

Annexure-I

From

M/s

To

Regional/Joint/Deputy/Asstt.
Labour Commissioner/Labour Welfare officer
.....

Sub:- Application for registration under Self-Certification Scheme under laws being implemented by Department of Labour as per the terms & conditions of Scheme.

Sir,

Reference Government of Rajasthan notification No..... dated..... regarding Self-Certification Scheme of Department of Labour.

I/We have gone through the above said scheme and have understood the same. I/We wish to be covered under the said Scheme. As such I/We request you kindly issue me/us necessary approval for the same. The necessary information and other documents, as required under the scheme, are enclosed. I/We undertake to abide by all terms and conditions of the Scheme. It is also certified that I/We are competent & duly authorized to make any statement or provide any information to any central/state govt. agency on behalf of this establishment/enterprise.

Kindly issue the necessary Registration at the earliest.

yours faithfully

Exc. (i) Annexure II (List of documents)
(ii) Annexure III (undertaking/affidavit)

(Name & Address of the Manager / Occupier)

.....

Acknowledgement Slip

This is to acknowledge that a return under this Certification Scheme under labour laws has been received by the undersigned from M/s.....(full address in capital) and the same has been entered in the office receipt register at Sr. No.dt.....Any further correspondence in future in this regard may be done by stating this Sr. No.

Authorised Signatory

Regional/Joint/Deputy/Asstt.
Labour Commissioner /Labour Welfare officer

Annexure-II

List of documents to be attached with Annexure-I

1. Status of the unit
[Company/Firm/Shop/Others/(PI. Specify)]
2. Nature of the unit
(what work/business, it is carrying on)
3. Status of the industry (SSI/MS/LSI)
(attached attested copy of registration with)
Department of Industries copy attached/List attached
4. Registration No. and date along with
attested copy of registration under the
Factories Act, if applicable.
5. Registration No. and date along with
attested copy of registration under Shop
and Commercial Establishment Act,
1958, if applicable.
6. Registration No. and date along with
attested copy of sales tax registration
number.
7. List of raw materials used end
products if the unit is a manufacturing
of processing unit.
8. Number of workers being employed.
9. Details of bank draft attached.

Note : In case any of the above is not being attached / provided please give specific reasons.

Annexure-III

Undertaking

(To be filed by the Occupier/Manager on a non-judicial stamp paper of Rs. 10/-)

I.....S/o Sh.

R/o.....and occupier/manager of

M/s.hereby states as under:

1. That I have applied for grant of coverage of unit by the name of
..... situated at (complete address of the unit)
.....under the Self-certification Scheme of Department of Labour,
Government of Rajasthan as notified vide notification no.....
Dated
2. That I have gone through the Scheme and have fully understood the contents of this
Scheme and undertake to abide by name.
3. That it is declared that I/We are complying and will continue to comply with all provisions
of labour laws covered under this Self-Certification Scheme.
4. That I agree to accept the penalty prescribed under law in case of violation detected in
the unit under any labour law covered under the Scheme after filing of return under the
Scheme.

Deponent

Place:

Date:

Verification

I/We the above named deponents do hereby further solemnly affirm that the contents
given above are true and correct to my knowledge.

Deponent

Place:

Date:

5. Average number of workers

employed during the year

- a) Male
 - i) Adults (more than 18 years):
 - ii) Adolescents (more than 14 but less than 18 years)
 - iii) Children (below 14 years)
- b) Female
 - i) Adults (more than 18 years):
 - ii) Adolescents (more than 14 but less than 18 years)
 - iii) Children (below 14 years)
- c) Total
 - i) Adults (more than 18 years):
 - ii) Adolescents (more than 14 but less than 18 years)
 - iii) Children (below 14 years)

6. Nature of Industry

Hazardous / Non-hazardous

7. Manufacturing Process

- a) Raw materials used :
- b) End Product :

8. Code of the Industry :

(to be specified as per NIC Classifications enclosed as Annexure VI)

9. Shift timings

General

A Shift

B Shift

C Shift

10. Self-Certification applied for :

(Please mark (X) on the Act which is not applicable to your unit / establishment as per law)

- i. Minimum Wages Act, 1948 & Rajasthan Rules made there under amended by time to time.
- ii. Payment of Wages Act, 1936 and Rajasthan rules made thereunder as amended from time to time.

- iii. Contract Labour (Regulation & Abolition) Act, 1970 and Rajasthan rules made thereunder as amended from time to time.
- iv. Payment of Bonus Act, 1965 and rules made thereunder as amended from time to time.
- v. Payment of Gratuity act, 1972 and Rajasthan rules made thereunder as amended from time to time.
- vi. Maternity Benefit Act, 1961 and rules made thereunder as amended from time to time.
- vii. Child Labour (Prohibition & Regulation) and rules made thereunder as amended from time to time.
- viii. Rajasthan Shops & Commercial Establishment Act, 1958 and rules made thereunder as amended from time to time.
- ix. The Bidi & cigar workers (Conditions of Employment Act, 1966 & Rajasthan rules, 1969.
- x. The Inter state migrant workmen (RECS) Act, 1979 & Rules thereunder.
- xi. The Equal Remuneration Act, 1976 and Rajasthan rules thereunder.
- xii. Motor Transport workers Act, 1961 Rajasthan rules made thereunder.
- xiii. Maternity Benefit Act, 1961 & Rajasthan rules 1976.

Certification

I/We do hereby certify that the contents given above are true and correct.

Signatures

(with name(s) and the stamp of Organisation)

Place:

Dated:

Acknowledge Slip

This is to acknowledge that a return under Self Certification Scheme under labour laws has been received by the undersigned from M/s.....(full address in capital) and the same has been entered in the office receipt register at Sr. No.....dt.....Any further correspondence in future in this regard may be done by stating this Sr. No.

Signatures

Regional/Joint/Deputy/Asstt.

Labour Commissioner/Labour Welfare Officer

Annexure-IV

Information regarding work force employed in the establishment

(Give details information of all the workers employed in the establishment in the following
format & attaches annexure with the application)

S.No.	Name of Worker	Father's name	Designation	Pay	EPF No.	ESI No.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Note : Attach a separate sheet if this in not sufficient.

By order of the Governor

(मनोहर कान्त)

Secretary to Government of Rajasthan
Department of Labour and Employment

Government Central Press, Jaipur

**EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: KOTLA ROAD, NEW DELHI**

No.S-11/12/1/97-Ins.IV

Dated : 05.01.2000

To,

The Regional Director/
Joint Director
ESI Corporation,
Regional Office/Sub-Regional Office,
Sub: Guidelines for Inspection of I.T. Software and I.T. Services Companies.

Sir,

The Ministry of Labour, has informed that the Government of India considers Information Technology(I.T.) as an agent of transformation of every facet of human life which will bring about a knowledge based society in the 21st century and in this context one of the recommendations made in the Information Technology Action Plan pertaining to Ministry of Labour is as below:-

“I.T. Software and I.T. Services Companies being constituents of knowledge industry shall be exempted from inspection by inspectors like those of factories, Boiler, Excise, Labour, Pollution/ Environment etc.”

In view of the above, the Ministry of Labour has suggested that the I.T. industry should be made free from inspection related harassment and inspections should be resorted to only when these are absolutely essential. The matter was examined at Head Quarters Office and it has been decided by the Director General that the inspections of the I.T. industries may be conducted as per the following guidelines:

- i) Initial Survey/Inspection may be conducted as is done in other cases.
- ii) Regular inspection may be conducted once in two years in between 21 to 27 months.
- iii) Inspection may also be conducted for the purpose of investigation in case of complaint received against a particular IT unit.

This has the approval of the Insurance Commissioner.

Yours faithfully,


(S.P.S. KHETAL)
ADDITIONAL COMMISSIONER(Rev.)

Copy to:

1. All Regional Accounts Officers/Dy. Chief Account Officer.....
2. The Jt. Director (Vigilance).....Zone.....
3. MSU/Training Cell/P&D Cell/Insurance Branches/Inspection Cell/Vigilance Cell at Head Quarters Office.
4. Guard File.


JOINT DIRECTOR(Rev.)

GOVERNMENT OF RAJASTHAN
LOCAL SELF AND URBAN DEVELOPMENT DEPARTMENT

No. F3(64)/UDH/3/2000/Part

dated 17-11-2003

Sub:- CELLULAR PHONES INSTALLATION IN THE STATE PERMISSION FOR INSTALLATION OF TEMPORARY EQUIPMENTS OVER THE TERRACE OF BUILDINGS.

Government, after careful consideration in the 15th meeting of BIDI on 17.9.2003 have agreed for the relaxation of Building Bye Laws / Rules for granting building permits to install cellular mobile network equipments and exclusion of roof top shelters and antenna for telecom operations from the requirement of the building permits of Jaipur Development Authority / Urban Improvement Trusts / Municipal Corporations and Municipalities subject to the following conditions:

1. That they should obtain approval of Air Traffic Controller, Airport Authority of India for exemption of roof top antenna from height restrictions, in case such exemption is required.
2. That they should inform the local authority concerned like Commissioner JDA, Secretary UITs, CEO, Municipal Corporation, Commissioner, Municipal Councils etc., along with necessary drawings and consent letter of the building owner before installation.
3. That they are solely responsible for any damage to the building and for public safety.
4. That they should take special precautions for fire safety from lightening etc.


(Ashok Sampatram)
Secretary, LSG & UDH

Copy to the following for information:

1. Secretary to CM
2. S.A to Minister for Urban Development & Housing

Copy to the following also for information and necessary action:

3. Commissioner, Jaipur Development Authority, Jaipur
4. Director, Local Bodies, Rajasthan, Jaipur
5. Secretary, all UITs


(Ashok Sampatram)
Secretary, LSG & UDH