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### ABSTRACT

The Beedi and Cigar Workers (Conditions of Employment) Act, 1966 – (Central Act, 32 of 1966) - Introduction of Combined Registers in the Tamil Nadu Beedi and Cigar Workers (Conditions of Employment) Rules, 1968 – Amendment to the said rules – Preliminary Notification – Orders – Issued.

### Labour and Employment (K2) Department



Dated: 11.01.2021.

சார்வரி வருடம், மார்ச்சு- 27

திருவள்ளூர் ஆண்டு 2051.

Read:

From the Commissioner of Labour, Chennai-600 006, Letter No. S4/19300/2017, dated 28.03.2019, 25.04.2019 and 19.10.2020.

The appended Notification will be published in the Tamil Nadu Government Gazette. The Works Manager, Government Central Press, Chennai – 600 079 is requested to send five copies of the Gazette to the Government and five copies to the Commissioner of Labour, Chennai-600 006 directly.

2. The Secretary to Government, Tamil Development and Information (Translations) Department, Secretariat, Chennai-9 is requested to send the Tamil Translation of the Notification to the Works Manager, Government Central Press, Chennai-600 079 for the publication in the Tamil Nadu Government Gazette.

(BY ORDER OF THE GOVERNOR)

**Md.NASIMUDDIN**

**ADDITIONAL CHIEF SECRETARY TO GOVERNMENT**

To

The Works Manager, Government Central Press,  
Chennai-600 079. (2 copies for publication in Tamil Nadu Government  
Gazette)  
The Commissioner of Labour, Chennai-600 006.

P.t.o...

The Director of Industrial Safety and Health, Chennai-600 032  
The Tamil Development and Information (Translation)  
Department, Chennai-600 009

Copy to

The Special Personal Assistant to Hon'ble Minister for Labour,  
Chennai-600 009  
The Senior Private Secretary to the Additional Chief Secretary, Labour and  
Employment Department, Chennai-600 009  
Stock file / Spare Copy / Clean Copy to C No 6720/K2/2019

//FORWARDED BY ORDER //

*S. Rajkumar*  
SECTION OFFICER

*JS*  
*13.11.2019*

APPENDIX.

NOTIFICATION.

The following draft of amendments to the Tamil Nadu Beedi and Cigar Workers (Conditions of Employment) Rules, 1968 which are proposed to be made in exercise of the powers conferred by section 44 of the Beedi and Cigar Workers (Conditions of Employment) Act, 1966 (Central Act 32 of 1966) and in supersession of the Labour and Employment Department Notification No.SRO A-56/2017, published at pages 181-183 of Part III-Section 1(a) of the Tamil Nadu Government Gazette, dated the 13<sup>th</sup> December 2017, is hereby published for general information of all persons likely to be affected thereby, as required by sub-section (3) of section 44 of the said Act.

2. Notice is hereby given that the draft amendments will be taken into consideration on or after the expiry of three months from the date of the publication of this Notification in the Tamil Nadu Government Gazette and that any objection or suggestion, which may be received from any person with respect thereto, before the expiry of the aforesaid period will be considered by the Government of Tamil Nadu. Objection and suggestion, if any, should be addressed to the Additional Chief Secretary to Government, Labour and Employment Department, Fort St. George, Chennai-600 009 through the Commissioner of Labour, Chennai – 600 006.

DRAFT AMENDMENTS

In the said rules.-

- (1) in rule 26, sub-rule (2) shall be omitted;
- (2) rule 28 shall be omitted;
- (3) in rule 36,-
  - (i) for sub-rule(1), the following sub-rule shall be substituted, namely:-

- (1) (a) Every employer shall maintain
  - (i) an Employee Register in Form No. XIX;
  - (ii) a Register of Employment in Form No. XX;
  - (iii) a Register of Wages in Form No. XXI and
  - (iv) a Register of Leave and Social Security Benefits in Form No. XXII.

(b) The registers referred in clause (a) shall be maintained either electronically or manually.

(c) Where the registers referred in clause (a) are maintained in electronic form, the layout and presentation of the register may be adjusted

without changing the integrity, serial number and contents of the columns of the register."

(ii). in sub-rule 2A,-

(a) clause (ii) shall be omitted;

(b) for clause (iii) the following clause shall be substituted, namely:-

" (iii) If an employee loses his Service Book the employer shall provide him with another copy thereof on payment of ten rupees, within three days from the date of receipt of an application to that effect and shall have entries made in it from the Employee Register in Form XIX. The cost of photograph of the employee to be affixed to the Service Book shall be met by the employer.";

(c) sub-rules (3) and (5) shall be omitted.

(4) Form Numbers "V", "VI", "VII", "XIII", "XIV-B", "XV" and "XVI" shall be omitted.

(5) After Form No.XVIII, the following Forms shall be added, namely:-

(A. F. O)

**FORM No – XIX.**  
**Employee Register.**  
**[See sub-rule (i) of rule 36]**

Name and Address of the Beedi and Cigar Establishment:

Name and Address of the Employer:

Name of the Manager / Incharge:

License No:

Serial No.	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
		Name of the employee	Employee Identity No.	Gender	Father / Spouse Name	Date of Birth	Date of entry into service	Category (Highly skilled / Skilled/ Semi-skilled / Unskilled)	Designation	Industrial worker / Home worker	Present Address	Permanent Address	Employees Provident Fund Number	ESI Corporation Number	Aadhaar Number	Date of issue to the employee	Date on which received for making entry and date on which returned	Date of receipt of application for duplicate copy and Date on which duplicate copy issued	Date on which completion of 480 days of service	Date on which made permanent	Period of Suspension if any	Bank A/c Number, Name of Bank, Branch (IFSC)	Photo	Mobile Number	Specimen Signature / Thumb Impression	Date of Exit	Reason for Exit	Remarks



For the period from ..... to .....

**Festival Holidays Approval Proceedings No. and Date:**

**Name and Address of the Beedi and Cigar Establishment:**

**Name and Address of the Employer:**

**Approved Festival Holidays:**

Name of the Manager/Incharge:

	1	2	3	4	5

**License No:**

[illegible]

\* Abbreviations to be used: H-Weekly Holiday FH – Festival Holiday NH – National Holiday EL – Earned Leave ML – Medical Leave  
HW – Holidays with Wages MBL – Maternity Leave SH – Substituted Holidays SP – Suspension LOP – Loss of Pay

\*\*\* Abbreviations to be used:- H- for holidays allowed W/D – for work on double wages W/H – for work with substituted holiday 'N/E' if not eligible for wages

Premises  
Young person  
Home  
Workers

**FORM No. – XXI****Register of Wages.****[See sub-rule (1) of rule 36]**Home  
Workers

Industrial Premises

No. of employees

Adult  
|  
Young  
person

Name and Address of the Beedi and Cigar Establishment:

Name and Address of the Employer:

Name of the Manager/Incharge:

License No:

Total number of persons employed:

Total number of men employed:

Total number of women employed:

Wage Period from ..... to ..... (Monthly / Fortnightly / Weekly / Daily / Piece Rated)

Serial No. in Employee Register	(1)	Name of the employee	(2)	Number of days worked	(3)	Basic Wage	(4)	Dearness Allowance	(5)	House Rent Allowance	(6)	Other Allowances (nature may be specified)	(7)	Overtime Wages	(8)	Leave Wages	(9)	Gross Wages	(10)	Provident Fund	(11)	Employees State Insurance	(12)	Labour Welfare Fund	(13)	Loss of Pay	(14)	Advance Paid	(15)	Advance recovery pending at the beginning of the month	(16)	Advance Recovered	(17)	Pending Recovery	(18)	Deduction imposed on Damages, Loss or Fines	(19)	Deduction recovery pending at beginning of the month	(20)	Deduction made on Damages, Loss or Fines	(21)	Pending Recovery	(22)	Any other Deductions	(23)	Total Deductions	(24)	Net Wages	(25)	Date of payment	(26)	Unpaid accumulations	(27)	Rate at which subsistence allowance calculated and amount paid	(28)	Receipt by Employee / Bank Transaction I.D. and Date	(29)
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## FORM No.- XXII

Register Of Leave And Social Security Benefits[See sub-rule (1) of rule 36]

Name and Address of the Beedi and Cigar Establishment:

Name and Address of the Employer:

Name of the Manager/Incharge:

License No:

For the month of ..... Year .....

Serial No. in Employee Register	(1)	Name of the employee	(2)	Earned Leave				Medical Leave			Other Leave			Maternity Benefits						Gratuity Benefits	
				Leave at the beginning of the month	Leave earned during the period	leave availed during the month	Leave balance at the end of the month	Leave at beginning of the month	Leave availed during the month	Leave balance at end of the month	Leave at beginning of the month	Leave availed during the month	Leave balance at end of the month	Date of giving notice of pregnancy / delivery	Amount of Maternity benefit paid in advance, of expected delivery and Date of payment	Subsequent payment of maternity benefit and date of payment	Amount paid as Medical Bonus and Date of payment	Leave with Wages as per Section 9 or 10 under MB Act, 1961	Whether nomination received from the employee	Amount paid as Gratuity in case of exit of the employee	
	(3)	Industrial Worker / Home Worker	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)		

Md. NASIMUDDIN  
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT

//True Copy//

2.12.2021  
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STAMP OF THE GOVERNMENT