

The Shops & Establishment Act

1) Muster Roll cum Wages Register – 27 [M.R.C.W.R.] [No separate leave register required]
OR

Register of Employment in Form H, J, K or I &. Register of Payment of Wages in form II with Register of Leave in Form 'M' & Leave Book in Form 'N' for each employee.

2) Attendance Cards Cum Wages Slips – 27 (2)

Requirements under The Shops & Establishment Act, 1948.

1) Visit Book under the shops & establishment Act. 2) Register of Lime Washing in Form 'F' 3) Registration Certificate under the Shops & Est. Act.

Daily and weekly hrs. Of work / Interval for rest / Spread – over / Holiday in a week, in commercial establishment.

1] No employee shall be required or allowed to work in any shop or commercial establishment for more than nine hrs. in any day and fortyeight hrs. in any week.

2] No employee required or allowed to work for more than five hrs. before he has had an interval for rest of at least one hr.

3] The spread – over of an employee in a commercial establishment shall not exceed eleven hrs. In any day.

4] Every shop and commercial establishment shall remain closed on one day of the week and no deduction shall be made from the wages of any employee in shop or commercial establishment on account of any day on which it has remained closed.

5] Every employee shall be entitled to additional holiday on 26 Jan, 1 May, 15 Aug, and 2 Oct., every year. For holiday on these days employee shall be paid wages at a rate equivalent to the daily average of his wages. If the employer may require any employee to work in the establishment on all or any of these days, the employee shall be paid double the amount of the daily average wages and leave on any other day in lieu of the compulsory holiday.

LEAVE

1] Every employee who has worked for 240 days during a year shall be allowed 21 days leave. 2] Leave may be accumulated up to maximum period of 42 days. 3] The leave allowed to an employee shall be inclusive of the day or days during the period of such leave, on which a shop, or commercial establishment remains closed or on which he is entitled to a holiday.

Form 'A', Form 'B', Form 'E'