
7. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the Principal Employer, Establishment and nature of work.
8. Amount of licence fee paid, No. of Treasury Challan or the crossed Postal Order and date.
9. Amount of security deposit—Treasury Receipt or crossed Postal Order No. and date.

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Signature of the Applicant Contractor

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

Date of receipt of the application with Challan for fees/Security Deposit.

**Form XI**

**[See Rule 32(3)]**

**Government of Karnataka**

**Office of the Licensing Officer**

Date.....  
Licence No. ....

Fee paid Rs.....

Signature of Licensing Officer  
Expires on.....

### Temporary Licence

Licence is hereby granted to ..... under Section 12(2) of the Contract Lab (Regulation and Abolition) Act, 1970, subject to the conditions specified in Annexure.

The Licence shall remain in force till .....

Date .....

Signature and Seal of the Licensing Officer.

### Annexure

The Licence is subject to the following conditions:—

1. The Licence shall be non-transferable.
2. The number of workmen employed as contract labour in the establishment shall not, on any day, exceed .....
3. Except as provided in the rules the fees paid for the grant of the licence shall be non refundable.
4. The rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed for the Schedule of employment under the Minimum Wages Act, 1948 where applicable and where the rates have been fixed by agreement, settlement or award not less than the rates fixed.
5. In cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment the wage rates, holidays, hours of work and other conditions of service of the workman of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment on the same or similar kind of work; provided that in the case of disagreement with regard to the type of work the same shall be decide by the Commissioner of Labour whose decision shall be final.
6. In other cases the wage rates, holidays, hours of work and conditions of service of the workmen of the contractor shall be such as may be specified in this behalf by the Commissioner of Labour.
7. A copy of the licence shall be displayed prominently at the premises where the contract work is being carried out.

### Form XII

(See Rule 74)

### Register of Contractors

(1) Name and address of the Principal Employer .....

(2) Name and address of the Establishment .....

Sl. No.	Name and address of contractor	Nature of contract work	Location of contract work	Period of contract		Maximum number workmen employed by contractor
				From	To	
1	2	3	4	5		6

### Form XIII

[See Rule 75]

**Register of Workmen Employed by Contractor**

Name and address of Contractor .....  
Name and address of establishment in/under which contract is carried on .....  
Name and location of work .....  
Name and address of Principal Employer .....

Sl. No.	Name and Surname of workmen	Age and Sex	Father's/Husband's Name
1	2	3	4
Nature of Employment/ Designation	Permanent Home address of workmen Village and Tahsil/Taluk and District	Local Address	Date of Commencement of employment
5	6	7	8
Signature or thumb- impression of workman	Date of termination of employment	Reasons for termination	Remarks
9	10	11	12

**Form XIV**

[See Rule 76]

**Employment Card**

Name and address of contractor .....  
Name and address of Establishment in/under which contract is carried on .....  
Nature and location of work .....  
Name and address of Principal Employer .....

1. Name of the Workman .....
2. Serial No. in the Register of workmen employed .....
3. Nature of employment/Designation .....
4. Wage rate (with particulars of unit in case of piece-work) .....
5. Wage period .....
6. Tenure of employment .....
7. Remarks .....

Signature of Contractor.

**Form XV**

**[See Rule 77]**

**Service Certificate**

Name and address of Contractor .....

Name and address of establishment in/under which contract is carried on.....

Nature of work and location of work .....

Name and address of Principal Employer .....

Name and address of the workman .....

Age or date of birth

Identification marks

Father's/Husband's name

SI. No.	Total period for which employed From To	Nature of work done	Rate of wage	(With particulars of unit in case of piece-work)	Remarks
1		3	4	5	6

Signature of Contractor.

**Form XVI**

<sup>14</sup>**[See Rule 78 (1) (a) (a) (i)]**

**Muster Roll**

Name and address of Contractor .....

Name and address of establishment in/under which contract is carried on.....

Nature of work and location of work .....

Name and address of Principal Employer .....

For the month of.....

SI. No.	Name of workman	Father's/Husband's Name	Sex	Date	Remarks
1	2	3	4	5	6

**Form XVII**

**[See Rule 78 (1) (a) (i)]**

**Register of Wages**

Name and address of Contractor .....

Name and address of establishment in/under which contract is carried on.....

Nature of work and location of work .....

Name and address of Principal Employer .....

Wage period: Monthly

Sl. No.	Name of workman	Serial No. in the Register workman employed by contractor	Designation/ Nature of work done	No. of days worked	Wage Rate	Units of work done	Piece rate
1	2	3	4	5	6	7	8

Amount of Wages Earned

Basic Wage	Dearness allowances	Overtime	Other cash payments, indicating nature of payment	Total
9	10	11	12	13

**Footnotes:**

14. Subs, by GSR 333, dt. 15-11-1979 [KGD (Ex.) 19-11-1979].

Total deductions	Net amount paid	Time and date of payment	Place of payment	Signature/ Thumb impression of employees	Initial of contractor or his representative	Initial of authorised representative of principal employer
14	15	16	17	18	19	20

**Form XVIII**

**[See Rule 78(1) (a) (0)]**

**Form of Register of Wages-cum-muster roll**

Name and address of Contractor .....

Name and address of establishment in/under which contract is carried on.....

Nature of work and location of work .....



Name and address of Principal Employer .....

Wage period: Weekly From ..... to .....

Sl. No.	Sl. No. in the Register workman employed by contractor	Name of Employee	Designation/ Nature of work	Daily attendance/ Units worked	Total attendance/Units of work done
1	2	3	4	5	6

Daily rate of wages/piece	Basic Wages rate	Dearness allowances	Overtime	Other cash payments Nature of payment to be indicated)	Total deductions
7	8	9	10	11	12

**Amount of wages earned**

Net amount paid	Time and date of Payment	Place of payment	Signature/thumb- impression of workman	Initial of contractor or his representative	Initial of authorised representative of principal employer
13	14	15	16	17	18

**Form XIX**

**[See Rule 78(1) (b)]**

**Wages Slip**

Name and address of Contractor .....

Name and address of establishment in/under which contract is carried on.....

Nature of work and location of work .....

Name and address of Principal Employer, for the week/fortnight/month .....

Sex and identification marks.....

Token/Ticket No.....

No. of days worked	Rate of daily wages/piece-rate	No. of units worked in case of piece-rate workers	Dates on which overtime worked	Overtime hours and amount of overtime wages
1	2	3	4	5

Gross wages payable	Deductions, any	if Actual wages paid	Signature of the contractor or his representative
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**Form XX**

**[See Rule 78(1) (d) (iii), (v) and (vi)]**

**Register of Deductions for Damage or Loss**

Name and address of Contractor .....

Name and address of establishment in/under which contract is carried on.....

Nature of work and location of work .....

Name and address of Principal Employer .....

SI. No.	Name of workman	Father's/Husband's Name	Designation	Particulars of damage/ loss
1	2	3	4	5

Date of damage	Whether worker showed cause against	Name of person in whose presence employee's explanation was heard	Amount of deduction imposed	No. of installment
6	7	8	9	10

Date of Recovery		Remarks	Signature of the employer or his representative
First instalment	Last instalment		
11	12	13	14

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**Form XXI**

**[See Rule 78(1) (d) (iii) (v) and (W)]**

**Register of Fines**

Name and address of Contractor .....

Name and address of establishment in/under which contract is carried on.....

Nature of work and location of work .....

Name and address of Principal Employer .....

SI. No.	Name of workman	Father's/Husband's Name	Designation/nature of employment	Act/Omission for which fine is imposed	Date of Offences
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1	2	3	4	5	6
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Whether workman showed cause against fine	Name of person in whose presence employees' explanation was heard	Wage period and wages payable	Amount of fine imposed	Date on which fine realised	Remarks
7	8	9	10	11	12

**Form XXII**

[See Rule 78(1) (d) (iii), (v) and (vi)]

**Register of Advances**

Name and address of Contractor .....

Name and address of establishment in/under which contract is carried on.....

Nature of work and location of work .....

Name and address of Principal Employer .....

Sl. No.	Name	Father's/Husband's Name	Designation/nature of employment	Wage period and wages payable	Date and amount of advance given
1	2	3	4	5	6

Purpose for which advance made	No. of instalments by which advance to be repaid	Date and amount of each instalment repaid	Date on which last instalment was paid	Remarks
7	8	9	10	11

**Form XXIII**

[See Rule 78(1) (d) (iv)]

**Register of Overtime**

Name and address of Contractor .....

Name and address of establishment in/under which contract is carried on.....

Nature of work and location of work .....

Name and address of Principal Employer .....

SI. No.	Name of workman	Father's/Husband's Name	Sex	Designation/Nature of employment	Date on which Overtime works is put in		
1	2	3	4	5	6		
Wages of Overtime on each occasion	Total overtime worked or production in case of piece rates			Normal hours	Normal rate	Overtime rate	Normal Earning
7	8			9	10	11	12
Overtime Earning	Total Earnings	Date on which overtime payment made	Initial of contractor or his representative		Initial of authorised representatives of principal employer		
13	14	15	16		17		

**Form XXIV**

**[See Rule 82(1)]**

**Return to be sent by the Contractor to Licensing Officer for the Half Year ending**

1. Name and address of the Contractor
2. Name and address of the Principal Employer
3. Name and address of the Establishment
4. Duration of contract from .to.....
5. No. of days during the half year on which contract labour was employed
6. Maximum number of contract labour employed on any day during the half year
  - Men .....
  - Women .....
  - Children.....
7. (i) Normal hours of work per day
  - (ii) (a) Whether weekly holiday observed (b) If so, whether it was paid for
  - (iii) Particulars of rest interval and weekly spreadover .....
  - (iv) Rate of overtime wages
  - (v) No. of man hours of overtime worked during the half year.
8. Total number of man days worked by—
  - Men .....
  - Women .....
  - Children .....
9. Total amount of wage paid—
  - Men .....
  - Women .....
  - Children .....
10. Total amount of deductions from wages, if any affected
  - Men .....
  - Women .....
  - Children .....
11. Whether the Contractor has provided
  - (i) Canteens
  - (ii) Rest rooms
  - (iii) Drinking water

- (iv) Creches
- (v) First Aid

(If the answer is 'Yes' state briefly standards provided)

Place.....

Date.....

Signature of the Contractor.

**Form XXV**

**[See Rule 82(2)]**

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

Return for year ending the 31st December

1. Full name and address of the Principal Employer
2. Name of Establishment:
  - (a) District
  - (b) Postal address
  - (c) Nature of operations/industry/work carried on
3. Full name of the Manager or person responsible for supervision and control of the establishment.
4. Maximum number of workmen employed as contract labour on any day during the year.
5. Total number of days during the year on which contract labour was employed.
6. Total number of mandays worked by contract labour during the year.
7. Maximum number of workmen employed directly on any day during the year.
8. Total number of days during the year on which directly employed labour was employed.
9. Total number of mandays worked by directly employed workmen
10. Nature of work on which contract labour was employed.
11. Amount of security deposits made by Contractors. (Give Contractorwise).
12. Amount of security deposits forfeited together with the names of Contractor, if any.
13. Whether there is any change in the management of the establishment its location or any other particulars furnished to Registering Officer in the Form of application for registration at the time of registration. If so, from what date.

Place .....

Date. ....

Principal Employer

**Annexure to Form XXV**

Name and address of the Contractor	Period of Contract		Nature of work	Maximum No. of workers employed by each contractor	No. of days worked	No. of mandays worked
	From	To				
1	2	3	4	5	6	7

**Form XXVI**

**[See Rule 82(3)]**

**Notice of commencement/completion of Contract Work**

1. Name of the Principal Employer and address

2. No. and date of Certificate of Registration:

3. I/We hereby intimate that the contract work (name of work) ..... given to .....  
(name and address of the Contractor) ..... having licence No ..... Date  
..... has commenced/completed with effect from ..... (date)/on (date)

To  
The Inspector

Signature of the Principal Employer.