

The
Bangladesh Gazette



Extraordinary
Published by Authority

SATURDAY, JANUARY 22, 1977

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF HEALTH, POPULATION CONTROL, LABOUR AND
SOCIAL WELFARE

(Labour and Social Welfare Division)

Section VII

NOTIFICATION

Dacca, the 7th January, 1977.

No. S. R. O. 7-L/77 S-VII/1(36)/76.—The following draft of the Tea Plantations Labour Rules, 1976, which the Government proposes to make in exercise of the powers conferred by section 44 of the Tea Plantations Labour Ordinance, 1962 (Ordinance XXXIX of 1962), is hereby published as required by the said section, for the information of all persons likely to be affected thereby and notice is hereby given that the draft Rules will be taken into consideration after a period of one month from the date of its publication in the official Gazette.

Any objection or suggestion which may be received with respect to the said draft before the said period will be considered by the Government.

DRAFT OF
THE TEA PLANTATION LABOUR RULES, 1976.

1. **Short title.**—(1) These Rules may be called the Tea Plantations Labour Rules, 1976.

2. **Definitions.**—(1) In these Rules, unless there is anything repugnant in the subject or context,—

(a) "Form" means the forms appended to these Rules;

- (b) "recognised medical degree" means a medical degree declared by the Government to be a recognised medical degree for the purposes of these rules;
- (c) "recognised University" means a University established by or under any law for the time being in force and includes any other University declared by the Government to be a recognised University for the purpose of these rules.
- (d) "Ordinance" means the Tea Plantations Labour Ordinance, 1962; and
- (e) "section" means section of the Ordinance.

2. All other words and expressions used herein but not defined shall have the same meaning as assigned to them respectively under the Ordinance.

CHAPTER II

The Inspecting Staff.

3. **Power and functions of Inspectors.**—An Inspector shall, for the purpose of giving effect to the provisions of the Ordinance, have power to do all or any of the following act, namely:—

- (a) photograph any young worker;
- (b) inspect, examine, or photograph, measure, copy, sketch or test, as the case may be, any machinery, house, building or room used for the purpose of tea plantation and for the purpose of securing the health, safety or welfare of the workers employed in a tea plantation;
- (c) conduct or defend before a court of law any complaint or other proceeding arising under the Ordinance;
- (d) require an employer to supply or send any return or information relating to the provisions of the Ordinance;
- (e) point out all such defects or irregularities as he may have observed during his inspection and pass orders for their removal; and
- (f) ensure that the defect pointed out at previous inspections have been removed and orders previously issued have been complied with.

4. **Chief Inspector.**—(1) The Chief Inspector may authorise any officer or officers under him to exercise all or any of his powers under these rules for such area or areas as may be specified by him.

(2) While declaring the local areas within which or the tea plantation with respect to which, the Inspectors shall exercise their powers, the Chief Inspector shall take into consideration the contiguity of the tea plantation and the type of labour employed in each plantation.

5. **Servicing of orders.**—Every order passed under the Ordinance or under these Rules shall be served on the employer—

- (a) by delivering a copy of it to him personally or at his office, or
- (b) by registered post with acknowledgment due.

6. **Notice to Inspector before commencement of work.**—The employer shall send to the Inspector a written notice containing in addition to the particulars specified in section 6;—

- (i) the name of the employer or his Agent or Manager, working on his behalf and
- (ii) the estimated number of adult male or female workers and young persons employed in the plantation.

7. **Certificate of Fitness.**—(1) A certifying surgeon shall, in consultation with the employer, fix such place and time as he thinks fit. Notice of places and times so fixed shall be given to the employer who shall direct the young persons to appear before the certifying officer.

(2) The certifying surgeon shall grant the certificate of fitness in Form No. 1.

(3) While preparing a certificate of fitness which shall be deemed to be a certificate of fitness under section 24, the required particulars shall be filled in on the certificate and the counterfoil and on both shall be impressed the left thumb mark of the person to whom the certificate is being granted.

(4) All counterfoils shall be kept by the certifying surgeon for a period of at least two years after the issue of the certificate of fitness.

(5) In case of loss of a certificate of fitness, a duplicate copy may be issued to the person concerned on payment of a fee of Taka 0.50. All fees received for the issue of duplicate certificate of fitness shall be credited to Government under the head "XXXVI—Miscellaneous" and account thereof shall be maintained in Form No. 2.

8. **Qualifications of certifying surgeons.**—A medical practitioner having a recognised medical degree shall be eligible for appointment as a certifying surgeon.

9. **Duties of certifying surgeons.**—(1) Every certifying surgeon shall, upon request made by the Chief Inspector, carry out inspection of any plantation and submit report to the Chief Inspector within a month of such visit.

(2) The certifying surgeon shall, during his inspection of any tea plantation, satisfy himself as to the fitness of the young persons employed in the plantation and may revoke, under intimation to the employer and the Chief Inspector, the certificate of fitness granted under section 24 to any young person if, on re-examination, finds him to be unfit for work.

(3) Every employer shall provide all facilities to the certifying surgeon to carry out inspection of the working of all young persons employed in the tea plantation to satisfy himself that the work allotted to such young persons is not likely to cause injury to their health. Copies of such inspection report shall be furnished to the Chief Inspector as well as to the employer.

CHAPTER III

Health and Medical Facilities.

10. **Provision for drinking water.**—(1) In every plantation there shall be provided and maintained at suitable points at each work site, conveniently accessible to all workers, a regular supply of sufficient quantity of drinking water.

(2) All practicable steps shall be taken to preserve the water and vessels free from contamination.

(3) Any open well or reservoir from which drinking water is drawn shall be so situated and protected, so as to prevent its pollution by organic matter or other impurities.

(4) The area around any place where drinking water is supplied to the workers shall be maintained in a clean and hygienic condition.

(5) The Inspector may, by order in writing, require the manager of a tea plantation to obtain a report from the certifying surgeon as to whether the drinking water supplied to the workers is fit for drinking.

11. **Medical facilities.**—The workers employed in every tea plantation and their family shall be provided with indoor and outdoor treatment in the hospitals, or dispensary established in the manner hereinafter provided. In case of emergency they are entitled to medical care in their house and the medical practitioners employed in the hospitals or dispensaries shall in such circumstances call on the patients in their house.

12. **Provision for hospital.**—There shall be a garden hospital for every plantation employing one thousand or more workers to deal with all routine treatment of cases, infectious cases, midwifery, simple pre-natal and post-natal case, care of infants and children and half-yearly medical examination of workers, and a group hospital to deal with all complicated cases of treatment that may be referred to such hospitals by garden hospital.

13. **Garden hospital.**—(1) Plantations employing less than one thousand workers may, with the approval of the Chief Inspector, may jointly establish group garden hospitals provided the plantations are situated within the reasonable distance:

Provided that the plantations employing more than two hundred workers shall, in addition to the joint group hospitals, run their own dispensaries with a medical practitioner with recognised medical degree assisted by at least a full-time qualified nurse.

(2) In the case of a plantation with less than 350 workers which, on account of its situation not within reasonable distance of one or more other plantations or of a joint garden hospital, there shall be established subject to the approval of the Chief Inspector, dispensaries with such number of detention beds as the Chief Inspector approves, under the immediate care of a full-time qualified compounder. Arrangement shall be made so that the dispensary is visited by a medical practitioner employed in a nearest garden hospital at least once in a week.

(3) Notwithstanding anything contained in sub-rules (1) and (2), small or inaccessible plantations, employing three hundred and fifty or less workers, so situated as not to be within reasonable distance or reach of a garden hospital, shall have, subject to the approval of the Chief Inspector, dispensaries with up to five detention beds under the immediate care of a full-time qualified compounder, but supervised and visited at least once a week at regular hours by a nearest garden hospital doctor by mutual arrangements.

(3) Each garden hospital shall have the following medical staff whose services shall be readily available during all hours of day and night—

(a) a qualified medical practitioner with recognised medical degree for every 1,750 workers;

- (b) a passed and trained midwifery for every 1,750 workers;
- (c) a trained nurse or qualified dresser for every 700 workers;
- (d) a passed compounder for every 1,750 workers;
- (e) a health assistant for every 2,100 workers;

Provided that all the medical staff whether qualified or not, employed in any plantation prior to the commencement of these rules, who are not duly qualified, shall continue in service until the age of superannuation:

Provided further that where there is provision for appointment of more than one medical practitioner, attempt shall be made to appoint at least one lady doctor.

(4) There shall be at least 15 beds in each garden hospital. The number of such beds shall, however, increase in the ratio of one bed for every additional 100 workers in excess of 1,000 workers employed in every plantation and every such beds shall be allotted at least sixty square feet of floor space.

(5) A garden hospital shall consist of—

- (a) general ward for male;
- (b) general ward for female;
- (c) maternity ward with separate labour room;
- (d) infectious ward with separate sanitary arrangement;
- (e) out-patient department with sufficient covered waiting space, preferably situated in a separate block from the general ward;
- (f) consulting room for examining patients in privacy;
- (g) minor operation and dressing room;
- (h) dispensary and drug store;
- (i) kitchen and laundry;
- (j) staff quarters.

14. **Group hospitals.**—(1) Group hospital shall be established by the employers jointly. The scheme and plan of group hospitals must have the prior approval of the Chief Inspector.

(2) The number and the floor space of beds in group hospital shall be the same as has been specified for the garden hospitals in sub-rule (5) of rule 13:

Provided that the Chief Inspector may fix a lesser number of beds.

(3) A group hospital shall consist of—

- (a) general ward for male;
- (b) general ward for female;
- (c) maternity ward with separate labour room;
- (d) out-patient department with sufficient covered waiting space, preferably situated in a separate block from general ward;
- (e) consulting room for examining patients in privacy;
- (f) dispensary and drug stores;
- (g) operation theatre;
- (h) X-Ray department;
- (i) physical therapy department;

- (j) dental treatment department;
- (k) T. B. and V. D. clinics;
- (l) clinical laboratory;
- (m) kitchen (fly-proof) and laundry;
- (n) staff quarters; and
- (o) mortuary and post-mortem room:

Provided that X-Ray and physical therapy departments may not be provided, if satisfactory arrangements are made by employers to provide these facilities with some other hospitals approved by the Chief Inspector.

(4) Every group hospital shall have such medical and other staff as may be specified by the Chief Inspector. All doctors in a group hospital must have recognised medical degree.

(5) There shall be at least fifteen nurses in a group hospital and the number of such nurses shall increase in the ratio of one nurse for every additional ten beds in excess of one hundred beds.

(6) A properly equipped ambulance shall be maintained in every garden and group hospital.

15. **Equipment and Drugs.**—Every dispensary, garden hospital and group hospital shall maintain such equipment, injections, drugs, dressing and appliances as may be specified by the Chief Inspector in consultation with the Director of Health Services of the Government.

16. **Medical Records.**—The Medical Officer in-charge of each dispensary, garden or group hospital shall maintain the medical record in respect of every patient that may be treated in such hospitals or dispensaries.

17. **Failure to provide and maintain medical facilities as provided in these Rules.**—If any employer fails to provide and maintain medical facilities as required in these rules, the Chief Inspector may help the workers in getting the facilities in the nearest garden hospital or dispensary or in a district or other similar hospital at the cost of the employer concerned. The Chief Inspector shall secure the payment of half of the estimated cost in advance from the concerned employer required for medical facilities.

CHAPTER IV

18. **Creches.**—(1) There shall be maintained according to the following standards rooms in every tea plantation specified in section 12 for the use of such of the children of the women workers as are below the age of six years:—

- (a) every room shall be of adequate size, containing suitable toys and furniture;
- (b) every room shall be adequately lighted and ventilated;
- (c) punkhas or fans shall be provided if necessary.

(2) An experienced woman supervisor shall be placed in-charge of the rooms, who shall be provided with suitable clean clothes for use while on duty.

(3) Every room shall be provided with lavatory accommodations, washing facilities with soap, clean towels and sufficient supply of water.

(4) At least half a pint of pure boiled and clean milk, or with the approval of the certifying surgeon, powdered milk shall be made available by the employer at his own cost for each child up to two years of age. For children above two years of age, there shall be provided an adequate supply of wholesome refreshment. The mother of each child shall be allowed in course of her daily work, two intervals of sufficient time to visit the room and feed her child.

19. **Recreational facilities.**—(1) Every employer shall provide and maintain in consultation with the workers' organisations, adequate recreational centre or centres in each garden as conveniently situated and as near as possible to the quarters of the workers with provision for suitable indoor and outdoor games, musical instruments, radio sets, etc.

(2) Where adequate open space is available within a reasonable distance, a playground with necessary sports equipment for outdoor games, shall also be provided.

20. **Educational facilities for workers' children.**—(1) Every employer shall, in consultation with the workers' organisations, if any, provide and maintain a free primary school and other necessary equipments and furnitures for imparting free primary education to the children with enough seats to admit all the children between the ages of six and twelve years of the workers in his plantation and within a distance of one mile from the place where the workers reside with adequate number of qualified teachers in the ratio of one teacher for every forty children:

Provided that an employer may not provide and maintain any school if there is one under the direct management of the Government or of any local body for imparting free education to the children up to the primary or higher standard with enough seats to admit the children between the ages of six and twelve years of the workers in his plantation and within a distance of one mile from the place where the workers reside:

Provided further that a group of employers may jointly provide and maintain any school and share its expenses.

(2) The curriculum, duration, standard and syllabus of the course of instruction to be imparted in the schools shall fix in consultation with the workers' organisations.

21. **Housing accommodation for workers.**—(1) Every employer shall provide and maintain for every worker and his family housing accommodation to be constructed on dry and well drained land having adequate supply of wholesome drinking water, as near as possible to the place of work. Houses shall be built at safe distance from swamps and marshes and above highest flood level. It shall be open to an employer to provide such accommodation in the course of several years provided that houses shall be built for at least 10% of the resident workers every year:

Provided that for satisfactory reasons to be recorded in writing and on the advice of the Chief Inspector, the Government may relax the requirement to build houses for a certain fixed percentage of workers.

(2) Within six months of the publication of these rules, every employer shall submit for the approval of the Chief Inspector a scheme in duplicate for providing housing accommodation to his workers. The scheme shall include the following—

- (a) specification of the period during which accommodation is proposed to be provided;
- (b) the type and design proposed to be adopted for construction of houses;
- (c) rules for the allotment and occupation of the houses by the workers; and
- (d) site plan and building plan.

(3) Every employer shall, in consultation with the workers' organisations, if any, determine the standard, specification, the types and design proposed to be adopted for the construction of houses.

(4) Every employer shall submit a return in form No. 4 to the Chief Inspector by the 31st July of every year, about the progress made in constructing houses for accommodation of the workers.

(5) No employer shall charge any rent from any worker or members of his family for any accommodation that may be provided by the employer.

22. Maintenance of the housing estate.—(1) Every employer shall, at his own expense—

- (a) execute such repairs to the houses as may be required from time to time and maintain the houses in fit and safe condition for occupation;
- (b) make necessary arrangement for the supply of adequate lighting in the areas in which housing accommodation is provided; and
- (c) maintain in good condition the approach road and paths and the sewerage and drains in the areas where housing accommodation is provided.

(2) The locality in which housing accommodation is provided, including the drains shall be kept clean of all refuse and *excreta* which shall be collected, removed and disposed of hygienically at least on every alternate day.

(3) A worker occupying a house or an Inspector may bring to the notice of the employer any defect in the condition of the house which may be dangerous to the health and safety of the inmates and when such defect has been brought to the notice of the employer, it shall be his duty to rectify the defect without the least delay.

(4) A register shall be maintained by every employer in form No. 5 showing the detailed repairs made, white-washing done in the houses occupied by the workers.

23. Conditions governing occupation of houses.—(1) No worker who has been allotted a house for occupation shall—

- (a) make any unauthorised addition to or alteration in the house;
- (b) exchange the house with the occupant of another house except with the written permission of the employer;

- (c) sub-let the house or any portion thereof to any person; and
- (d) keep any cattle in the living rooms or verandah.

(2) Every person occupying the house shall use the latrines and shall not pollute the soil and shall keep the houses and precinct thereof clean and tidy and shall not waste drinking water.

24. **Latrines.**—(1) Every employer shall provide adequate number of latrines for the number of each family or workers who have been provided with housing accommodation.

(2) The latrines shall be conveniently situated and shall be readily accessible to the members of the family.

(3) The latrines shall conform to public health requirements and the latrines other than those connected with an efficient water-borne sewerage system, shall comply with the requirements of public health authorities.

(4) Every latrine shall be under cover and so partitioned of as to secure privacy and shall have proper door and fastenings.

25. **Vacation of accommodation.**—(1) In case of retrenchment, discharge or dismissal, a worker shall within a month vacate the accommodation provided by the employer.

(2) In case of death or retirement or transfer of the worker, the house previously allotted to him may be retained by his family for a period not exceeding three months.

(3) Where a worker has tendered his resignation, he shall vacate the house within two months from the date of his resignation.

26. **Removal of difficulties.**—In case of any difficulty in the implementation of rules 21 to 26 the employer may approach the Chief Inspector in writing whose decision shall be final.

27. **Facilities for daily necessities and protection from weather.**—(1) Every employer shall set up consumer's co-operative stores in his plantation for the workers for obtaining their daily necessities from such stores.

(2) Every employer shall supply at cost price to the workers, such materials like umbrellas, blankets, lanterns or other like amenities for the use of the workers.

28. **Welfare Officers, their duties and qualifications.**—(1) In every plantation where 300 or more workers are ordinarily employed, the employer shall employ at least one Welfare Officer, provided that when the number of workers exceed 1,500, one Welfare Officer shall be employed for every 500 workers or a fraction thereof.

(2) The duties of welfare officers shall be as follows:

- (a) to establish contacts and hold consultations with the workers for maintaining harmonious relations between the management and the workers;
- (b) to bring to the notice of the management the grievances of workers, individual as well as collective, with a view to securing their redress;

- (c) to study and understand the point of view of the workers and to help the management and the workers to resolve their differences in a spirit of understanding and co-operations;
- (d) to bring about a settlement through joint consultation in the event of a dispute arising between the management and the workers;
- (e) to promote healthy labour-management relations;
- (f) to ensure fulfilment on the part of the management of the understanding of obligations under the various labour laws and rules made there-under or under various agreements arrived at between the management and the workers' organisation;
- (g) to encourage the working of works committee and joint production committees, co-operative societies and welfare committees and to supervise their working;
- (h) to ensure provision of amenities, such as, canteen, shelters for rest, creche, adequate latrine facilities, drinking water, provided for under these rules;
- (i) to assist the management in regulating the grant of leave with wages and leave privileges and to guide the workers in the matter of submission of application for grant of leave for regulating authorised absence;
- (j) to secure welfare provisions, such as housing facilities, supply of food-stuffs, establishment of co-operative stores and fair price shops, social and recreational facilities, sanitation and advice on personal problems of the workers and education of their children; and
- (k) to suggest measures to the management for raising the working and living conditions of the workers and for promoting their general well being.

(3) A Welfare Officer should preferably be a graduate of a recognised University in one of the social science such as Economics, Commerce, Social Welfare or Sociology and should have adequate knowledge in labour laws, labour problems and administration work.

CHAPTER V

Weekly Holidays and Working Hours.

29. **Weekly Hours.**—(1) Save as otherwise expressly provided in the Ordinance or in these rules, no adult worker shall be required to work in a plantation for more than forty-eight hours in any week and no young person for more than forty hours in any week:

Provided that this restriction shall not apply to piece-rated workers employed for plucking.

(2) Subject to the provision of section 30, an adult worker may work for more than nine hours a day or forty-eight hours in a week:

Provided that the total hours of work of an adult worker shall not exceed fifty-six hours a week.

30. **Interval for rest.**—No worker in a plantation shall be liable to work for more than five hours in any one day unless he has been allowed an interval of at least one hour during that day for rest or meal.

31. **Spreadover.**—(1) The period of work of an adult worker in a plantation shall be so arranged that, inclusive of the interval for rest or meal under rule 30, it shall not spreadover more than twelve hours including the time spent on waiting for that day.

(2) In the case of child and adolescent the spreadover shall not exceed nine and a half hours on any date.

32. **Weekly Holidays.**—(1) No worker shall be required or allowed to work in a plantation on a Sunday, unless he has had or will have a holiday for a whole day, on one of the three days immediately before or after that Sunday.

(2) Every worker shall be paid for work done on a Sunday at double the rate of his daily rate of wages.

33. **Notice of periods of work.**—(1) The notice of period of work shall be in form No. 5 and shall be—

- (a) in English and in the language of the majority of the workers;
- (b) displayed at some conspicuous place;
- (c) protected from the effect of the weather by glazed frames or other suitable protection approved by the Inspector; and
- (d) kept in a clean and legible condition.

(2) A copy of the notice shall be sent to the Inspector.

34. **Extra wages for overtime work.**—Where a worker works on any week for more than the hours specified under these rule, he shall be entitled in respect of the overtime work to wages twice his ordinary rate of wages.

CHAPTER VI

35. **Appeals.**—(1) An appeal against the order of an Inspector shall lie to the Chief Inspector and against the order of the Chief Inspector to the Government or to such authority as the Government may appoint in this behalf. The appellate authority after giving both parties an opportunity of being heard shall either reject the application or decide in any manner it deems fit.

(2) All appeals under sub-rule (1) shall be in the form of a memorandum setting forth concisely the grounds of objection to the order and shall be accompanied by a certified copy of the order appealed against, duly signed by the appellant or, on his behalf by a duly authorised agent. No appeal shall be admitted by the appellate authority unless the memorandum of appeal is submitted within two months from the date of the order appealed against. The time required for obtaining a copy of the order appealed against shall be excluded while computing the aforesaid period of two months.

(3) On receipt of the memorandum of appeal, the appellate authority may, if it thinks fit, appoint an assessor within two weeks to assist it in the disposal of the appeal. It shall then fix a date for the hearing of the appeal and shall give due notice of such date to the appellant and to the Inspector or the Chief Inspector, as the case may be, whose order is appealed against.

36. **Registers.**—(1) Every employer shall maintain—

- (a) registers of adult and non-adult workers in Form No. 6 and 7 respectively;
- (b) leave with wage registers in Form No. 8 which shall be preserved for a period of 3 years after the last entry in it:

Provided that if the Inspector or the Chief Inspector is of the opinion that any muster roll or register maintained by the employer gives the required particulars in respect of any or all workers in the tea plantation, he may, by order in writing, direct that such muster roll or register shall, to the corresponding extent, be maintained in the place of and be treated as the register required under this clause in respect of that plantation.

(2) Every employer shall provide a plantation worker with a leave book in Form No. 9. The leave book shall be the property of the worker and the employer or his agent shall not demand it except to make necessary entries, and shall not keep it for more than a week at a time; and

(3) If a worker loses his leave book, the employer shall provide him with another copy on payment of 0.12 paisa.

37. **Returns.**—(1) Every employer shall furnish to the Inspector and the Chief Inspector on or before 31st January every year an annual return in duplicate in Form No. 10.

(2) Every employer shall furnish to the Inspector and the Chief Inspector not later than the 15th February of the year subsequent to that to which they relate, returns in Form Nos. 11 and 12.

(3) Every employer shall furnish to the Inspector and the Chief Inspector by the 31st January and 31st July every year a half-yearly progress report in duplicate in regard to the provisions of medical facilities in Form No. 14.

FORM No. 1

[See rule 7(2)]

Certificate of Fitness.

- | | |
|---------------------------------|---|
| 1. Serial No. | Serial No..... |
| Date | Date |
| 2. Name | I certify that I have personally examined..... |
| 3. Father's name | (Name)..... |
| 4. Sex | son/daughter of |
| 5. Residence | residing at |
| 6. Age | and that his/her age, as nearly as can be ascertained from my examination is years, and that he/she is not fit for employment in plantation as an adolescent/child. |
| 7. Physical fitness | |
| 8. Descriptive marks | |
| 9. Reasons for— | |
| (i) Refusal of certificate | His/her descriptive marks are..... |
| (ii) certificate being revoked. | |

Signature/Left Thumb impression of the certificate holder.

Signature/Left Thumb Impression of the person applying for certificate.

Certifying Surgeon.

Initials of Certifying Surgeon.

Note—(i) Exact details of cause of physical disability should be clearly stated.

(ii) Strike off the words not applicable:

FORM No. 2

See rule 7(5)

Register showing particulars of fees realised for issuing duplicate fitness certificate.

Sl. No.	Name of person to whom granted and his age.	His father's name and present address.	Date of the issue of duplicate certificate.	No. and date of previous certificate.	Fee realised.	Initial of the certifying surgeon.
1	2	3	4	5	6	7

Total Tk. paid into the treasury
 on under T. R. No

Signature of the Certifying Surgeon.

FORM No. 3

[See rule 21(4)]

Yearly progress report for the period from 1st January, 197 to
31st December, 197

- (i) Name of Plantation
- (ii) Name of State and District
- (iii) Name and address of the employer
- (iv) Total resident labour population including dependants in the Plantation
- (v) Number of resident workers requiring house
- (vi) Number of houses provided according to the approved scheme by
- (a) construction of new houses
- (b) adaptation of old houses
- (vii) Reasons for not providing the number of houses as required in item (vi)

FORM No. 4

[See rule 22(4)]

Description of houses.	Detailed description of repair, alteration, wood-work, white-washing, etc. done.	Date.	Inspection remarks by Inspector.
1	2	3	4

FORM No. 5

[See rule 33(1)]

Notice of period of work.

Name of Plantation..... Place..... District.....

Group No..... Group No.....

Nature of work..... Nature of work.....

Starting time.	Intervals for rest		Stopping time.	Starting time.	Intervals for rest		Stopping time.
	From	To			From	To	

Sunday ..
 Monday ..
 Tuesday ..
 Wednesday ..
 Thursday ..
 Saturday ..

Signature of Employer

Date.....

FORM No. 6

[See rule 36(I)(a)]

Register of adult workers.

Sl. No.	Name, age and address.	Father's/Husband's name.	Nature of work.	Letter of group as in notice of period of work (Form No. 5.)	Remarks

FORM No. 7

[See rule 38(I)(a)]

Register of Non-adult workers.

Sl. No.	Name and address.	Father's name.	Date of first employment.	Number of certifying Surgeon's certificates with date.	Age as entered in the certificate.	Token No. reference to certificate, if any.	Nature of work.	Letter of group as in notice of period of work (Form No. 5)	Remarks.
1	2	3	4	5	6	7	8	9	10

FORM No. 8:

[See rule 36(1)(b)]

Leave with wages register.

PART I—Adults.

PART II—Non-Adults.

Serial No.

Serial No. in the register of Adult/
non-adult workers.

Plantation.

Name of worker.

Father's/Husband's name.

Address.

From	Number of days worked.		Leave at credit (including balance, if any, on return from leave on last occasion.	Leave taken.			Balance on return from leave.	Date of which wages for leave paid and amount paid.	Remarks.
	To	Total days worked.		From	To	Number of days.			
1	2	3	4	5	6	7	8	9	10

FROM No. 9

[See rule 36(2)]

Leave Book.

PART I—Adults.

PART II—Non-adults.

Serial No. Plantation.....
 Serial No. in the register of adult/non-adult workers..... Father's/Husband's name:.....
 Date of entry into service..... Address.....

From.	To.	Total days worked.	Leave earned.	Leave at credit including balance, if any, on return from leave on last occasion.	From	To.	Number of days.	Balance on return from leave.	Date on which wages for leave paid and amount paid.	Remarks.
1	2	3	4	5	6	7	8	9	10	11

Note—The Leave Book shall be made out separately for each worker on thick bound sheets.

FORM No. 10

[See rule 37(I)]

Annual return—Year ending the 31st December, 19 ..

(To be furnished to the Inspector and Chief Inspector by the 31st January)

1. Name of Plantation
2. Name of employer
3. District
4. Postal address
5. Average number of workers employed daily:
 - (i) Men.....
 - (ii) Women
 - (iii) Adolescent
 - (Male).....
 - (Female).....
 - (iv) Children
 - (Male).....
 - (Female).....
6. Normal hours worked per week:
 - (i) Adults.....
 - (ii) Adolescent
 - (iii) Children
7. Number of days worked in the year.....
8. What rest/intervals were given—
 - (i) Adults.....
 - (ii) Adolescent
 - (iii) Children

9. Where week sometimes substituted for Sundays as weekly holidays.....
10. Total number of workers discharged during the year for which this return is made

Certified that the information furnished above is, to the best of my knowledge and belief, correct.

Signature of employer.

*The average daily number should be calculated by dividing the aggregate number of attendance on working days by the number of working days in the year. In reckoning attendance by temporary as well as permanent workers should be counted and all workers should be included whether they are employed directly or under contractor. Days on which the plantation was closed, for whatever cause, should not be treated as working days.

**Enter "one hour", "two half hours", "one half hours" or "none", as the case may be, if none of these categories applies to the adult workers, enter the category applicable to the majority of adult workers. Where the majority received an interval exceeding one hour enter "one hour".

Note—Where possible, separate figures should be shown in respect of clerical and supervisory staff and other workers.

FORM No. 11

[See rule 37(2)]

Leave with wages—Annual return for the year ending 31st December, 197 .

(To be furnished to the Inspector and Chief Inspector by the 15th February).

1. Name of Plantation.....
2. Name of employer
3. District.....
4. Postal address
5. Total number of persons employed during the year.....
 - (a) Men
 - (b) Women
 - (c) Adolescents
 - (d) Children
6. Number of persons who were granted leave during the year.....
 - (a) Men
 - (b) Women
 - (c) Adolescents
 - (d) Children
7. Number of workers to whom the leave allowed amounted to thirty days...
 - (a) Men
 - (b) Women
 - (c) Adolescents
 - (d) Children

Certified that the information furnished above is, to the best of my knowledge and belief, correct.

Signature of employer.

Note.—Where possible, separate figures should be shown in respect of clerical and supervisory staff and other workers.

FORM No. 12

[See rule 37(2)]

Annual Return—Creches (Year ending the 31st December 19.....)

(To be furnished to the Inspector and Chief Inspector by the 15th February).

1. Name of Plantation.....
2. Number of women workers normally employed.....
3. Area of the plantation.....
4. Number of rooms.....
5. Number of children admitted in each room
6. Average daily attendance of children at each room;
 - (i) Two years and below.....
 - (ii) Above two years
7. Facilities provided in each room;
 - (i) Milk
 - (ii) Food
 - (iii) Cloths
 - (iv) Toys.
 - (v) Medical aid
 - (vi) Others
8. Strength of staff employed in each room—
 - (i) Doctors:
 - (a) Males
 - (b) Females
 - (ii) Nurses
 - (iii) Ayahs or inferior attends.
9. Remarks

Certified that the information furnished above is, to the best of my knowledge and belief, correct.

ted the..... 19

.....
Signature of employer.

FORM No. 13

[See rule 37(3)]

Progress report in regard to the provisions of medical facilities. Return for the period ending the 30th June, 19..... of 31st December, 19.....

(To be furnished to Inspector and the Chief Inspector by the 31st July/31st January).

1. Name of plantation
2. Total population
3. Average number of workers employed daily.....
4. Garden/Hospital/Dispensary

(Figures per 100 workers.)

Nature of medical facilities.	Facilities prescribed in the rules.	Facilities available.	Reviation + (plus) - (minus).
Hospital beds
Doctors
Midwives
Nurses
Compounders
Anti-malaria Assistants

5. Number of first-aid boxes or cup-boards maintained, if any.
6. Steps taken or proposed to be taken to bring the medical facilities available in the plantation at par with those prescribed in rules. State with special reference to the various stages of the approved schemes for provision of medical facilities.
7. Number of patients recommended for treatment in the Group Hospital and arrangements made for their treatment if no Group Hospital has been established.

By order of the President
M. G. MORTUJA
Deputy Secretary.