

UT Administration of Dadra & Nagar Haveli and Daman & Diu
Department of Labour & Employment
Daman

No. LE/LI/DMN/BRAP/3/2021/340

Date : 06-08-2021

Read: Action Plan, 2021 by Government of India, Ministry of Commerce and Industry, Department of Promotion of Industry and Internal Trade, Government of India, New Delhi.

ORDER

In pursuance of the above, the Administration of Dadra & Nagar Haveli and Daman & Diu has decided to facilitate the Industries to maintain online / digital registers & records in respect of following compliances: -

1. Maintaining and preserving muster roll in Form D
2. Maintaining and preserving register of wages in Form B

The Industries can maintain the above registers through online register prescribed on Departmental Website and no need to submit the details to this office.

2. Further, it is hereby ordered that the following Statutory Reporting requirement in physical form is hereby abolished and the Employer can submit this statutory return online through Department's Website: -

1. Maintaining and preserving register of overtime in Form B



(Danish Ashraf, IAS)
Commissioner-cum-Secretary (Labour)
DNH & DD

To,
All the Labour Inspectors / LEO,
DNH & DD.

Copy to :- The SIO, NIC, Daman

UT Administration of Dadra & Nagar Haveli and Daman & Diu
Department of Labour & Employment
Daman

No. LE/LI/DMN/BRAP/3/2021/321

Date : 6-08-2021

Read: Action Plan, 2021 by Government of India, Ministry of Commerce and Industry, Department of Promotion of Industry and Internal Trade, Government of India, New Delhi.

ORDER

In pursuance of the above, the following Register maintaining requirement in physical form under the Dadra & Nagar Haveli Factory Rules is hereby abolished: -

Sr. No.	Compliance Short Description
1	Maintenance of muster roll of workers

2. The Industries can maintain the muster roll in electronic form / e muster-roll henceforth and no need to submit the details to this office.



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ORDER

In pursuance of the above, the following Return Filing & Statutory Reporting requirements in physical form under the Dadra & Nagar Haveli Factory Rules are hereby abolished: -

Sr. No.	Compliance Short Description
1	Annually furnishing copy of entries in Form 29 to Inspector
2	Furnishing annual return in Form 34
3	Furnishing copy of register of accidents and dangerous occurrences in Form 39 to Inspector
4	Furnishing half yearly return in Form 35

2. The Employer can submit the statutory returns online through Department's Website.

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ORDER

In pursuance of the above, it is hereby ordered that the following the Inspections, Examinations & Audits requirements under the Dadra & Nagar Haveli Factory Rules are to be carried out by the Industries at their level and no need to submit the details to this office.

Sr. No.	Compliance Short Description
1	Annual auditing of accounts pertaining to canteen
2	Annual examination of lifting machines, chains, ropes and lifting tackles
3	Half Yearly Examination of hoists and lifts



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ORDER

In pursuance of the above, the following Display requirements in physical form under the Dadra & Nagar Haveli Factory Rules are hereby abolished: -

Sr. No.	Compliance Short Description
1	Display name of the person in charge of the first aid box
2	Display of Leave Scheme
3	Display of notice for work on weekly holiday
4	Display of Notice of Compensatory Holiday
5	Display of notice of period of work for child workers
6	Display of Price List
7	Display of signboards
8	Display of table of Safe Working Loads
9	Displaying names of workers having maximum leaves
10	Displaying notice of abstract of act and rule
11	Displaying notices in English or vernacular language

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ORDER

In pursuance of the above, it is hereby ordered that the following the requirements of Employee Safety & Welfare, Hygiene & Cleanliness and Other Compliances under the Dadra & Nagar Haveli Factory Rules are statutory in nature and are to be complied with by the industries at their level and no need to submit the details to this office.

Sr. No.	Compliance Short Description	Nature Of Compliance
1	Providing Cool drinking water from the 1st of March to the 30th November	Employee Safety & Welfare
2	Preparation of Leave Scheme for workers	Employee Related
3	Painting or varnishing of doors, window-frames, etc once in every 5 years	Hygiene & Cleanliness
4	White washing of walls and partitions of latrine and urinals once in every 4 months	Hygiene & Cleanliness
5	Availability of Latrine	General Facilities
6	Record of date of whitewashing of latrine & urinals	General Facilities
7	Water taps in latrines	General Facilities
8	Ambulance Room	Other Compliances
9	Approval for handling, usage, transportation and storage of hazardous substances	Other Compliances
10	Area in which canteen is to be situated	General Guidelines
11	Availability of cool drinking water	General Guidelines
12	Casing of new machinery	Other Compliances
13	Cleaning of Spittoons	Other Compliances

14	Cleaning of windows and skylights	General Guidelines
15	Cleanliness of factory	Other Compliances
16	Compensatory Holiday	General Guidelines
17	Construction and maintenance of drains	Other Compliances
18	Devices to cut off power	Other Compliances
19	Disclosing of information regarding health hazards and handling of other measures	Other Compliances
20	Examination and Maintenance of Machinery in motion	Other Compliances
21	Facilities for keeping wet clothes etc.	Other Compliances
22	Fencing of machinery	Other Compliances
23	Fencing of vessel, pits, sumps, tank	Other Compliances
24	First-Aid Appliance	Other Compliances
25	Hoists and lifts	Other Compliances
26	In-charge of First-Aid box or Cupboard	Other Compliances
27	Informing to the workers and general public living about the safety measures	Other Compliances
28	Interval for Rest	General Guidelines
29	Maintaining list of the names and designations of all persons	Other Compliances
30	Maintenance in the surrounding compound of the factory	General Guidelines
31	Maintenance of canteen	General Guidelines
32	Maintenance of Inspection book	Other Compliances
33	Maintenance of Leave with wages register	Other Compliances
34	Marking of water points	Other Compliances
35	Minimum liters of drinking water	Other Compliances
36	Notice indicating safe speed of revolving machinery	Other Compliances

37	Notice of period of work for adult worker	Other Compliances
38	Notice regarding Washing facilities women	Other Compliances
39	Payment of wages for more than 48 hours and 9 hours	Other Compliances
40	Prevention from dust and fumes	General Guidelines
41	Prevention from Overcrowding	General Guidelines
42	Prohibition of overlapping shifts	General Guidelines
43	Prohibition on lifting excessive weights	General Guidelines
44	Protection of Eyes	Other Compliances
45	Provision for cooling water	Other Compliances
46	Provision for securing and maintaining in every workroom	Other Compliances
47	Register of adult Male workers	Other Compliances
48	Register of Adult Male working on near machinery in motion	Other Compliances
49	Register of Child Worker	Other Compliances
50	Register of Compensatory Holidays	Other Compliances
51	Register of hoist and lift	Other Compliances
52	Register of whitewashing and colour	Other Compliances
53	Restriction on double employment	General Guidelines
54	Safe means to escape in the event of fire	Other Compliances
55	Safety precautions in respect of certain machinery	General Guidelines
56	Source of drinking water	General Guidelines
57	Speed of revolving machinery	General Guidelines
58	Spread Over period	General Guidelines
59	Striking gear for control of transmission machinery	Other Compliances

60	Substituted Weekly Holiday	General Guidelines
61	Suitable arrangements for sitting for the workers	Other Compliances
62	Washing facilities	Other Compliances
63	Weekly Holiday	General Guidelines
64	Working hours	General Guidelines
65	Working Hours for adolescent	General Guidelines
66	Working hours for children	General Guidelines
67	Working hours for female workers	General Guidelines
68	Working space for the worker	General Guidelines



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