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PART-I

LABOUR & HUMAN RESOURCES
DEPARTMENT

Karachi dated the 10th June, 2022

NOTIFICATION

No.SO(L-II)/2-5/2018:- In exercise of the powers conferred by sections 10, 11, 13, 14, 15, 16, 17, 19, 21, 22, 23, 24, 26, 27, 28, 29, 30, 35, 37, 40, 43, 44, 47, 48, 49, 51, 52, 53, 56, 60, 62, 64, 66, 70, 71, 77, 86, 87, 90, 92, 108 and 109 of Sindh Factories Act, 2015, the Government of Sindh are pleased to make the following rules:-

PRELIMINARY

1. **Short title, extent and commencement:** - (1) These rules may be called the Sindh Factories Rules, 2021.

- (2) They shall extend to the whole of the Province of Sindh.
- (3) They shall come into force at once.

2. **Definitions:** - (1) In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

- (a) "Act" means the Sindh Factories Act, 2015 (Sindh Act No.XIII of 2016);
- (b) "Additional Inspector" means an Inspector appointed under sub-section (5) of section 12;
- (c) "Appendix" means an Appendix to these rules;
- (d) "Artificial humidification" means the introduction of moisture into a room by an artificial means whatsoever except the use of gas or oil for lighting purpose or the unavoidable escape of steam or water vapour into the atmosphere directly due the treatment of Fabric or fabric by water or steam in its passage through a machine;

Provided that the introduction of air directly from outside through moistened mats or screens placed outside open window and ventilation openings at times when the temperature of the room is 80 degree or more shall not be deemed to be artificial humidification;

- (e) "Certifying Surgeon" means a qualified medical Practitioner, registered with Pakistan Medical and Dental Council and notified by the Government;
- (f) "Chief Inspector" means the Chief Inspector appointed under sub-section (2) of section 12; Provided that the Director General Labour, Sindh shall be ex officio Chief Inspector of Factories for the Province of Sindh;
- (g) "cooling power" means the cooling power of the air in millicalories per square centimeter per second as measured by a kati-thermometer;

- (h) "degrees of temperature" means degree on the Fahrenheit scale;
- (i) "Form" means a Form appended to these rules;
- (j) "Government" means the Government of Sindh;
- (k) "hygrometer" means an accurate (combined) wet and dry bulb thermometer conforming to the prescribed conditions as regards construction and maintenance;
- (l) "Inspector" means an Inspector appointed under sub-section (1) of section 12;
- (m) "Inspector authorized in this behalf" means Regional or Additional or Joint Director, and in the absence of Regional or Additional or Joint Director or the Division or Region or District, the Deputy Director Labour;
- (n) "Kata-thermometer" means the instrument invented by Professor Leonard Hill. I.M., F.R.S. and manufactured by John Hicks and Co. Haton Gardens. London or any other Company approved by the Chief Inspector for measuring the cooling power of the air;
- (o) "Manager" means the person the responsible to the occupier for the working and control of the factory and includes the person nominated by the occupier under clause (e) of sub-section (1) of section 10;
- (p) "production related work" means activity Wherein a worker put in physical or intellectual or manual efforts in manufacturing process being carried out in a factory;
- (q) "section' means a section of the Act'
- (r) "transmission machinery" includes every shifts, wheel, drum or pulley (including any system of the fast and loose pulleys) coupling, clutch, strap, band, belt, chain, rope or other device incidental to the transmission of motion between any prime mover and any machine or appliance, or by means of which the machine or appliances receive its motion; and
- (s) "within reach" means within six feet of any spot on which any person may have to stand or on which any person may have to pass in the course of his employment.

(2) **Gender and number.**- In these rules-

- (a) The words importing the masculine gender shall be taken to include female; and
- (b) words in the singular small include the plural, and vice versa.

(3) The words expressions used but not defined in these rules shall have the same meanings as assigned to them under the Act.

3. **Notice before commencement of work.** The written notice prescribed under sub-section (1) of section 10 shall be in Form 'A'.

4. **Registration and de-registration of Factory.** (1) Application for registration of factory shall be made in Form 'A1' accompanied by following documents in triplicate:-

- (i) Notice of Occupation in Form-A;
- (ii) Certificate of Stability in Form-K;
- (iii) Copy of Layout plan of the factory;
- (iv) List of Machinery;
- (v) Copy of NIC of Occupier and the Manager;
- (vi) Any other document required under the Act or rules framed thereunder.

(2) The inspector authorized in this behalf, on being satisfied that the establishment is covered under section 2(e) and establishment has complied with all the requirements of sub-rule (1), shall register the establishment in a prescribed register (Form- B1) and issue a registration certificate in the prescribed form-B within seven days of the receipt of the application.

(3) In case the application is found by the inspector authorized in this behalf to be deficient in a material respect, he shall communicate in writing his objections to the establishment within a period of seven days of the receipt of the application and the establishment shall comply with such orders or directions as made by the Inspector authorized in this behalf within a period of seven days of the receipt of the objections.

(4) When the objections raised by the inspector authorized in this behalf have been satisfactorily met, the inspector authorized in this behalf shall register the establishment as provided in sub-rule (2) and issue a certificate of registration in the prescribed form within seven days of the date of the communication of reply of objections.

(5) In case the replies to the objections of the inspector authorized in this behalf are not satisfactory, the inspector authorized in this behalf may reject the application.

(6) In case the application has been rejected or the disposal of application has been delayed beyond the period of seven days provided in the above sub-rules, the establishment may file an appeal before Chief Inspector who may, for reasons to be stated in its order, directing the inspector authorized in this behalf to register the establishment and to issue a certificate of registration or may dismiss the appeal, within seven days of the receipt of appeal.

(7) The registration certificate issued under sub-rule (2) may be amended by the inspector authorized in this behalf when occupier of the factory moves application stating the nature of the amendment and reasons therefor.

(8) Every factory shall display in a conspicuous position, in letters easily legible in English or Urdu or Sindhi characters its name, and registration number if issued by inspector authorized in this behalf, outside the main gate of the place in which its business is carried on.

5. No registered factory shall be de-registered by the Inspector authorised in this behalf unless the occupier of a factory files a copy of the order of permission of closure of factory obtained in pursuance of Standing Order 15 of the Sindh Terms of Employment (Standing Order) Act, 2015 (Sindh Act No. XI of 2016) with application of de-registration of the factory and Inspector authorised in this behalf becomes satisfied in the manner provided in sub-section (2) of section 11.

INSPECTIONS (Section 12 & 13)

6. The Chief Inspector shall -

- (i) be primarily responsible for the administration of the Act within the area for which he is appointed;
- (ii) inspect or authorize any officer to inspect or make arrangements for inspection of every factory including seasonal factory within the area for which he is appointed at least once a year and every seasonal factory within such area at least once during each season of work, unless in any case good reasons to the contrary exist and are recorded by him;
- (iii) arrange for such further inspections as may appear to be necessary to him or to the authority to whom he is subordinate for ensuring that the provisions of the Act, and of these rules are duly observed;
- (iv) in case he receives complaint of worker(s) regarding violation of provisions of any laws being executed under his direct authority, may conduct inquiry through the officer of the Directorate of Labour, Sindh and direct the concerned officer under his authority to take such action as deem fit.
- (v) in case he finds essential to get inspected any establishment through different officers, he may constitute a joint inspection team comprising of different officers subordinate to him to conduct thorough inspection and report thereof to him.

7. (1) No person, other than officer of the Directorate of Labour, shall be appointed as Inspector under sub-section (1) of section 12 unless he has the knowledge of labour laws and ability to execute the provisions of the Act.

(2) The defects and irregularities discovered together with orders or directions for their remedy or removal or rectification passed by the Inspector, shall be sent to Occupier/Manager of the factory with the previous permission of Inspector authorized in this behalf, and a copy thereof shall be sent to -

- (a) the Assistant Director, Inspector authorised in this behalf and Chief Inspector if inspection is carried out by the Labour Officer;
- (b) the Inspector authorised in this behalf and Chief Inspector if inspection is carried out by the Assistant Director or Deputy Director;

(c) the Chief Inspector if inspection is carried out by the Joint Director or Regional Director.

(3) The Inspector may, in addition to and without prejudice to any other powers or duties, which he is authorised to exercise under the Act, or these rules, at each inspection see as to how far the defects pointed out at previous inspections have been removed and how far orders previously issued have been complied with.

(4) The Inspector, in addition to and without prejudice to any other powers or duties, which he is authorised to exercise under the Act, or these rules, shall have powers to call for record or make seizure of record if inspector finds same is replete with evidence of violations of provisions of the Act.

(5) No Inspector shall lodge prosecution of violation of the provisions of any law save with permission of the Inspector authorized in this behalf; provided that if permission sought under this sub-rule and sub-rule (2) is delayed for more

than ten days, the same shall be deemed to have been granted and in case of refusal by Inspector authorized in this behalf, he shall give sufficient reasons for such refusal and same may be referred to the Chief Inspector who shall pass such orders as deemed fit.

(6) The Head or Incharge of the Police Station of the area concerned shall be bound to help and provide Security to the Inspector, if required.

8. The Inspector at each inspection shall enquire into all accidents which may have taken place since the last inspection, ascertain where the responsibility for their occurrence rests, and pass such orders or recommendations as may appear to him necessary for the prevention of such accidents.

9. (1) Where an inspection is made by the Deputy Commissioner, he shall send a copy of his report to the Chief Inspector for such action as the later may consider necessary.

(2) Where an inspection is made by an Additional Inspector exercising all or any of the powers of an Inspector, he shall submit his report to the Inspector authorised in this behalf, for such action as the later may consider necessary.

(3) The Deputy Commissioner or the Additional Inspector as the case may be, shall not communicate his report direct to the factory concerned.

10. The manager shall maintain a bound inspection book in Form 'C' and shall produce it before the Inspector or the Certifying Surgeon, when so required by the Inspector or the Certifying Surgeon, as the case may be. The manager and Occupier of the factory shall be bound to rectify the irregularities noted by the Inspector or comply with the orders of the Inspector written in the inspection book and intimate, in writing, compliance report whereof to the Inspector:

Provided that every inspection report, in Form C, shall be made in his own hand of the Inspecting officer or the Certifying Surgeon, as the case may be.

Provided that inspection book in Form 'C' shall be kept in a bound register, whose every page shall be numbered serially.

11. The dispatch through registered post, Courier or Special Messenger of any notice, order or extract of an Inspector's report sent under the Act, or under these rules shall be deemed sufficient service on the occupier or Manager of the factory of such notice or order or of any direction contained in such extract.

**CERTIFYING SURGEONS AND PERSONS AUTHORISED TO EXERCISE THE
FUNCTIONS OF A CERTIFYING SURGEON
(Section 14, 83 and 90)**

12. (1) A Certifying Surgeon or a practitioner authorised under section 14 to exercise the powers of a Certifying Surgeon after charging a fee of rupees hundred per person shall -

- (i) examine any adolescent desirous of being employed in a factory;
- (ii) examine any adolescent or person in respect of whom a notice has been served upon the manager and who is desirous of being re-employed;
- (iii) on the request of an Inspector, examine any person produced before him,

and issue a certificate regarding the age and the fitness or otherwise of such adolescent or other person working in a factory.

(2) The Certifying Surgeon or practitioner authorized as aforesaid shall fix such place and time as he may deem convenient for the attendance of persons desiring to obtain certificates of age and physical fitness, and shall give notice of such place and time to the managers of factories for which he is appointed.

(3) Fee under sub-rule (1) shall be payable by the occupier or manager of the factory.

Provided that no woman shall, without her consent, be medically examined by a male practitioner and any such examination shall be in the presence of another woman.

13. (1) Every Certifying Surgeon shall keep a bound book containing certificates numbered consecutively and printed on ledger paper, in Form 'D' in foil and counterfoil.

(2) Every certificate granted under sub-section (2) of section 83 to a person desirous of being employed in a factory shall be prepared by filling up the foil and counterfoil which shall also bear the signature or the left-hand thumb mark of the person in respect of whom the certificate is granted.

(3) The Certifying Surgeon shall if he is satisfied that the entries made therein are correct, sign the foil and initial the counterfoil and shall deliver the foil to the person in whose name the certificate is granted. The foil so delivered shall be the certificate of fitness referred to in sub-section (2) of section 83.

(4) A Certifying Surgeon revoking a certificate under sub-section (3) of section 83 shall cause the work "revoked" to be stamped in red ink on the foil and counterfoil of such certificate.

(5) If the Certifying Surgeon refuses to grant any person a certificate under this rule, no fresh application for a certificate shall be made on behalf of such person until a period of three months has elapsed from the date of such refusal, unless the Certifying Surgeon, while refusing to grant the certificate, gives permission in writing for an application to be made at an earlier date.

14. Every practitioner authorised under sub-section (2) of section 14 to exercise provisionally the powers of a Certifying Surgeon shall grant certificate in the manner provided in rule 13 and the work "Provisional" shall be printed or stamped in red ink at the top of each foil and counterfoil of such certificates.

15. (1) Where a certificate granted under sub-section (2) of section 83 is lost, the person to whom it was granted may apply to the Certifying Surgeon for a copy of the certificate and the Certifying Surgeon, after making such enquiry from the employer or if he is unemployed from the last employer of such person and from such other sources as he deems fit, may grant a duplicate thereof to such person. The "word "duplicate" shall be clearly written in red ink across such certificate and initialled by the Certifying Surgeon. The counterfoil in the bound book of forms shall be similarly marked "Duplicate" and initialled.

(2) For every copy of a certificate granted under sub rule (1) a fee of twenty rupees which shall be credited to Government, shall be charged. The Certifying Surgeon shall maintain a register in Form "E" of all fees paid for the issue of copies of certificates and shall initial each entry made therein.

(3) No duplicate of a certificate granted under section 83 shall be granted to any person otherwise than in accordance with the provisions of this rule.

16. (1) The certifying surgeon shall ordinarily visit every factory within local limits for which he is appointed in which adolescents are known to be employed at least once in six months and may give reference of his previous visit to the manager of the factory proposed to be visited. At each of these visits the manager shall produce before him at such time as the certifying surgeon may fix, all adolescents employed in the factory whether actually at work or not.

(2) The certifying surgeon shall personally examine every adolescent who is in possession of a "provisional" certificate granted under sub-section (2) of section 14, and shall, if he is satisfied that a certificate should be granted, countersign the certificate and cross out the word "provisional".

(3) If, on such examination, the Certifying Surgeon is of opinion that the person in possession of a "provisional" certificate granted under subsection (2) of section 14, is under the age of fourteen years or is not fit for employment in a factory, he shall impound the certificate write on it the word "cancelled" over his signature. He shall, then, forward the certificate with such remarks and he considers necessary to the Chief Inspector or an Inspector authorized in this behalf and shall also inform the person who issued the certificate that it has been cancelled.

17. The certifying surgeon at his periodical visit shall satisfy himself as to the fitness of the adolescents employed in the factory and shall revoke the certificate of any, whom he considers unfit.

18. The token giving a reference to the certificate granted to an adolescent under section 83 which is required to be carried under clause (b) of section 82, shall show the number of the workers in the register of adolescent workers or Adult workers, as the case may be.

HEALTH & SAFETY
(Section 15 and 16)

19. In every factory a register in Form "F" shall be maintained for entering into the dates on which lime washing, painting or varnishing is carried out.
20. No rubbish, filth or debris shall be allowed to accumulate or to remain in any part of a factory in such position that effluvia therefrom can arise within the factory.
21. In every factory all drains carrying waste or sullage water shall be constructed in masonry or other impermeable material and shall be regularly flushed at least once a day and where possible connected with some recognized drainage line.
22. The floor of the rooms and the compound surrounding every factory shall be maintained in a strictly and clean condition.
23. Proper arrangements shall be made for maintaining in a reasonably clean and drained condition all washing and bathing places within a factory, the places where drinking water is distributed to the operatives of the factory and the area around such places.

**VENTILATION, TEMPERATURE, DUST AND
FUME AND ARTIFICIAL HUMIDIFICATION**
(Sections 17, 18 and 19)

24. In every room of a factory ventilating openings shall be provided in the proportion of five square feet for each person required or permitted to work in such room and the openings shall be such as to admit a continuous supply of fresh air:

Provided that the Chief Inspector may, in respect of any factory or any room in a factory, for reasons to be recorded in writing relax the requirements of this rule where, in his opinion the same may be permitted without hazard to the health of the persons employed in such factory or working in such room.

25. In every factory where injurious, poisonous or asphyxiating gases, dust or other impurities are used for or are evolved from any process carried on, in such factory all practicable measures to the satisfaction of Inspector shall be taken to protect the workers against the inhalation of such gases, dust or other impurities.
26. In every room in a cotton mill where slasher sizing is carried on, efficient arrangements for the removal of the steam given off in the process of drying the yarn shall be fitted and slasher sizing shall not be carried on in any room where any other process of manufacture is being performed.
27. There shall be no artificial humidification in any room or department of a cotton spinning or weaving factory.

(a) by the use of steam during any period when the dry bulb temperature of the room exceeds 85 degrees.

(b) at any time when the wet bulb reading of the hygrometer in that room is higher than that specified in the following table in relation to the dry bulb reading of the hygrometer at that time, or as regards a dry bulb reading intermediate between any two dry bulbs readings indicated consecutively in the table, when that dry bulb reading does not exceed the wet bulb reading to the extent indicated in relation to the lower of the two dry bulb readings.

TABLE

Dry bulb	Wet bulb	Dry bulb	Wet bulb	Dry bulb	Wet bulb	Dry bulb	Wet bulb
bulb	bulb	Bulb	Bulb	bulb	Bulb	Bulb	Bulb
60.0	58.0	75.0	73.0	90.0	84.5	105.0	91.0
61.0	59.0	76.0	74.0	91.0	85.0	106.0	91.0
62.0	60.0	77.0	75.0	92.0	85.5	107.0	91.5
63.0	61.0	78.0	76.0	93.0	86.0	108.0	91.5
64.0	62.0	79.0	77.0	94.0	86.5	109.0	92.0
65.0	63.0	80.0	78.0	95.0	87.0	110.0	92.0
66.0	64.0	81.0	79.0	96.0	87.5	111.0	92.5
67.0	65.0	82.0	80.0	97.0	88.0	112.0	92.5
68.0	66.0	83.0	80.5	98.0	88.5	113.0	93.0
69.0	67.0	84.0	81.0	99.0	89.0	114.0	93.0
70.0	68.0	85.0	82.0	100.0	89.5	115.0	93.5
71.0	69.0	86.0	82.5	101.0	90.0	116.0	93.5
72.0	70.0	87.0	83.0	102.0	90.0	117.0	94.0
73.0	71.0	88.0	83.5	103.0	90.5	118.0	94.0
74.0	72.0	89.0	84.0	104.0	90.5	119.0	94.5
						120.0	94.5

Provided, however, that this rule shall not apply when--

- (i) the difference between the wet bulb reading, as indicated by the hygrometer in the room or department concerned and the wet bulb reading taken within a hygrometer outside the factory in the shade is less than 3.5 degree; or
- (ii) the cooling properties of the air in the room or department as measured by the wet reading of a Kata-thermometer at a height of five feet in all usual working places within the room or department is greater than eleven milli-calories per square centimetre per second.

28. In all departments of cotton spinning and weaving mills in which artificial, humidification is employed, hygrometer shall be provided and maintained in such position as may be approved by the Inspector and on the following scales:

- (a) **Weaving Department.** Two hygrometers for departments with less than 500 looms and one additional hygrometer for every 500 or part of 500 looms in excess of 500.
- (b) **Other Departments.** One hygrometer for each room of less than 3,00,000 cubic feet capacity and one extra hygrometer for each 2,00,000 cubic feet, or part thereof in excess of 3,00,000 cubic feet.
- (c) One hygrometer shall be provided and maintained outside each cotton spinning and weaving mill wherein artificial humidification is adopted in a position approved by the Inspector, for taking true shade temperatures.

29. When the Inspector is satisfied that in any department of a cotton spinning or weaving mill, the limits of humidity allowed by the table below rule 27 have, at no time during the immediately preceding twelve months been exceeded, he may, for any such department, if it not be a weaving department, grant exemption in Form 'G' from the maintenance of the hygrometer.

30. A legible copy of the table below rule 27 shall be fixed near each hygrometer.

31. Correct wet and dry bulb temperatures, as indicated by each hygrometer maintained under the provisions of rule 28, shall be recorded thrice during each working day by competent persons appointed by the manager and approved by the Inspector. These temperatures shall be taken between 7.00 A.M., 11.00 A.M. and 2.00 P.M. (but not in the rest interval) and between 4.00 P.M. and 5.30 P.M. In extraordinary circumstances, such additional readings between such hours as the Inspector may specify shall be recorded. The temperatures shall be recorded on a chart approved by the Inspector and affixed close to the hygrometer and entered in a humidity register in Form 'H'. At the end of each month, the person taking the readings shall sign the register and certify the correctness of the entries. The chart and register shall at all times be available for inspection by the Inspector and copies of the entries made therein shall be sent to him/her whenever he so requires.

32. The entries made in the humidity register shall be deemed to be prima facie evidence of the temperatures and humidity of the department to which the entries relate, but an Inspector may at any time check the correctness of the readings by personal observations.

33. The cooling power of the atmosphere in each department shall be measured by taking readings of the wet Kata-thermometer in the close proximity of each hygrometer maintained in the department and at a height of five feet from the floor. Such readings shall be recorded every Tuesday and Friday at the time specified for taking hygrometer reading and shall be entered in the humidity register referred to in rule 31. The readings of the Kata-thermometer shall be taken by a competent person appointed by the Manager.

34. (1) Every hygrometer shall comprise two mercurial or alcohol thermometers similar in construction and equal in dimensions, scale and division of scale, or any other instrument or equipment which is used for such purpose. They shall be mounted on a wooden or metallic frame with a suitable receptacle containing water.

(2) The wet bulb shall be closely covered with a single layer of muslin kept wet by means of a cotton or woollen wick attached to it and dipping into the water in the receptacle. The muslin covering the wet bulb and the wick shall be suitable for the purpose, clean and free from greasy substances.

(3) No part of the wet bulb shall be within three and a half inches of the dry bulb or within three inches of the surface of the water in the receptacle, and the water receptacle shall be placed below the wet bulb, on the side away from the dry bulb.

(4) The bulbs shall be spherical and of suitable dimensions and shall subject to the provisions of sub-rule (2) be freely exposed on all sides to the atmosphere.

(5) The bores of the stem shall be such that the top of the mercury or alcohol column shall be reading distinguishable and correct readings made at a distance of two feet.

(6) Each thermometer shall be graduated so that accurate readings may be taken between 50 and 120 degrees.

(7) Every degree, from 50 degrees up to 120 degrees shall be clearly marked on the glass stem: each fifth and tenth degree shall be marked by longer marks than intermediate degrees and the temperatures marked opposite each tenth degree i.e. 50, 60, 70, 80, 90, 100, 110 and 120.

(8) The marking shall be accurate to within 0.2 degree at all readings between 50 and 120 degrees.

(9) A distinctive number shall be conspicuously marked upon each hygrometer employed in a department.

(10) the accuracy of each hygrometer shall be certified by the National Manufacturing Laboratory of the country of origin of hygrometer or such other authority as may be approved by the Chief Inspector and such certificate shall be attached to the humidity register.

35. Every hygrometer shall be maintained at all times during the period of employment in efficient working order so as to yield accurate readings and-

- (a) the muslin covering and the wick of the wet bulb shall be renewed once a week;
- (b) the receptacle shall be filled with distilled, boiled or pure rain water which shall be renewed once a day;
- (c) no water shall be placed in the receptacle or applied directly to the wick or muslin during the period of employment.

36. If an Inspector gives notice in writing that a hygrometer is not accurate it shall not, after one month from the date of such notice, deemed to be accurate, unless and until it has been re-examined and a fresh certificate as required by sub-rule (10) of rule 34 secured in respect thereof, which certificate shall be kept attached to the humidity register.

37. (1) No hygrometer shall be affixed to a wall, pillar or other surface unless protected therefrom by wood or other non-conducting material at least half an inch in thickness, which shall be separated from the wall, pillar or other surface by an air space of at least one inch.

(2) No hygrometer shall be so fixed as to be in the direct draught from a fan, window or ventilating opening or at such a height that the head of the hygrometer is more than five feet and a half from the floor.

38. No reading shall be taken for record on any hygrometer within fifteen minutes of the renewal of water in the receptacle.

39. Where steam pipes are used for the introduction of steam into any room for the purposes of artificial humidification-

- (i) all hangers supporting such pipes shall be separated from the pipes by an efficient insulator not less than half an inch in thickness;
- (ii) such pipes shall be as short as is reasonably practicable, and
- (iii) the diameter of such pipes shall not exceed one inch; provided that the Chief Inspector may for reasons to be recorded in writing permit the use of pipes with a diameter exceeding one inch.

40. All ducts for the introduction of humidified air, whether actually in use for that purpose or not shall be kept clean.

OVERCROWDING AND LIGHTING

[Sections 20, 21 and 37]

41. (1) The particulars of each room of the factory, in which workers are regularly employed shall be entered in Form 'I' which shall be shown to the Inspector when so required.

Lighting

(2) As long as any workers are present in a factory, the latrines, passages, stairs, hoists, factory ground and other parts of the factory in so far as the entrance of the said places is not closed, shall be lighted in such manner that safety is fully secured in passing through or remaining in the same.

Artificial Lighting

(3) Artificial lighting in accordance with the following standard shall be provided and used in the interior of Cotton Ginning Factories, at times when artificial lighting is necessary and is ordinarily used -

- (a) by means of Electricity to the satisfaction of the Inspector, one Electric lamp of 60 watts per four gins;
- (b) the train line shaft alley in Ginning Factory shall be sufficiently lighted at all times for a worker to carry on his duties inside it without the aid of lantern.

(2) Government will notify the standards of lighting for different kind of work.

(3) So far as reasonably practicable arrangements shall be made by suitable screening or placing or other effective methods to prevent, discomfort or injury by the reflection of light from smooth or polished surfaces into the eyes of the workers.

DRINKING WATER

(Section 22)

42. (1) In every factory there shall be provided free of charge for the use of the employees of the factory a supply of water fit for drinking at the rate of one gallon per day for every person employed in the factory.

(2) Such supply of water shall be derived from -

- (i) any public water-supply; or
- (ii) wells including tube-wells, or tanks so situated, constructed and protected as not to be polluted or contaminated with organic or other impurities.

(3) Where drinking water for a factory is obtained from an intermittent public water-supply, such factory shall be provided with storage for water at the scale prescribed in sub-rule (1).

(4) A well for the supply of drinking water to a factory or for the purpose of humidification in a factory -

- (i) shall not be constructed or located within fifty feet of any latrine drain or other source liable to pollute the water in the well;
- (ii) shall be entirely closed and covered;
- (iii) shall be fitted with a reliable pump; and
- (iv) shall be provided with a dust and water proof trap door having an opening not exceeding four square feet, and such trap door shall be kept locked and only opened for cleaning or inspection.

(5) The water required to be provided under sub-rule (1) shall be kept in clean and suitable vessels, shall be renewed daily and all practicable steps shall be taken to preserve the water and the vessels in which it is contained from contamination.

(6) The temperature of the drinking water supplied to workmen shall at no time exceed 90 degrees.

(7) The Inspector may, by order in writing, require the Manager to obtain reports, at such time or at such intervals as may be specified in the orders, regarding the fitness or otherwise for the purposes of drinking of the water supplied to workmen from the Director of Health Services Sindh or from a Health Officer of a local authority provided with the necessary facilities to carry out such tests, and the Manager shall comply with such order and send to the Inspector by registered post copies of such reports within seven days of their receipt by him.

(8) The Inspector may, if he thinks fit, himself take a sample of water from the water provided and supplied to workmen in any factory and direct the Manager of such factory to obtain a report thereon and the Manager shall thereupon obtain a report on such sample and supply a copy of such report to the Inspector in the manner provided in sub-rule (7).

PROVISION FOR WASHING ACCOMMODATION AND LATRINES AND URINALS

(Section 23)

43. In every factory, the following facilities shall be provided for the washing of workers: -

- (a) Where there is a continuous source of water supply from the public mains, one wash basin for the use of twenty persons and an additional wash basin for every additional twenty persons or any less number shall be provided.
- (b) Where there is no continuous source of water supply, stored water shall be provided at a scale of at least five gallons per worker per day, which would be supplied through wash basin to be provided on the above scales.

- (c) Soap and towels shall be provided and kept available for workers free of cost at every wash basin and regular arrangement shall be made for replacement of used towels with clean towels daily.
- (d) Separate washing accommodation with adequate privacy shall be provided for women workers on the same scale as above.

44. Except in factories provided with water-flushed latrines connected, with a water-borne sewerage system, all latrines shall be provided with receptacles on the dry earth system which shall be cleaned daily and kept in a strictly sanitary condition. The receptacles shall be tarred inside and outside at least once a year.

45. (1) Every factory shall be provided with urinals and latrines.

(2) The urinals and latrines on non-flush system accommodation shall be on the scale given below:

<i>(i) Latrines:</i>	<i>Number of Latrines</i>
(a) Where the number of persons employed does not exceed 50.	5
(b) Where the number of persons employed exceeds 50.	5 for the first 50 and 2 additional seats for every 50 persons or any less number in excess of the first fifty
<i>(ii) Urinals</i>	<i>Number of Urinals</i>
(a) Where the number of persons employed does not exceed 50.	3
(b) Where the number of persons employed exceeds 50.	3 for the first 50 and 2 additional urinals for every 50 persons or any less number in excess of the first fifty

(3) The latrines and urinals on flush system shall be on the following scales:--

<i>(i) Latrines:</i>	<i>Number of Latrines</i>
(a) Where the number of persons employed does not exceed 50.	4
(b) Where the number of persons employed exceeds 50.	4 for the first 50 and 2 additional seats for every 50 persons or any less number in excess of the first fifty
<i>(ii) Urinals</i>	<i>Number of Urinals</i>
(a) Where the number of persons employed does not exceed 50.	2
(b) Where the number of persons employed exceeds 50.	2 for the first 50 and an additional urinal for every 50 persons or any less number in excess of the first fifty

(4) The urinals and latrines required to be provided under this rule shall be located in accessible places within the precincts of the factory and each such urinal and latrine shall be separated from an adjoining urinal or latrine by a partition wall not less than six feet in height.

46. (1) If females are employed, separate latrines screened from those for males, and marked in the vernacular language in conspicuous letter "FOR WOMEN ONLY" shall be provided on the scale laid down in rule 45 and those for males shall be similarly marked "FOR MEN ONLY".

(2) A poster showing the figure of a man and a woman shall also be exhibited at the entrance of latrines for the respective sex.

47. The walls of the latrines, unless made of corrugated iron, shall be lime washed inside and outside at least twice a year, the dates of such washing being noted in Form 'F' and the inside walls up to a height of three feet from the floor shall be made of non-absorbent impermeable material.

48. In factories employing hundred or more persons' arrangements for the disposal of excreta shall, where no such arrangement is made by the local sanitary authority, be made by means of a suitable incinerator approved by the District Medical Officer of Health or the Municipal Medical Officer of Health, as the case may be, in whose jurisdiction the factory is situated.

**SPITTOONS
(Section 24)**

49. In every factory at least one spittoon in one room for every twenty workers or below shall be provided at convenient places which most contain quick lime or any disinfectant. The spittoons shall be kept clean and hygienic in, all respects:

Provided that in case of Food and Pharmaceutical Factories spittoons may be provided in the changing rooms and lavatories.

**HYGIENE CARD AND COMPULSORY VACCINATION AND INOCULATION
(Sections 25 and 26)**

50. (1) Every factory shall provide to every worker Hygiene Card in Form 'F-1' with following particulars:-

- (a) Name of worker with parent's name.
- (b) CNIC No.
- (c) Date of appointment.
- (b) Designation & Department.
- (c) Card No.
- (d) Date of examination whether suffering from disease.
- (e) Signature of Doctor.
- (f) Signature or thumb-impresion of worker.

(2) The fee for examination under sub-section (1) of section 25 shall be rupees twenty per worker and bill be borne by occupier or Manager of the factory.

(3) Each worker in a factory shall be vaccinated and inoculated as under:-

- | | |
|-------------------------|----------------|
| (a) Small-pox | Every two year |
| (b) Cholera and Typhoid | Every year. |

(4) The vaccinations and inoculations shall be arranged by the Manager of the factory.

**CANTEEN
(Section 27)**

51. **Canteens.**-- (1) The occupier of every factory wherein more than two hundred workers are ordinarily employed shall provide in or near the factory an adequate canteen according to the standards prescribed in these rules, and the canteen shall be available for the use of such workers within a period of six months from the date of publication of these rules in official gazette;

Provided that -

- (a) Government may, for sufficient reasons from time to time by an order in writing, extend the said period in respect of any specified factory;
- (b) Government may, for any factory or class or description of factories, direct that this sub-rule shall not apply subject to any conditions that may be specified in writing by the Chief Inspector, where it can be shown that suitable alternative arrangements for the supply of food to the workers are available.

(2) The occupier of a factory shall submit for the approval of the Chief Inspector plans and a site plan in duplicate of the building to be constructed or adopted for use as a canteen.

(3) The canteen building shall be situated not less than fifty feet from any latrine, urinal, boiler house, coal stocks, ash dumps and any other source of dust, smoke or obnoxious fumes:

Provided that the Chief Inspector may in respect of any particular factory relax the provisions of this sub-rule to such extent as may be reasonable in the circumstances and may require measures to be adopted to secure the essential purposes of this sub-rule.

(4) The canteen building shall be constructed in accordance with the plans approved by the Chief Inspector and shall contain at least a dining hall, kitchen, store-room, and pantry, and separate washing places for (i) male workers (ii) female workers, (iii) utensils. The minimum height of the building shall be not less than twelve feet from floor level to the lowest part of the roof and all the walls and roof shall be of suitable heat resisting materials and shall be water proof.

(5) The Hall and inside walls up to the height of four feet from the floor shall be made of smooth and impervious material; the remaining portion of the inside walls shall be smoothed by cement plaster or in other manner approved by the Chief Inspector.

(6) The doors and windows shall be of fly-proof construction and shall allow adequate ventilation.

(7) The canteen shall be sufficiently lighted at all times when any person has access to it.

(8) (a) In every canteen -

(i) all inside walls of rooms and all ceilings, passages, and staircases shall be lime-washed or colour-washed at least once in every two years:

Provided that inside walls of the kitchen shall be lime-washed once in every four months;

(ii) all wood-work shall be varnished or painted once in every two years;

(iii) all internal structural iron or steel work shall be varnished or painted in every two years.

(b) Records of dates on which lime-washing, colour-washing, varnishing or painting is carried out shall be maintained in a Register in Form 'F'.

(9) The precincts of the canteen shall be kept clean and sanitary waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance. Suitable arrangements shall be made for the collection and disposal of garbage.

(10) Effective and suitable provision shall be made in every part of the canteen for securing and maintaining adequate ventilation by circulation of fresh air.

52. (1) The dining hall shall accommodate at a time at least thirty percent of the workers working at a time.

Provided that in any particular factory or in any particular class of factories, Government may, by an order in writing in this behalf, alter the percentage of workers to be accommodated.

(2) The floor area of the dining hall excluding the area occupied by the service counter and any furniture except tables and chairs, shall not be less than ten square feet per worker to be accommodated as prescribed in sub-rule (1);

Provided that in the case of factories in existence at the commencement of these rules, where it is impracticable, owing to lack of space, to provide ten square feet of floor area for each worker such reduced floor area per worker shall be provided as may be approved in writing by the Chief Inspector.

(3) A portion of the dining hall and service counter shall be partitioned off and reserved for women workers in proportion to their number washing place for women be screened to secure privacy.

(4) Sufficient tables with impervious tops and chairs or benches shall be available for the workers to be accommodated as prescribed in sub-rule (1):

Provided that where the Chief Inspector is satisfied that satisfactory alternative arrangements have been or will be made, he may exempt any particular factory or class of factories from the provisions of this sub-rule.

(5) A sufficient supply of soap and clean towels shall be provided at the washing places in the canteen for the use of workers.

53. **Equipment.** (1) There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of canteen shall also be provided and maintained.

(2) The furniture, utensils and other equipment shall be kept hygienic. A service counter, if provided, shall have a top of smooth and impervious material. Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.

(3) Adequate steps shall be taken at every place in the canteen to prevent contamination of food, utensils, cutlery and other equipment.

(4) The expenditure of starting a canteen and the extension thereof, including provision for equipment, furniture and utensils, shall be borne by the management.

54. **Prices to be charged.** (1) Food, drinks and other items served in the canteen shall be sold on non-profit basis and the prices charged shall be subject to the approval of the Canteen Managing Committee. In the event of the Committee

not approving the price list or where the Committee is equally divided on the issue, the price list shall be sent for approval to the Chief Inspector whose decision regarding the matters in issue shall be final.

(2) The charges per portion of food stuff, beverages and any other item served in the canteen shall be conspicuously displayed in the canteen in Urdu and in the vernacular of the majority of workers.

55. **Accounts.** (1) All books of accounts, registers and any document used in connection with the running of the canteen shall be produced on demand to an Inspector.

(2) The accounts pertaining to the canteen shall be audited, once every twelve months, by registered accountants and auditors. The balance sheet prepared by the said auditors shall be submitted to the Canteen Managing Committee not later than two months after the closing of the audited account:

Provided that the accounts pertaining to canteen in a Government factory having its own Accounts Department may be audited in such Department

56. **Managing Committee.** (1) The occupier shall appoint a Canteen Committee which shall be consulted from time to time as to -

- (a) the quality and quantity of food to be served in the canteen;
- (b) the arrangement of the menus;
- (c) times of meals in the canteen; and
- (d) any other matter as may be directed by the committee.

(2) The Canteen Managing Committee shall consist of an equal number of persons nominated by the occupier and elected by the workers. The number of elected workers shall be in the proportion of once for every one thousand workers employed in the factory, provided that in no case shall there be more than five or less than two workers in the Committee.

(3) The occupier shall appoint from among the persons nominated by him/her a Chairman of the Canteen Managing Committee.

(4) The occupier shall determine and supervise the procedure for elections to the Canteen Managing Committee. Should there be any dispute in regard to the election of workers' representatives, the occupier shall refer the matter to the Chief Inspector whose decision shall be final.

(5) Notwithstanding any by-election the Canteen Managing Committee shall be reconstituted every two years, the previous Managing Committee holding office till such time as new Committee takes charge.

(6) The Canteen Managing Committee may in writing direct the occupier to provide in the Canteen, any item of food stuff if it is satisfied that such item is in general demand, or is likely to be in general demand. Such direction shall specify the size of each portion to be served, number of persons which shall be available and the frequency of serving the particular item per week. Such direction shall specify the time within which the direction shall be complied with.

57. (1) The provisions of these rules may be relaxed by the Chief Inspector subject to each conditions as he may deem fit, in the case of factories belonging to the same business groups or amalgamation where centralized cooking in an approved industrial canteen is arranged for. Adequate arrangement to the satisfaction of the Chief Inspector shall, however, be made in such cases for the conveyance and proper distribution of the food cooked to the workers concerned as if a separate canteen had actually been provided in each factory covered by this relaxation.

**WELFARE OFFICER'S QUALIFICATIONS, DUTIES
AND TERMS AND CONDITIONS
(Section 28)**

58. (1) One Welfare Officer for every two hundred workers or part thereof and one Assistant Welfare Officer for every additional two hundred workers, or a fraction thereof shall be appointed.

(2) The Welfare Officer or Assistant Welfare officer shall be a graduate, preference shall, however, be given to -

- (a) Law Graduate; or
- (b) Graduate in Social Sciences from a recognized University; or
- (c) Diploma holders from NILAT Karachi or from any recognized institution; or
- (d) a person who has served in the Labour Department Sindh for at least three years in grade 16 or above;

(3) The Welfare Officer or Assistant Welfare Officer shall be primarily responsible for ensuring that all statutory rights and benefits are provided to workers.

(4) Without prejudice to the generalities of the foregoing, a welfare officer shall watch the interest and ensure the welfare of the workers in respect of -

- (i) Payment of Wages.
 - (ii) Minimum Wages.
 - (iii) Overtime Wages.
 - (iv) Holidays.
 - (v) Formation of management committee and joint management board.
- (5) A Welfare Officer shall -
- (a) not less than twenty-five years age;
 - (b) be entitled to benefits and facilities which may be admissible to other employees of the establishment including the benefits admissible under any Labour Laws or any settlement to the other employees of the establishment.

**PRECAUTIONS AGAINST FIRE
(Section 29)**

59. (1) Every factory shall be provided with -
- (a) ample supply of water maintained at a sufficient pressure to reach all parts of the factory building together with the necessary hose-pipes and hydrants for making effective use of the water drawing the time the factory is in operation; or
 - (b) buckets and chemical fire extinguishers at the following scale:-
 - (i) Buckets -
For floor space upto 6,000 square feet. Six buckets for every 1,000 square feet of floor or a part thereof, one additional bucket in excess of the first 6,000 square feet.

The buckets shall be painted red and kept permanently on stands filled with water or sand at the discretion of the Manager.
 - (ii) Fire Extinguishers
'Chemical fire extinguishers of at least two gallons' capacity of soda compressed carbon-dioxide type.
For floor space upto 6,000 square feet- One extinguisher.
For every 6,000 square feet of floor One additional for
Space in excess of the first 6,000.- Extinguisher

(2) Where a factory consists of more than one storey, each storey shall be provided with at least one chemical fire extinguisher and have its own supply of buckets at the scale specified in sub-rule (1).

(3) All apparatus for extinguishing fires shall be kept in good order and shall be periodically examined and tested after every two months.

60. Every building within the precincts of a factory of more than one storey shall be provided with at least two sets of stairs of steps, one of which shall be on the outside of the buildings so as to afford direct and unimpeded access to the ground level from every part of the factory in case of fire. The stairs or steps shall be permanently fixed and made of non-combustible materials and shall be provided with suitable and sufficient hand rails:

Provided that where workers are not employed in the second or a higher storey of a factory building an outside stairs-case will not be necessary.

61. Notwithstanding anything contained in rule 60, Cotton Ginning Factories shall be provided with at least two flight of stairs made of brick work or other fire resisting materials situated outside the building.

62. **Fire Alarm.** In every factory a mechanically/electrically operated fire alarm shall be fixed and where this is not possible a fire bell shall be provided to give alarm in case of fire.

FENCING

63. The following parts of transmission machinery shall be securely fenced if in motion and within reach of workers:-

- (i) All shafts, couplings, collars, clutches, toothed wheels, pulley driving straps, chains and ropes, except such as are in the opinion of the

Inspector by construction or position equally safe to every person employed in the factory as they should be if securely fenced or guarded.

- (ii) All projecting set screws, keys, nuts or bolts on revolving parts, except any such as are counter sunk or otherwise made equally safe.

(iii) The underside of all heavy overhead main driving belts or ropes if there is any probability of persons having to pass under them.

64. The following parts of machine tools shall be securely fenced:-

The back gears and change wheels of lathes; the back gear and level gearing of drilling machines, and the gear wheels of planning, shaping, slotting and milling machines which are within reach of workers.

65. Every platen machine and gelatine cutting machine in a printing work shall be fitted with an efficient finger-guard.

66. All emery wheels and tool grinding machines shall be fitted with strong iron hood guards and shall also have a plate glass shield so fitted as to prevent flying particles from entering into the operator's eyes.

67. All hoist gates shall be self-locking and only capable of being opened when the case is opposite the floor.

68. (1) All circular saws of more than six inches in diameter shall be provided with a strong metal hood guard a riving knife at the back of the saw. The saw under the table shall be completely guarded.

(2) All hand saws shall be fitted with expanded metal cage guards enclosing the upper half of the machine. The saw under the table also be completely guarded.

69. All elevator passage ways and hoist ways shall be fenced.

70. (1) In every factory, all electrical circuits or part of such circuits or any object electrically connected with them whether commonly or occasionally in an electrified condition, which by reason of their position could cause injury to any person, shall be protected adequately, either by non-metallic fencing or insulation or by both, in such manner as to remove danger of injury:

Provided that where switch gear is installed for the purpose of immediately removing the pressure on the occurrence of a fault, such mechanism shall be taken into account when considering the adequacy or otherwise of the protection furnished:

Provided further that in no case shall any conditions or combinations of conditions, which are subject to objection under any other enactment be accepted as adequate.

(2) Instructions both in English and the Vernacular of the district for the restoration of persons suffering from electric shock shall be affixed in a conspicuous place in every factory using electric energy for lighting or power purposes.

71. **Fencing Pit.** All open tanks and vessels containing either chemicals or substances dangerous to human life or safety and all pits, tanks, gutters and excavations eighteen inches or more in depth within the precincts of any factory shall be securely fenced.

72. **Fencing in Textile and otherwise.** In addition to the provisions hereinafter prescribed, the following provisions shall apply to textile factories to the extent indicated:-

(i) In respect of blowing room machinery -

- (a) Beater covers and the door immediately above the dirt grid of all openers, combined openers and scutchers, scutchers lap machines, hard waste breakers and similar machines shall be fitted with an automatic locking arrangement which shall render it impossible to open the covers or the grid while the beater is still running, or to restart the machinery until the doors have been closed.
- (b) the nip between the cage wheel and calendar wheels shall be efficiently protected in all machines, preferably by spectacle guards extending round the outer edge of both wheels.
- (c) Fender guards shall be provided for the fan strap side of sketcher to guard the fan strap and slow motion strap; provided that where the slow motion pulley is driven directly by a strap from the overhead shaft, it shall be optional either to place the wheel or to protect it by fender guard. If the strap is on the opposite side to the slow motion strap each strap shall be protected separately.
- (d) all lap rollers shall be provided with lap protectors.
- (e) Cotton openers, combined openers and scutchers, scutchers lap machines, hard waste breakers and similar machines shall be driven from countershafts provided with fast and loose pulleys and efficient belt shifters.

- (ii) In respect of carding machines -
- (a) all feed roller wheels, daffer and barrow wheels, side shaft wheels, calendar wheels and collar wheels shall be efficiently fenced.
 - (b) all cylinder doors shall be fitted with a safety automatic locking motion to prevent the doors from being opened until the cylinder has ceased to render it impossible to restart the machine until the doors have been closed.
- (iii) In respect of drawing frames -
- (a) the roller gearing shall be effectively covered.
 - (b) the under shaft shall be encased in a metal sleeve or otherwise securely fenced.
- (iv) In respect of speed frames -
- (a) Headstocks shall be fitted with an automatic locking arrangement which shall prevent the doors being opened while the machinery is in motion and shall render it impossible to restart the machines until the doors have been closed.
 - (b) Bobbin skew gear wheel shall be covered over the top and these covers shall be extended both in front and behind round the edge of the wheels except in those cases where the spindles are not cleaned whilst the machinery is in motion.
 - (c) Spindles show gear wheels shall be effectively covered.
 - (d) Lifter rack wheel, shall be securely fenced, the guard to be such that it will effectively protect the nip both as the rail rises and as it falls.
- (v) In respect of self-acting mules -
- (a) Guards for middle back shaft scrolls shall be fitted with flanges to protect the intake of the bands and the side of the scroll. The guards for the middle draw band carrier pulley shall be either fixed to the bottom creel board, or be so fast ended otherwise that they cannot readily be knocked aside. The side pieces of the guard shall be extended inwards, far enough completely to guard the nip between the band and the scroll.
 - (b) All headstocks shall be provided with strong sheet iron guard high enough to cover the rim pulleys and so shared as to prevent any moving portion of the machinery being reached from the back when the guard is in position.
 - (c) The guard for the end draw band pulleys shall be extended at least half an inch beyond the end of the pulley.
 - (d) All quadrant pinions shall be securely fenced.
 - (e) No person shall be allowed to be between the fixed and traversing parts unless the mule is stopped on the outward run.
 - (f) All front and back carriage wheels shall be guarded by efficient top guards.
 - (h) All spinning mules shall be driven from counter shaft which shall be provided with fast and loose pulleys and efficient belt shifter.
- (vi) In respect of ring and throstle and doubling frames:
- (a) The outer ends of the frames shall be fitted in with metal plates.
 - (b) Guards made of strong rigid Metallic bars placed so that the vertical gap between them is not more than six inches shall be permanently and securely fixed along the whole length of each ring frame and such guards shall not be removable without the use of tools.
- (vii) *In respect of calendaring machines.*- All calendaring machines shall be provided with an efficient nip-guard along the whole length on the intake side of each pair of bowls and shall be so fitted and maintained, while the machine is in use, as to prevent the access of any person's fingers to the point of contact of the rollers or bowls.
- (viii) All shuttle looms shall be fitted with shuttle guards with adequate strength.

Additional, fencing in Cotton Ginning Factories

73. In addition to the provisions hereinbefore prescribed, the following provisions shall apply to Cotton Ginning Factories to the extent indicated: -

- (a) The line shaft or second motion in Cotton Ginning Factories shall be completely enclosed by continuous wall or un-climbable fencing with only so many openings as are necessary for access to the shaft for cleaning, oiling or adjusting of belts and such openings shall be provided with gates or doors which shall be kept closed and locked.
- (b) The toothed rollers of the opener shall be guarded by securely fixing the machines, not more than eight inches above the lattice, a stout wooden plank or a strong metal guard not less than eighteen inches in width so arranged that in no circumstances can a man's hand get into the rollers.
- Explanation.-* If the guard can be removed or shifted from its position without the aid of tools, the toothed rollers of the opener shall not be considered to have been guarded for the purposes of this rule.
- (c) The spur gearing at the side of the opener shall be completely covered by a strong metal guard.
- (d) The crank shaft pulleys and roller pulleys of all gins shall be securely guarded by strong box guard and hinged covers.

74. The cover to the blades of all saw gin machinery shall be fitted with an automatic locking device so arranged as to make it impossible for the saw to be exposed whilst the machine is in motion.

Protection of persons attending to machinery or boilers

75. All-important pulleys shall be provided with belt hangers or perches.
76. Suitable string gear shall be provided and used to move driving traps on all fast and loose pulleys.
77. Lubrication of bearings or gear wheels or replacing or adjusting of belts shall be done only by experienced and specially trained persons, while the machine is not in motion.
78. Service platforms and gangways shall be provided for overhead shafting and where required by the Inspector, shall be securely fenced with guard rails and the boards.
79. No transmission machinery in motion shall be cleaned with cotton waste, rags or similar material held in the hand.
80. Every shafting ladder shall be fitted with either hooks or some effective non-skid device.
81. (1) No person engaged in oiling or adjusting belts or in any work whatsoever within reach of unfenced transmission machinery shall be allowed to work whilst wearing loosely fitting clothes.

Explanation.- All garments other than those specified below shall be considered loosely fitting clothes for the purpose of this rule:-

Boiler suit.	Shorts.
Tightly fitting shift worn inside the shorts.	Loin-cloth.
Post (banyan).	Sweater.
Turban without hanging ends.	Cap.

(2) Every person required or engaged to oil or adjust belts or to do any work whatsoever within reach of any unfenced transmission machinery shall be provided by the Manager free of cost with light Loin-cloth dress.

82. Safe and convenient access shall be provided to all bearings.
83. (1) All water level gauge glasses of Boiler and other hot liquid tanks of which the maximum pressure exceeds 50 (psi) shall be securely guarded.
- (2) No additional weight shall be placed on the safety valve of any boiler unless written authority has been received from the Boiler Inspector to do so.
84. All sizing cylinders, kiers, digesters, steam jacketed pans and other vessels worked under pressure shall be fitted with safety valves / pressure gauges.

CRANES AND OTHER LIFTING MACHINERY (SECTION 37)

85. A register shall be maintained if the Chief Inspector so requires for every examination of a lifting machine containing the following particulars by the notified manager.

- (a) The distinguishing number of mark(s), if any, and a description sufficient to identify the lifting machine.

- (b) The safe working load or loads in the case of a crane with a variable operating radius, including a crane, derricking jib, the safe working load at various radii of the jib, trolley or crab is to be stated.
- (c) Particulars of any defect found in the lifting machine, or in any automatic indicator when the machine is fitted, in either case, affect the safety of the machine.
- (d) The repairs, if any, required, either-
 - (i) immediately; or
 - (ii) within a specified time (which must be stated) to enable the lifting machine to continue to be used with safety; (if no such repairs are required the work "None" is to be entered).
- (e) The name and address of the person carrying out the examination and the date of the examination; and
- (f) The address of the factory and the name of the occupier/ Manager

PROTECTION OF EYES
(Section 44)

86. Every worker in respect of any manufacturing process, which involves risk of injury to the eye, shall be provided with, effective screen and goggles for the protection of eyes.

PRECAUTIONS AGAINST DANGEROUS FUMES
(Section 48)

87. The minimum dimensions of the manhole referred to in subsection (1) of section 48 shall -

- (i) in relation to the confined space be not less than eighteen inches long and sixteen inches wide in case of a rectangular manhole and not less than eighteen inches in diameter in case of a circular or oval manhole;
- (ii) in relation to tank wagons and other mobile plant not less than eighteen inches long and sixteen inches wide in case of rectangular manhole and eighteen inches in diameter in case of circular manhole.

ACCIDENTS
(Section 51)

88. Notices of accidents resulting in death or such severe injury that there is no reasonable hope that the injured person will be able to return to work within forty-eight hours shall be sent -

- (a) by Fax, email, courier or any means of communication, within twenty-four hours of the occurrence, to the Chief Inspector, Inspector for the area in which the factory is situated and the Deputy Commissioner, or if the Deputy Commissioner so directs, to the Assistant Commissioner; and
- (b) by registered post within twenty-four hours of the occurrence, to the Commissioner appointed under the Sindh Workers' Compensation Act, 2015.

89. In case of accident resulting in death notice in the mode and within the time specified in clause (a) of rule 88 shall be sent to the Officer in-charge of the Police Station for the area in which the factory is situated.

90. If the notice required to be given under rule 88 or 89 is sent by a special messenger it shall be in Form 'J-1' (First Accident Report) and if it is sent by Fax, email or telephone it shall be confirmed by a written report in such form within twenty-four hours of the occurrence of the accident.

91. Notice of accidents of minor character, which nevertheless prevent the injured person from returning to work within forty-eight hours of the occurrence of the accident shall be given in Form 'J-1' within, twenty-four hours of the expiry of that time to the Inspector and to the Deputy Commissioner, or if the later by a general order so directs, to the Assistant Commissioner.

92. Final notice of an accident shall be submitted in Form 'J-II' within three months from the date of occurrence of the accident to the Chief Inspector, the Inspector for the area in which the factory is situated, the Deputy Commissioner, or if the Deputy Commissioner so directs, to the Assistant Commissioner and to the Commissioner appointed under the Sindh Workers' Compensation Act, 2015.

93. When an accident, which has been reported to the Inspector, as "Slight" is afterwards known to be "Serious" or "Fatal," the Manager shall make the necessary correction in a supplementary report which shall be sent forthwith to the authorities mentioned in rules 89 and 90.

94. (1) If the Inspector has reason to believe that a fatal or serious accident has occurred in any factory, whether he has received a notice thereof or not, he shall, as soon as possible, proceed to make an investigation on the spot, either by himself or in co-operation with the Police authorities or an Official deputed by the Deputy Commissioner or with both in order to determine the cause of and the responsibility for the accident.

(2) If the inspector on an investigation under sub-rule (1) finds that the accident has resulted from neglect on the part of the occupier or the Manager of the factory or any other person to observe any provision of the Act or the rules and orders made there-under, and if he so considers necessary, shall sanction the prosecution of the person at fault.

(3) In case where the inspector considers prosecution under the Pakistan Penal Code necessary he shall make a reference to the District Judge for taking suitable action.

(4) The Inspector shall, while forwarding a case to the District Judge for prosecution, record his opinion whether in the event of a fine being imposed and recovered, any portion of the fine should be paid to the person sustaining injuries in the accident or his dependents as compensation.

95. When in any factory there occurs, any explosion, fire, collapse of building or serious defects in the machinery or plant, which might have caused or might cause injury to any person, such fact shall be reported by the Manager within twenty-four hours of its occurrence to the authorities mentioned in clause (a) of rule 89.

PROCEDURE IN APPEALS (Section 52)

96. (i) An appeal presented under section 52 shall lie to the Director General Labour Sindh or the Chief Inspector and shall be in the form of a memorandum setting forth concisely the grounds of objection to the order and bearing Court-fee stamps in accordance with the Court-Fees Act, 1870 and shall be accompanied by a copy of the order appealed against.

(ii) Upon receiving appeal under sub-rule (i), the Chief Inspector may delegate his powers to any officer of the Directorate of Labour to whom he thinks can exercise his powers for hearing appeal presented under section 52 and can pass an order thereon.

97. On receipt of the memorandum the appellate authority, shall if it thinks fit, or if the appellant has requested that the appeal be heard with the aid of assessors call upon the body, if any, declared to be body representative of the industry concerned under sub-section (2) of section 52 to appoint an assessor within a period of fourteen days. If an assessor is nominated by such body, the appellate authority shall appoint a second assessor itself. 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 whose order is appealed against, and shall call upon the two assessors to appear on such date to assist in the hearing of the appeal.

98. An assessor appointed in accordance with the provisions of rule 97 shall receive a fee of five hundred rupees and traveling expenses for assisting in the hearing of the appeal. Such fees and traveling expenses shall be paid by the appellant.

PROVISION OF SHELTERS DURING REST CERTIFICATE OF STABILITY AND FIRST AID (Section 53)

99. The occupier of every factory wherein more than 100 workers are ordinarily employed, shall provide free of cost one or more suitable rooms or sheds for the use of workers during periods of rest. Such rooms or sheds shall be adequately lighted and properly ventilated so as to admit fresh air at all times. The rooms or sheds shall not be less than ten feet high and the floor space in them shall not be less than six square feet for each worker to be accommodated. The roof of such rooms or sheds shall not be corrugated sheeting or other metal unless covered-by a suitable heat resisting material: Provided that the provisions of this rule shall not be applicable to a factory where a canteen has been provided for workers.

100. The occupier of every factory other than a seasonal factory, wherein more than thirty women workers are ordinarily employed shall provide a suitable room

for the use of Children under the age of five years belonging to such women and the room or rooms so provided shall conform to the following conditions:-

- (i) A floor space of not less than nine square feet shall be provided for each Child accompanying a female employee.
- (ii) The height of the roof shall not be less than ten feet from the floor.

- (iii) The rooms shall be provided with sufficient light and ventilation and its temperature shall not be such as to be injurious to the occupants.
- (iv) The structure shall be waterproof, and sun-proof, free from dirt, vermin and damp and shall be maintained in a clean condition. The interior walls, ceiling, etc., shall be lime-washed once in every twelve months. The wood work shall be painted or varnished at least once in every four years.
- (v) The use of the rooms shall be restricted to Children, their attendants and the mothers of the Child.
- (vi) The services of a sweeper at frequent intervals shall be available to attend to the general, cleanliness of the room or, roomy and sanitary utensils shall be provided therein to the satisfaction of the Inspector.
- (vii) A trained nurse and a female servant shall be employed by the manager or occupier to attend to the Children and such a nurse or servant shall always be present in the room or rooms during the working hours of the factory.

101. (1) In any building or part of a building which is erected or constructed or reconstructed or extended or taken into use as a factory or a part of the factory after the commencement of the Act, no work on any manufacturing process with the aid of power shall be commenced until a certificate of stability of the building in form 'K', signed by a person possessing the qualifications specified in sub-rule (4).

(2) Such certificate shall be sent through the Inspector and shall be accompanied by the plans of the building or part thereof which is erected or made use of as a factory, showing its extent and construction and the position of machinery, plant and tanks.

(3) No addition or alteration shall be made to such building or part thereof or such machinery, plant or tanks, unless a fresh certificate in respect of such addition or alteration has been approved in the manner specified in sub-rule (1).

(4) The Stability Certificate shall be signed by a Civil Engineer or Structural Engineer who shall be a member of the Pakistan Engineering Council.

102. (1) In every factory there shall be maintained in good working order first aid appliances specified in Appendix 'I'. The first aid appliances shall be placed under the charge of a responsible person who knows to use them, and shall be kept in a readily accessible place within the factory as to be immediately available during working hours. The words 'First Aid' shall be clearly painted on the box or other receptacle containing such appliances.

(2) Every person sustaining an injury within a factory shall unless he desires otherwise, be administered "First Aid" as per Appendix 'II'.

(3) Every Factory, employing 500 or more workers, shall make available or provide for an ambulance along with its driver who shall frequently be got trained as paramedic or emergency medical technician by employer and ambulance driver shall not only drive ambulance but also be trained to provide crucial emergency medical care.

(4) Every Factory, employed 1000 or more workers on any day during the preceding twelve months shall maintain a dispensary, separate from the rest of factory, and shall be used only for the purpose of first aid treatment make available or provide for an Ambulance along with and rest. It shall have a floor area of at least 250 square feet and it shall either be ventilated or air-conditioned. It shall contained in good working order first aid appliances specified in Appendix 'I'. Dispensary shall be in charge of a qualified medical practitioner assisted by at least one qualified nurse and such subordinate staff as the Chief Inspector may direct.

NOTICE OF PERIODS FOR WORKS FOR ADULTS (Section 60)

103. (1) The notice of periods for work for adults shall be -
- (a) in Form 'L' when all the adult workers in a factory are required to work within the same periods and the periods are the same on each working day of the week.
 - (b) in Form 'L(a)' when all the adult workers in a factory are required to work within the same periods and the periods are the same on five working days in the week and shorter on the sixth day.

- (c) in Form L or 'L(a)' as may be convenient, a separate form, being used for each group, when the adult workers have been classified into groups which do not work on a system of shift.
- (d) in Form 'L(b)' when the adult workers have been classified into groups working on shifts, the relays not being subject to predetermined periodical changes of shifts, the form shall be accompanied by a supplementary notice in a form approved by the Chief Inspector showing which relay is working on each shift.
- (e) in Form 'L(b)' when the adult workers have been classified into groups working on shifts, the relays being subject to predetermined periodical changes of shifts, the form shall be accompanied by a supplementary notice showing the system of rotation of relays and the method of determining which relay should be working on any specified shift on any day

Provided that if the periods of work for women differ from the periods of work for men, separate notice shall be used for men and for women

(2) When in the opinion of the Chief inspector or the inspector the period for work in a factory, although legal, cannot be conveniently displayed by any of the methods described in the foregoing rules, he may by order in writing, permit a notice in a form which appears to him suitable to be substituted and such form shall, for that factory, be deemed to be the prescribed Form.

(3) The notice shall be painted in bold letters of not less than half an inch on a wood or metal plate or in any electronic form and shall be displayed in the conspicuous places near the main entrance to the factory.

REGISTER OF ADULT WORKERS (Section 62)

104. (i) The Register of Adult Workers prescribed under section 62 shall be in Form 'M' and shall be kept separately for each shift for a calendar year.

(ii) A Register of Adult Workers in respect of daily attendance of the workers, shall be maintained in Form 'M-1' and the attendance shall be marked every day.

(2) Such registers shall be preserved for five years in non-seasonal factories and for at least two year beginning from the date of the commencement of the season in seasonal factories

(3) The registers prescribed under this rule shall always be available for inspection, and if not produced on demand being made therefore by the Inspector, the Manager shall be deemed to be responsible for its non-production, whether he was present in the factory at the time of demand or not.

(4) The registers prescribed under this rule shall be verified by the inspector when said registers are brought for inspection.

PERSONS HOLDING POSITIONS OF SUPERVISION OR MANAGEMENT [Section 64(1)]

105. The following persons shall be deemed to hold positions of supervision or management in a factory:-

(1) Manager.

(2) Any other person who, in the opinion of the Chief Inspector, holds a position of supervision or management.

106. All clerks, accountants, computer operators and time-keepers shall be deemed to be employed in a confidential capacity.

107. A list showing the names and designations of all persons, to whom the provisions of subsection (1) of section 64 have been applied, shall be maintained and when so required by the Inspector, produced before him.

EXEMPTIONS [Section 64(2)]

108. The exemptions from the provisions of the Sindh Factories Act 2015 shall be allowed in the manner as provided under rule 110 to rule 125.

109. The following persons shall be deemed to hold position of supervision or management in a factory:

(i) Store Officer, Section Officer, Workshop Superintendent, Departmental Heads, Chief Engineer, Electrical Engineer, Boiler Engineer, Mechanical Engineer, Technical Expert, Overseer, Inspectors of Workshops/Engineering Branches, Foreman, Charge-men, Head Store Keeper, Chemists, Production Officer, Production Manager, Maintenance Engineer and Quality Control Officer

(ii) Any other person who, in the opinion of the Chief Inspector, holds a position of supervision or management in the factory.

110. **Persons holding confidential position.** Designer/Artist, Planners, Colour kitchen in-charge, Punch Operators, Machines operators, data preparation operations in Computer, Section, draftsmen, time keepers and production clerks shall be deemed to be employed in a confidential capacity.

111. A list showing the names and designations of all persons, to whom the provision of sub section (1) of section 64 have been applied, shall be maintained and, when so required by the Inspector, produced before him.

112. **Urgent Repairs.** When the work in engineering or other workshop on the repair of plant or other machinery or plant incidental to or connected in the manufacturing process used in manufacturing processes or on repairs in connection with maintenance of a public service, or in toy factory on the repair of any part of the machinery, Ship or Aircraft or Engines of Railways, plant or structure of that factory is of such a nature that delay in its execution would involve—

- (1) substantial interruption to the manufacturing process in any factory; or
- (2) substantial interruption to a public service; or
- (3) danger to human life or safety;

all Adult workers employed on such work shall be deemed to be employed on urgent repairs within the meaning of clause (a) of sub section (2) of section 64 and shall be temporarily exempted from the provisions of section 54, 55, 57, 58, 59, 60 and 61 for the period occupied in the completion of such repairs subject to the following conditions:-

- (a) that the period of exemption for any one worker shall not exceed fourteen days in any calendar month;
- (b) that no worker shall be employed for more than seven consecutive days without one full day's holiday;
- (c) that no worker shall be employed continuously for more than eight hours without rest/interval of at least one hour;
- (d) That a notice stating the names of workers employed and the precise nature of their work shall be sent to the Chief Inspector, and the Inspector of area concerned within twenty-four hours of the commencement of such employment, and a copy of the said notice shall be affixed in a conspicuous place near the main entrance of the factory before the workers are put on such work.

113. **Preparatory and Complementary Work.** Adult workers employed on dispatching and receiving goods or solely on maintenance of work or as engine drivers, boiler attendants, mill wrights, mill wright mates and switch boards attendants, employed on preparatory and complementary work in all factories within the meaning of clause (b) of sub section (2) of section 64 and as such shall be exempted from the provisions of sections 54, 57, 58, 59, 60 and 61 subject to the following conditions:

- (a) that no such worker shall be employed for more than eight hours continuously without a rest for full one hour;
- (b) that no such worker shall be employed in any factory for more than 56 hours, including overtime hours, in any week or for more than 9 hours in a day; and
- (c) in seasonal factories no worker shall be allowed to work in such a manner that the spread-over exceeds twelve hours in a day.

114. **Intermittent Work.** Adult workers employed as —

- (1) Mechanics; (2) Engine drivers; (3) Foremen; (4) Mill Wrights; (5) Mill Wright Mate; (6) Oilmen; (7) Electricians; (8) Blacksmiths; (9) Moulders; (10) Welders; (11) Instrument Makers; (12) Shipwrights; (13) pattern makers; (14) Carpenters; (15) Riggers; (16) Soil Makers; (17) Boiler Makers; (18) Fork Lift Drivers; (19) Fitters; and (20) Workers bunkering ships and sea going vessels,

shall be deemed to be employed on intermittent work in all factories within the meaning of clause (c) of sub section (2) of section 64 and as such shall be exempted from the provisions of sections 54, 57, 58, and 59, subject to the following conditions:-

- (a) that no worker shall be employed for more than eight hours continuously without a rest of one full hour;
- (b) that no worker shall be employed in any for more than 56 hours, including overtime hours, in any week or for more than 9 hours in a day;

- (c) in seasonal factories no worker shall be allowed to work in such a manner that the spread over exceeds twelve hours in a day.

115. **Continuous Processes.** Adult workers employed -

- (1) on the generation, transmission and distribution of electricity; including Karachi Nuclear Power Plant;
- (2) on the manufacture of ice in ice factories;
- (3) on brewing in breweries;
- (4) on distillation in distilleries;
- (5) on the production of glass in glass works;
- (6) on distillation in rosin and turpentine factories;
- (7) on tanning in tanneries;
- (8) on the manufacture of cement and asbestos sheets and allied produce in cement works;
- (9) on the manufacture of sugar in sugar factories and refineries;
- (10) on the operations of blast furnaces in iron and steel factories;
- (11) in water works or water supply pumping stations;
- (12) on the production of carbo-dioxide in Carbonic acid gas factories;
- (13) in the mineral oil refining process; petrol and its allied products;
- (14) on oil pressing, oil refining and soap making in oil mills; and in factories, manufacturing Vanaspati;
- (15) on the manufacture of paper and straw board in paper and straw board mills;
- (16) on the manufacture of chemicals in chemical works;
- (17) on pottery making in pottery works;
- (18) on the manufacture of starch in starch factories;
- (19) on cupola on the foundry section of iron, brass and steel manufacturing operations;
- (20) on bleaching, dyeing, printing and finishing sections of textile mills;
- (21) in the preparation of oxygen and acetylene;
- (22) on the process of dehydration of potatoes and other vegetables;
- (23) on the process of dehydration of meat;
- (24) on shooting of films in film studios, and on recording in recording studios;
- (25) on mixing, compounding masticating, sole pulling, fractioning, cutting, pressing and crushing rubber and manufacturing tyres and tubes to rubber factories;
- (26) on machinery in cold storages;
- (27) on manufacturing blades and razors;
- (28) on processing soft fruits, fruit juices and vegetables;
- (29) on refining bleaching, filtering, hydro generating and deodorizing and compression of oxygen and the filling of cylinders in Vanaspati (vegetable oil and hydro generating factories);
- (30) on manufacturing glue and gelatin;
- (31) in fish canning, freezing and fish curing factories;
- (32) in electric transforming factories;
- (33) in train gas lighting factories of railways;
- (34) in coal gas factories;
- (35) in Gur factories;
- (36) in the natural gas refining process;
- (37) on the manufacture of vitamins and other approved pharmaceuticals preparations to pharmaceutical factories;
- (38) in oil tank installations (when the oil tankers are dis charged and oil is pumped into the tanks);
- (39) on manufacturing infant milk food and milk foods products;
- (40) on (i) bituminizing; (ii) waxing; (iii) poly extrusion in films; and (iv) poly extrusion on paper board foils etc., in pulp, paper and board mills;
- (41) on manufacturing enameled copper wires;
- (42) on the manufacture of paints and varnishes;
- (43) on the manufacture of porcelain insulators, tiles, bushing and switch fuse in electric equipment manufacturing factories;
- (44) on manufacturing enameled utensils;
- (45) in aluminum workshops on the manufacture of alumina room crushed bauxite;
- (46) in gramophone factories on the work of electrical deposition, for preparation of matrices;

shall be deemed to be employed on continuous process within the meaning of clause (d) of sub section (2) of section 64 and as such shall be exempted from the provisions of sections 54, 55, 57, 58, and 59, subject to the following conditions:-

- (a) that such workers shall ordinarily be employed on daily Eight hours shifts;
- (b) that no such worker shall be employed for more than seven consecutive days without a compensatory continuous rest period of at least twenty-four hours;
- (c) that when shifts are changed:-
 - (i) no shift may be employed for more than sixteen hours in one day, that is to say, two periods of eight hours each with an interval of eight hours;
 - (ii) the system of shifts shall have been approved by the Chief Inspector or the Inspector authorized in this behalf;
 - (iii) the persons who have worked double time shall at next change of shifts have a complete holiday of twenty-four consecutive hours; and
 - (iv) the average weekly hours of work in any period of three weeks shall not exceed fifty-six;
- (d) that a note shall be maintained in the remarks column of Register of Adult Workers against the name of every worker to respect of whom the exemption is claimed to have been allowed or granted; and
- (e) that the decision of the Chief Inspector shall be final as to whether the work of any such worker is or is not of the nature described in the exemption.

116. **Bakeries and Dairies.** Adult workers employed in bakeries and dairies shall be deemed to be employed in making or supplying articles of prime necessity which must be made or applied every day within the meaning of clause (e) of sub section (2) of section 64 and as such shall be exempted from the provisions of section 55.

Provided that no such worker shall be employed for more than seven consecutive days without a holiday for a whole day

117. **Tea Factories.** Adult workers employed in tea factories shall be deemed to be employed in a manufacturing process which cannot be carried on except at times dependent on the irregular action of natural forces within the meaning of clause (g) of sub section (2) of section 64 read with sub section (3) of that section and as such shall be exempted from the provisions of sections 55, 58, 59, 60 and 61 on the conditions that -

- (a) the manager or the occupier of the factory, before he avails himself of the exemption, has served on the Chief Inspector, the Inspector authorized in this behalf, the Inspector of the region concerned and the Inspector of the area concerned and displayed in the factory, notice of his intention so to avail himself and whilst he avails himself of exemption shall keep the notice so displayed;
- (b) an attendance register for such workers in Form 'N' is maintained and in respect of each worker the time of commencement of each period of work is entered therein before the period of work has commenced and the time of finishing of each period of work is entered therein immediately after the period of work has been completed;
- (c) no such worker shall be employed for more than seven consecutive days without a holiday for a whole day.

118. **Fodder Presses.** Adult workers employed on fodder pressing shall be deemed to be employed on a process which cannot be carried on except at times dependent on the irregular action of natural forces within the meaning of clause (g) of sub-sections (2) of section 64 and as such shall be exempted from the provisions of section 55, and 58;

Provided that no such worker shall be employed for more than seven consecutive days without a holiday for a whole day

119. **Rice Mills.** The provisions of section 54, 58, and 59, shall not apply to adult male worker engaged in rice mills using the parboiling process on the conditions that —

- (a) the manager or occupier of the factory, before he avails himself of this exemption, has served on the inspector and displayed in the factory a notice of his intention so to avail himself of the exemption and shall keep the notice so displayed;

- (b) attendance register for such workers is maintained in Form 'N' and in respect of each worker the time of commencement of each period of work, shall be entered therein beforehand and the time of finishing each period of work shall be entered there in immediately after the period of work has been completed; and
- (c) no such worker shall be employed for more than seven consecutive days without a holiday for a whole day.

120. **Tanneries.** The provisions of section 54 shall not apply to adult workers engaged to tanneries on the process of soaking, drying, batting and curing or canning hides, kids or skins on the conditions that -

- (a) on the notice of periods for work required under section 60 the manager shall enter against each group of workers working under the provisions of this rule the words "working under the provisions of rule 120 (c)";
- (b) an attendance register for such worker is maintained upto date in Form 'N';
- (c) the number of hours worked by any such worker on a Sunday or any other weekly holiday does not exceed six; and
- (d) no such worker shall be employed for more than seven consecutive days without a holiday for a whole day.

121. **Engine rooms and boiler houses.** Adult workers employed in engine rooms and boiler houses within the meaning of clause (h) of sub section (2) of section 64, shall be exempted from the provisions of section 55, on the conditions that -

- (i) no such worker shall be allowed to work for more than eight hours on a weekly holiday;
- (ii) the weekly hours of such worker do not exceed sixty hours in any week; and
- (iii) no such worker shall be employed for more than seven consecutive days without holiday for a whole day.

122. **Screen room and flour godowns of four milk.** In respect of Adult workers employed as foreman, machine-man (Operators and cleaners) Shooting man, mixer man, oilers, packers and stichers, flour godowns coolies salesmen and sweepers of a flourmill, the following provisions shall apply -

- (i) where the manufacturing process is carried on continuously throughout the day and all such workers in a factory are ordinarily employed on daily eight hours shifts, the provisions of section 54, 55, 57, 58, and 59, shall not apply on the conditions that -
 - (a) on the notice of period for work required under section 60 the manager shall enter against each group of workers working under the provisions of this clause the words "working under the provisions of clause (i) of rule 122; and
 - (b) no such worker shall be employed for more than seven consecutive days without a compensatory rest period or at least twenty four hours at one time or alternatively.
- (ii) where the manufacturing process is carried on continuously throughout the day and all such workers in a factory are not ordinarily employed on daily eight hours' shifts, the provisions of sections 54 and 55, shall not apply on the conditions that—
 - (a) on the notice of periods for work required under section 60 the manager shall enter against each groups of workers working under the provisions of this clause the words working under the provisions of rule 122(i); and
 - (b) no such worker shall be employed on a Friday or the day fixed for the weekly holiday for more than six hours; and
 - (c) every such worker shall be given a weekly rest period commencing on Friday or the day fixed for weekly holiday of not less than twenty-four consecutive hours.

123. **Record of Exemption to be kept by Manager.** The manager of every factory shall maintain a record of all exemptions granted to the factory from any provision of the Act in Form 'O' and such record shall be produced before the Inspector when he so requires.

124. **Limit of total overtime period.** Except in case of workers exempted under clause (a) of subsection (2), section 64, the total overtime period of any adult worker exempted from the provisions of section 54 shall not exceed twelve hours in any one week.

OVERTIME REGISTER**(Section 68)**

125. (1) The manager of every factory in which workers are exempted under sections 64 or 65 from the provisions of sections 54 or 57 shall keep a register in Form 'P' showing the normal piece-work rate of pay or the rate of pay per hour, per day or per week of all exempted workers.

(2) The overtime hours of work per day and per week and the payment therefor to all exempted workers shall be correctly entered in the register required to be maintained under this rule.

(3) The register shall not be destroyed until after the expiry of three years from the date of last entry therein,

(4) The register shall always be available for inspection by the Inspector and be got verified at the time of inspection, if not produced on demand being made therefor by the inspector, the manager shall be responsible for its non-production, whether he was present in the factory at the time of demand or not.

RESTRICTIONS ON DOUBLE EMPLOYMENT**(Section 70)**

126. (1) The Inspector may sanction the employment of Adult workers in more than one factory on the same day if he is satisfied:

(a) that the total working hours of such workers on any one day does not exceed ten, and

(b) that they receive weekly holiday prescribed under section 55.

(2) A note over the initials of the Inspector shall be made in the remarks column of the Register of Adult Workers against all male workers permitted to work in more than one factory under sub-rule (1).

COMPENSATORY HOLIDAYS**(Section 56)**

127. The compensatory holidays to be allowed under section 56 shall be so spaced that not more than two holidays are given in a week;

128. (1) The manager shall display at the place at which the notice of periods for work prescribed under section 60 is displayed, on or before the end of the month a list of persons entitled to compensatory holidays to the following month, specifying the dates on which the holidays fall due and any subsequent changes in respect of persons allowed compensatory holidays shall be made not less than one week in advance of such holidays.

(2) The holiday or holidays will be given before a worker is discharged or dismissed.

129. (1) The manager shall maintain a register of workers exempted from the provisions of section 55 in Form 'Q' and make an annual return of compensatory holidays in Form 'R' within a period of two months at the end of the year in non-seasonal and the end of the season in seasonal factories:

Provided that, if the Chief Inspector is of the opinion that any muster roll or register regularly maintained for the factory, or return made by the manager gives in respect of any or all of the workers in the factory, the particulars required for the enforcement of section 56, he may, by order in writing direct that such muster roll or register or return shall, to the corresponding extent, be maintained in place of and be treated as, the register or return required under this rule for that factory.

(2) The register maintained under sub-rule (1) shall be preserved for a period of three years from the last entry borne on it.

(3) The register shall be produced for verification at the time of inspection before the Inspector, if not produced, the manager shall be deemed to be responsible for that, whether he was present in the factory at the time of demand or not.

HOLIDAYS WITH PAY**(Section 77)**

130. (1) The employer shall maintain a holidays with pay register in Form 'S' and make a return, in duplicate, in Form 'T' not later than the 1st March of the year subsequent to that to which it relates.

Provided that if the Chief Inspector is of the opinion that any muster roll or register regularly maintained for the factory, or return made by the employer gives in respect of any or all of the workers in the factory the particulars required for the enforcement of Chapter V of the Act, he may, by order in writing, direct that such muster roll or return shall, to the corresponding extent, be maintained in place of and be treated as the register or return required under this rule for that factory.

(2) The register maintained under sub-rule (1) shall be preserved for a period of three years from the last entry borne on it.

(3) The register shall be produced before the Inspector and got verified at the time of inspection, if not produced, the manager shall be deemed to be responsible for that, whether he was present in the factory at the time of demand or not.

(4) In case, when worker was required to work on the festival holiday but was not allowed additional compensatory holiday with full pay and substitute holiday under sub-section (2) of section 80, employees shall be allowed the payment of wages for the Festival Holiday for total of three times or 300% of their ordinary rate.

(5) (a) Every non-Muslim worker, as per his/ her faith and religion, shall also be allowed holidays with pay on all Festival days, declared by the Provincial or Federal Government to be Festival Holidays.

(b) A non-Muslim worker may be required to work on his/ her Festival Holiday but one day's additional Compensatory Holiday with full pay and a substitute Holiday shall be allowed to him/ her in accordance with provisions of section 55.

(c) In case, when a non-Muslim worker was required to work on the festival holiday but was not allowed additional compensatory holiday with full pay and substitute holiday under sub-rule (5)(b) of rule 130, employee shall be allowed the payment of wages for the Festival Holiday for total of three times or 300% of their ordinary rate.

131. (1) The employer shall provide each worker with a book called 'Holiday Book' in Form 'T'. The book shall be the property of the worker and the employer or his agent shall not demand it except to make entries of the date of holidays or interruptions in service, and shall not, for any reason keep it for more than a week at a time.

(2) If a worker losses his 'Holiday Book' the employer shall provide him/her with a duplicate thereof, duly completed from his record, on payment of ten rupees.

132. (1) A workman who is absent from work for reasons of health shall, if so required by his employer in writing, submit a medical certificate signed by a registered medical practitioner stating the cause of the absence and the period for which the worker will, in the opinion of the medical practitioner, be unable to attend to his work.

(2) When an employer provides medical facilities for his employees' workers living in a colony attached to the factory shall obtain such certificate from the factory doctor.

(3) The charges for a certificate required to be produced by workmen under this rule shall be borne by the employer.

133. The employer shall report as soon as possible to the Inspector all cases of involuntary unemployment indicating the total number of workers affected together with the cause or causes of un-employment. Entries of such unemployment shall be made in the holiday with pay register of the establishment and in the Holiday Book of the individual concerned.

134. Before or on the completion of period of twelve months' continuous service in the factory, as defined in section 73, a worker may give notice to the employer of his intention not to avail himself of holidays falling due in the following period of twelve months and the employer shall thereon make an entry to that effect in the holidays with pay register in respect of that worker and in his Holiday Book.

135. Except in regard to the worker who has given notice of the intention not to avail himself of holidays in the year in which these accrue, the employer shall fix the dates on which holidays with pay shall be allowed to each worker including the worker who has accumulated his holidays over two periods of twelve months each. Any such date shall not be earlier than four weeks from the date on which the date so fixed is notified, unless the worker agrees to take the holiday earlier, and shall be made in the holidays with pay Register and the Holiday Book of the worker concerned.

136. As far as circumstances permit, when a husband and wife are employed in the same factory, they shall be allowed holidays on the same day.

137. The employer may alter the date fixed for holidays only after giving a notice of four weeks to the worker.

138. A worker may exchange the period of his leave with another worker subject to the approval of the employer.

139. The second half of the pay due for the period of holidays shall be paid to the worker with the first payment of wages after he resumes work.

140. If a worker dies before he resumes work, the balance of his pay for the period of holidays shall be paid within a period of one week of the receipt of the intimation of his death to his nominee and in the absence of a nominee to his dependents according to law or local practice.

141. (1) Where a factory is exempted under section 78 from the provisions of Chapter V of the Act, the manager of the factory shall maintain a register showing in respect of each worker the holidays due and taken and the pay granted for the holidays taken and shall display at the main entrance of the factory a notice giving details of the system prevailing in the factory for the holidays with pay and shall send a copy of the same to the Inspector.

(2) Leave Rules applicable to workers in a factory approved by Government when granting exemption to the factory under section 78 shall not be altered without the previous permission of the Government.

SINDH INDUSTRIAL RELATIONS ACT 2013

142. (1) In public utility services specified in the Schedule to the Sindh Industrial Relations Act 2013 the provisions of section 80 regarding festival holidays shall apply to only those workers who are granted the facility by the manager through a notice displayed on the Notice Board prior to such holiday. All other workers shall attend to their normal duties. In such public utility services, a worker may be paid at twice the rate of ordinary pay for work performed on a festival holiday or he may be granted two compensatory holidays at the option of the worker.

(2) This rule shall also apply in respect of all other factories if the worker wants encashment instead of compensatory leave.

(3) Seasonal factories shall give 50% of all types of leave as provided for its Chapter V of the Act.

NOTICE OF PERIODS OF WORK FOR ADOLESCENT (Section 86)

143. The notice of periods of work for Adolescent shall be in the same form as prescribed under rule 103 for adults.

REGISTER FOR ADOLESCENT WORKERS (Section 87)

144. (1) The register of Adolescent workers in all factories as provided under sub-section (2) of section 87 shall be in Form 'V'.

(2) The register shall be nominated for three years in non-seasonal factories while in seasonal factories it shall be maintained at least for one year beginning from the date of the commencement of the season.

(3) The register shall always be available for inspection by the Inspector and of not produced on demand being made therefor by the Inspector, the manager shall be responsible for its non-production, whether he was present in the factory at time of the demand or not.

DISPLAY OF FACTORY NOTICE (Section 108)

145. The abstract of the Act and of the Rules made thereunder shall be in the form given in Appendix III.

SUBMISSION OF RETURNS (Section 109)

146. The manager shall furnish the following returns to the Chief Inspector, and send copy thereof to inspector authorized in this behalf, on or before the date specified in respect of each return -

- (1) On or before the fifteenth of January each year, an annual return in duplicate in Form 'W':-

Provided that in case of a factory in which work is carried on only during a certain season or season of the year, the manager shall submit the annual return within fifteen days after the date of that season or of the last of those seasons as the case may be.

- (2) A half-yearly return in duplicate in Form 'X' for the half-year, ending thirtieth June and thirty-five of December, on or before the fifteenth of July and the fifteenth of January, respectively following half year to which it relates:

Provided that in the case of factory in which the work is carried on only during a certain season or seasons of the year, the half yearly return shall not be furnished.

(3) Before the end of every calendar month, return giving notice of the days can which it is intended to close a factory during the succeeding month.

MAINTENANCE OF RECORD IN ELECTRONIC FORM

147. All documents, records, registers to be maintained under the Act may also be maintained in electronic form subject to conditions that such record is maintained in prescribed manner and strictly in accordance with the provisions of Electronic Transactions Ordinance, 2002 or any other Federal or provincial law enacted for the purpose.

148. **Repeal.** The Sindh Factories Rules, 1975, the Sindh Factories Canteen Rules, 1959 and the Sindh Factories (Adult Exemption) Rules, 1989 are hereby repealed.

LAEQ AHMED
SECRETARY TO GOVT. OF SINDH

FORM A NOTICE OF OCCUPATION (RULE 3)

1	Name & CNIC No. of Occupier	_____
2	Name of factory	_____
3	Location of factory	_____
4	The name and address of the owner of building / premises	_____
5	Full postal address of factory including Police station and District	_____
6	Nature of moving power used	_____
7	Amount of moving power used	_____
8	Nature of work carried on	_____
9	Name & CNIC No. of manager for the purpose of the Act.	_____
10	Time of beginning and ending work on each day, showing the period of rest-interval.	_____
11	The maximum number of persons to be employed anywhere within the precincts of the factory on any one day in the year.	_____
	(a) Permanent staff (including clerical establishment).	_____
	(b) Men	_____
	(c) Women	_____
	(d) Adolescent	_____
	(e) All other type of labour (including contractor's labour).	_____
12	Number of gins (in case of cotton ginning factories only)	_____
13	Date of its functioning	_____
	Signature of Occupier	_____
	Signature of Manager	_____
	Date of Dispatch of Notice	_____

FORM A/1
(APPLICATION FOR REGISTRATION OF FACTORY)
(RULE 4)

- 1 Name & CNIC No. of Occupier of the Factory _____
- 2 Full postal address _____
- 3 Name of Factory _____
- 4 Location of factory _____
- 5 Nature of Work carried on _____
- 6 Name & CNIC No. of manager for the purpose of the Act. _____

Signature of Occupier _____
Signature of Manager _____
Date _____

FORM B
REGISTRATION CERTIFICATE OF FACTORY
Rule 4(2)

Registration No. _____
Dated: _____

Registration Certificate is hereby issued to M/s _____
situated at _____ engaged in
production of _____, valid only for the premises, use for factory, under
provisions of Section 11 of the Sindh Factories Act 2015 and placed at serial No. _____ of the
register maintained for the purpose.

Following information has been recorded in the registration register:

- 1 Name of Occupier _____
- 2 Name of Manager _____
- 3 No. of workers _____
- 4 Male _____
- 5 Female _____

Head of the Division or Region /
Inspector authorized in this behalf

FOR B/1
(RULE 4(2))
REGISTER OF FACTORIES

Serial No.	Registration No.	District.	Name of factory with location.	Postal address.	Nature of moving power	Nature of work carried on.	No. of Workers	Name of occupier.	Name of Manager	Date of Registration
1	2	3	4	5	6	7	8	9	10	11

FORM 'C'
(Rule 10)
INSPECTION BOOK

Serial No.	Name and address of factory.	Date of Inspection.	Irregularities noticed.	Remarks.	Signature of the inspecting officer.
1	2	3	4	5	6

FORM 'D'
(RULE 13)
CERTIFICATE OF AGE UNDER SECTION 83 (2)

1. Serial No
2. Date
3. Name
4. Father's name
5. Sex and caste or religion
6. Residence

Serial No
Date
I hereby certify that I have personally examined (name).

Son/Daughter of (caste, etc.)
Residing at _____ who is desirous of being employed in a factory and that his age as nearly as can be ascertained from my examination is _____ years and that he is fit for employment as a Adolescent/an adult in a factory. His descriptive marks are _____

7. Age certified
8. Physical fitness
9. Distinctive marks

Thumb impression

Examining Surgeon

(Countersigned)

Certifying Surgeon.

Thumb-impression.

Examining Surgeon

(Countersigned)

Certifying Surgeon.

FORM 'E'
(RULE 15 (2))
REGISTER OF FEES PAID FOR THE ISSUE OF
DUPLICATE CERTIFICATE UNDER SECTION 83

Date	Serial No.	Number of previous certificate.	Name of person to whom granted.	Amount of fee charged	Initial of Certifying Surgeon.
1	2	3	4	5	6

Paid into Treasury.....

Date

Signature of Certifying Surgeon.....

FORM 'F'
[Rule 19 and 51 (8)(b)]
Lime-Washing, Painting, Varnishing

Part of factory name or particulars of room.	Parts, lime-washed, painted or varnished e.g. walls ceiling wood work etc.	Treatment whether lime-washed painted or varnished.	Date on which lime-washing, painting or varnishing was carried out (according to the English calendar).			Signature of occupier or Manager	Remarks
			Day	Month	Year		

FORM 'G'
(Rule 29)
Exemptions

Section or Rule from which examination is granted	Subject dealt with	Extent of and reason for exemption	Date and number of order	Signature of occupier or manager

FORM 'H'
(Rule 31)
Humidity Register

Name of factory
Place
Department
Year

Month
Number of operatives employed in the Department
Number of Hygrometers
Hygrometer position

Date	1 st Reading			2 nd Reading			3 rd Reading			Average			Wet Kata Reading			Average	Remarks
	Dry bulb	Wet Bulb	Relative Humidity	Dry bulb	Wet Bulb	Relative Humidity	Dry bulb	Wet Bulb	Relative Humidity	Dry bulb	Wet Bulb	Relative Humidity	Dry bulb	Wet Bulb	Relative Humidity		

Monthly

Average I certify that the above Hydrometrical and Wet Kata reading records are correct during the month of 20 are correct.

Signature of Controller

FORM 'I'
(Rule 41)
Particulars of Rooms

Name or particulars of rooms in factory	Dimension of room in feet			Total floor area in square feet	Floor area occupied by machinery in the room	Breathing space (cubic contents in cubic feet)	Maximum No. of persons who may be employed in the room	Signature of Occupier or Manager	Remarks
	Length	Breadth	Height						
1	2	3	4	5	6	7	8	9	10

**FORM J-I
(Rule-90)****First Accident Report**

(To be submitted within 24 hours from the time of occurrence of the Accidents).

1. (a) Name and address of the factory _____
(b) Telephone No _____
2. Name and address of owner/occupier _____
3. Principal products services rendered;
(i) _____
(ii) _____
4. Particulars, of the injured person
(a) Name with father's name _____
(b) Address (i) Present _____
(ii) Permanent _____
(c) Age . _____
(d) Sex _____
(e) Occupation _____
5. Date and time of accident _____
6. Branch/Department/place where accident occurred _____
7. Brief Description of
(a) Cause of accident _____
(b) Nature of Injuries _____
8. Name and address of witnesses to the accident
(1) _____
(2) _____
9. Name and address of the medical officer under whose treatment the injured person has been placed. _____
10. Date and time of dispatch of report _____

Signature of Owner/Manager

Notice of Accident
FORM J-II (Rule 92)
Final Accident Report

(1) To be submitted within 3 months from the date of _____
occurrence of the accident:

(a) Name and address of factory. _____

(b) Telephone No. _____

(2) Name and address of owner/occupier. _____

(3) Principal products service rendered _____

(i) _____

(ii) _____

(iii) _____

4. Particulars of the injured person _____

(a) Name with father's name. _____

(b) Address. _____

(i) Present. _____

(ii) Permanent. _____

(c) Age. _____

(d) Sex _____

(e) Occupation _____

5. Nature of accident (Please tick applicable). _____

(i) Death.

(ii) Permanent total disablement.

(iii) Permanent partial disablement.

(iv) Injury causing absence from work exceeding 20 days.

(v) Injury causing; absence from work for more than 48 hours and up to 20 days.

(vi) Injury causing less than (48 hours absence) (if this sub-item is ticked please do not fill up item 6 to 10).

6. The accident resulted, in permanent partial disablement to the injured person (tick one or more as may be the case) in the following list of injuries :

*Loss of,---

Right arm above or the elbow One eye

Left arm above or at the elbow Thumb

Right arm below the elbow All toes of one foot

Left arm below the elbow One phalanx of thumb

Leg at or above the knee Index finger

Leg below the knee Great toe

Hearing-permanent total Any finger other than index finger

*Loss of any limb or member also includes list of its use.

7. Classification by type of accident (please tick applicable).

(i) Fall of persons

(vi) Explosion

(ii) Falling objects

(vii) Fire

(iii) Stamping on strike against

(viii) Eruption of water or struck by objects ex-

(ix) Suffocation by gases including falling objects.

(x) Any other type (specify, e.g., over exertion/strenuous

(iv) Electricity movement, etc.)

(v) Poison corrosive and

harmful substances including reduction.

8. Classification by agency of accident (please tick applicable).

(i) Prime mover

(vii) Other Transport and

(ii) Transmission Machinery haulage.

(iii) Lifting Machinery

(viii) Hand tools

(iv) Working Machinery

(ix) Any other agency (specify

(v) Other equipment and installations .e.g., water transport, pressure vessels furnaces

(vi) Rail Transport ovens, kilns, etc.)

9. Period of working hours (for absence from duty in the case of non-fatal accident).

10. In case of injury involving absence of more than 90 days' entry in item 9 be made as the injured person is still absent instead of writing number of days.

11. Name and address of the Medical Officer under whose treatment, the injured person has been placed.

Date of despatch of report.

Signature of Owner/Manager.

For use by Chief Inspector of Factories.

FORM-K
(Rule 101(1))
CERTIFICATE OF STABILITY

1. Town and district in which factory is situated. _____
2. Full postal address. _____
3. Owner of building. _____
4. Company, firm or occupier by whom the factory will be operated. _____
5. Nature of work to be carried on. _____
6. Approximate area of the factory building. _____
7. Approximate area of the premises. _____
8. The number of floors on which workers will be employed. _____
9. Details and strength of materials used. _____
10. Details of iron, work with measurement of spans and loads carried by stanchion and pillars. _____

Certified that the undersigned has carried out a detailed survey of the building and material referred to above and is satisfied that the margin of safety in accordance with the recognized standard required by the Architects and Builders Association and further that the erection has been carried out in such a way as to give the building reasonable stability and to provide the maximum safety in working the machines housed in the building.

Signature-
Designation-

FORM 'L'
(RULE 103(1)(a))
Notice of Periods for Work Adults / Adolescent

Name of factory _____
Place here situated _____
Hour of starting work _____
Hour of closing work _____
Period of rest interval _____ From _____ To _____
Weekly holidays given on _____

Date:

Signature of Manager

FORM 'L (a)'
(RULE 103(1)(b))
NOTICE OF PERIODS FOR WORK FOR ADULTS

Name of factory _____
Place where situated _____
On ordinary days _____
Hours of starting work _____
Period of rest interval _____
On half-holiday which is given on _____
Hours of starting work _____
Hours of closing work _____
Weekly holidays given on _____

Date:

Signature of Manager.....

FORM 'L (b)'
(RULE 103(1)(d))
NOTICE OF PERIODS FOR PERSONS WORKING BY SHIFTS

Name of factory _____
Place where situated _____
Shift Begins at _____ Ends at _____ Interval _____

Date Signature of Manager.

FORM 'M'
[RULE 104(1)(i)]
REGISTER OF ADULT WORKERS FOR THE YEAR

Working hours: From _____ To _____
 Name of factory _____
 Ist period _____ For the month of _____
 Rest interval _____
 Place where situated _____
 2nd period _____

Serial No.	Name along with CNIC No.	Father's Name	Date of birth	Date of appointment	Address	Nature of Work & department	Signature of Manager / Inspector	Remarks

FORM 'M-I'
[RULE 104(1)(ii)]
ATTENDANCE REGISTER

Name of factory _____
 Shift _____

Serial No.	Serial No. From Register on Form "M"	Name	Father's name	Designation	Attendance	Occupation	Signature of the Manager

FORM 'N'
[RULE 117 (ii), 119(b) and 120(b)]
REGISTER OF ADULT WORKERS EMPLOYED IN TEA & RICE FACTORIES AND TANNERIES

Name of factory _____
 For week ending _____

Sl. No	Name	Nature of work	Group No.	Period of work	Sun day		Mon day		Tues day		Wed nesday		Thurs day		Fri day		Satur day		Record of transfer one group to another	Remarks
					In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

st _____
 1 _____
 nd _____
 2 _____
 rd _____
 3 _____
 th _____
 4 _____
 st _____
 1 _____
 nd _____
 2 _____

FORM 'O'
[Rule 123]
EXEMPTIONS

Section of Rule from which Exemption is Granted	Subject Dealt with	Extent of a Reasons for Exemption	Date and No. of Order	Signature of occupier or Manager:

FORM 'P'
[Rule 125 (1)]

OVERTIME MUSTER - ROLL FOR PERSONS ON EXEMPTED WORK

Month ending _____

Worker's No. in Register	Name	Department	Date on which overtime has been taken	Extent of overtime on each occasion	Total overtime worked	Normal hours	Normal rate of hours	Normal earnings	Overtime earnings	Total earnings
1	2	3	4	5	6	7	8	9	10	11

FORM 'Q'
[RULE 129(1)]

REGISTER OF WORKERS EXEMPTED FROM THE PROVISIONS OF SECTION 55

Serial No.	Number in the register of workers.	Name	Group or relay number.	Number and date of exempting order	Year	Weekly rest days lost during the exempting order in				Date of compensatory holidays				Lost rest days carried to the next year	Remarks
						January to March	April to June	July to September	October to December	January to March	April to June	July to September	October to December		
1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	

FORM 'R'
[RULE 129 (1)]
COMPENSATORY HOLIDAYS —
ANNUAL RETURNS

For the year ending 31st December, _____ for the season ending.

Name of Factory _____
Name of Occupier _____ Name of Manager _____

1. District. _____
2. Postal Address. _____
3. Nature of Industry. _____
4. Number of workers exempted from section 35 of the Factories Act. _____

Men _____ (1) Same month. _____
Women _____ (2) Following month. _____
(3) Third month. _____
(4) Fourth month. _____

FORM 'S'
(Rule 130 (1))
REGISTER OF HOLIDAYS WITH PAY

Part I — Adults

Part II — Adolescent

Factory _____
Department _____

Serial No.	Serial No. in the register of adult / Adolescent workers	Name	Father's name	Date of entry into service	Interruption				Others	Holidays w.e.f	Whether Holidays not desired during the next 12 months	Date from which the worker is allowed leave	Remuneration paid		Discharged worker	Dates on which the worker has been allowed	Remarks		
					Sickness and accident	Authorized leave	lockout and legal strike	Involuntary unemployment					First moiety	Second moiety					
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
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15																			
16																			
17																			
18																			
19																			
20																			

FORM 'T'
[RULE 130(D)]
HOLIDAYS WITH PAY--ANNUAL RETURN

Return for the year ending 31st December 20_____

Name of Factory	_____
Return for the year ending 31 st December	_____
Name of Occupier	_____
Name of Manager	_____
District	_____
Postal Address	_____
Nature of industry	_____
Total number of persons employed during the year	_____
Men _____ Women _____ Adolescent _____	
Number of persons who completed twelve months' continuous service during the year	_____
Men _____ Women _____ Adolescent _____	
Number of persons who were granted holidays during the year	_____
Men _____ Women _____ Adolescent _____	
Number of persons who gave notice to avail themselves of holidays during the year in which holidays occurred.	_____
Men _____ Women _____ Adolescent _____	

FORM 'U'
(RULE 131)
HOLIDAY BOOK

Will be the same as the Register of Holidays with pay (FORM 'S') will be made out for each worker on a thick bound sheet.

FORM 'V'
(RULE 144)
REGISTER OF ADOLESCENT WORKERS

Working hours For the month of _____

From _____ to _____

1st period _____

Rest period Name of factory _____

2nd period place where situated _____

Serial No.	Name	Father's Name	Caste or Religion	Nature of work	Group	Relay	Provincial Certificate Number Date	Certifying Surgeon's Certificate No. and Date

Form 'W'
[RULE 146 (1)]
ANNUAL RETURNS

Name of factory _____

Return of the year ending _____

Name of Occupier _____

31st December 20____

1. District _____

2. Postal Address _____

3. Nature of Industry _____

4. Average number of workers employed... _____

Seasons ending _____

Name of Manager _____

Adults: _____

Men _____ Women _____

Adolescent: _____

Male _____ Female _____

5. Normal hours worked per week. _____

6. Number of days worked in the year. _____

7. What rest intervals were given to adults. _____

8. What rest intervals were given to Adolescent. _____

9. Were week days sometimes substituted for Sundays as Weekly Holidays? _____

10. Were the majority of workers exempted 57 for the provisions of sections 58 ad 59 _____

11. Was the factory exempted under the second proviso to section 62(1)? _____

12. Was the factory exempted under section 66(2)? _____

Dated

Signatures of Manager

FORM 'X'
[RULE 146(2)]
HALF YEARLY RETURN

For the Half-year ending

30th June, 20____
31st December, 20____

Name of Factory _____

Name of Occupier _____

Name of Manager _____

1. District _____

2. Postal Address _____

3. Nature of Industry _____

4. Average number of workers employed daily:

Adults: Men _____

 Women _____

 Adolescents: _____

Male: _____ Female _____

Dated 20 _____

Signature of Manager

APPENDIX I

[RULE-102(1)]

(a) In factories employing more than 9, but less than 21 workers each first aid box or cupboard shall contain —

- (i) Printed instructions in Urdu where the factory is situated for treatment of different types of injuries as per Appendix 'II'.
- (ii) A sufficient number (not less than six) of small, sterilized dressings for fingers.
- (iii) A sufficient number (not less than three) of medium size sterilized dressings for hands and feet.
- (iv) A sufficient number (not less than six) of small sterilized dressings for other parts of the body.
- (v) A sufficient number of sterilized dressings (small and large) for burns.
- (vi) A two per cent alcoholic solution of iodine or a one per cent aqueous solution of gentian violet.
- (vii) A bottle of salvolatile, having the dose and mode of administration indicated on the label.
- (viii) Eye drops.

(b) In factories employing more than 20, but less than 51 workers each first-aid box or cupboard shall contain --

- (i) Printed instructions in Urdu where the factory is situated for the treatment of different types of injuries as per Appendix 'II'.
- (ii) A sufficient number (not less than a dozen) of small sterilized dressings for fingers.
- (iii) A sufficient number (not less than six) of medium size sterilized dressings for hands and feet.
- (iv) A sufficient number (not less than six) of large sterilized dressings for three parts of the body.

- (v) A sufficient number of sterilized dressings (small and large) for burns.
- (vi) A sufficient supply of sterilized cotton wool in 1/2 oz. packets.
- (vii) A bottle of salvolatile, having the dose and mode of administration indicated on the label.
- (viii) A two per cent alcoholic solution of iodine.
- (ix) Eye-drops.
- (x) A supply of suitable splints and cotton wool or other material for paddings.
- (xi) A supply of adhesive plaster.
- (xii) A tourniquets.
- (xiii) Six roller bandages.
- (xiv) Three triangular bandages.
- (xv) Safety pins.

Note : (1).- Items (xi) to (xvi) need not be included in the first-aid box or cupboard where there is a

properly equipped ambulance room, or where at least one box, containing such items and placed and maintained in accordance with the requirements, is separately provided.

Note: (2).- Each first-aid box or cupboard shall be distinctively marked with the words "First-Aid".

(c) For factories employing more than 50 workers--

- (i) Printed instructions in Urdu where the factory is situated for treatment of different types of injuries as per Appendix 'II'.
- (ii) A sufficient number (not less than two dozen) of small sterilized dressings for fingers.
- (iii) A sufficient number (not less than one dozen) of medium size sterilized dressings for hands and feet.
- (iv) A sufficient number (not less than one dozen) of large sterilized dressings for other parts of the body.
- (v) A sufficient number of sterilized burn dressings (small and large).
- (vi) A two per cent, alcoholic solution of iodine.
- (vii) A sufficient supply of sterilized cotton wool in 1/2 oz. packets.
- (viii) A bottle of salvolatile having the dose and mode of administration indicated on the label.
- (ix) Eye drops.
- (x) A supply of suitable splints and cotton wool or other material for paddings.
- (xi) A supply of adhesive plaster.
- (xii) A tourniquet.
- (xiii) One dozen roller bandages.
- (xiv) Half dozen triangular bandages.
- (xv) Safety pins.

Note (1). Item (x) to (xv) need not be included in the First Aid box or cupboard where there is a properly equipped ambulance room, or where at least one box, containing such items and placed and maintained in accordance with the requirements, is separately provided.

Note (2). Each first-aid box or cupboard shall be distinctively marked with the words "First-Aid".

(d) For factories in which owing to the nature of the manufacturing process additional materials or appliances are necessary for the treatment of injuries such additional materials or appliances (including a stretcher) shall be maintained as the Inspector may by written order require.

(e) All materials for dressing contained in first-aid boxes or cupboard shall be those designated in and of a grade of quality not lower than standard prescribed by the British Pharmaceutical Code, 1923.

(f) Notices in Urdu shall be affixed and maintained in every work room, stating the nearest first-aid box or cupboard in respect of that room, also warning workers of the dangers of neglecting even small injuries and urging them to obtain proper treatment.

.....

APPENDIX II
[RULE 102(2)]

1. Treat every scratch or slight wound immediately.
2. Apply iodine solution over the broken surface once and allow to dry.
3. Do not attempt to wash the wound.
4. Apply a sterilized dressing. A bandage can be applied over this dressing, if necessary. Do not touch the part of the sterilized dressing which is put next to the wound.
5. Iodine sterilizes the wound and makes any dirt harmless.
6. Hands are never free from germs, and should never touch the wound or the part of the dressing to be applied to the wound.

A BURN OR A SCALD

7. Cover the injured part with a dry Sterilized Burn Dressing.

ACID BURNS

8. Ointment or oil, such as Carron oil, should not be used for a first-aid dressing. Carron oil is not sterile. Its use may also interfere with any subsequent treatment by a doctor or in the ambulance room.
9. Do not pick a blister, except under medical advice; it is not part of the First - Aid Treatment.
10. Flood the burn with cold water.
11. Sprinkle the burnt area (after flooding) with powder bicarbonate of soda.
12. Apply a "Sterilized Dressing" of suitable size.
13. Iodine should never be used for burns or dermatitis.

EYE INJURIES

14. Prevention is better than cure and therefore, if your work entails danger to the eyes, wear goggles, goggles have saved hundreds of eyes; thousands have been lost for want of them.

A FOREIGN BODY IN THE EYE

15. Apply two or three eye drops to the affected eye-ball. Cover with an eye shade and go to a doctor at once
16. Do not try to remove any particles which cannot be brushed away.

Note. - The treatment recommended should be carried out immediately. The longer the delay the greater the risk of blood poisoning.

It is First-Aid treatment and is not intended to replace any subsequent treatment which may be necessary by a doctor or in the ambulance room.

APPENDIX III
(RULE 145)

ABSTRACT OF THE SINDH FACTORIES ACT 2015 AND RULES

Definitions

1. "Adolescent" means a person who has completed his fourteenth year but has not completed his eighteenth year;
2. "Adult" means a person who has completed his eighteenth year.
3. "Child" means a person who has not completed the age of fourteen years;
4. "Day" means a period of twenty-four hours beginning at midnight.
5. "Occupier of a factory" means the person who has ultimate control over the affairs of the factory.
6. "Week" means a period of seven days beginning at midnight on Saturday night.
7. "Worker" means a person employed in any manufacturing process, or in any work required for the proper carrying on of a manufacturing process.

POWERS OF INSPECTOR

8. An Inspector may, together with such assistants if any, as he may think fit to bring, enter any place within the area for which he is appointed, which is or which he has reason to believe to be used as a factory, and there make such examination of the premises, works, machinery, and plant and of all registers or other prescribed records as may be necessary for the purpose of the Act, and he may take on the spot or otherwise such evidence of any person as he may think necessary to examine. He may also exercise such other powers as may be necessary for carrying out the purposes of this Act.

CONDITIONS OF HOURS EMPLOYMENT

(SUBJECT TO ANY EXCEPTION OR EXEMPTION -PERMITTED UNDER THE ACT OR THE RULES THEREUNDER)

9. Non seasonal factories.- No adult worker shall be employed in a non-seasonal factory for more than nine hours in any one day or for more than forty-eight hours in any one week:

Provided that in factories working continuously (day and night) for technical reasons the average weekly working hours of an adult worker in any period of three weeks shall not exceed fifty-six hours.

10. Seasonal factories. - No person shall be allowed to work in any seasonal factory for more than ten hours in any day or for more than fifty hours in any week:

Provided that no woman shall be allowed to work for more than 9 hours in any day.

11. Rest intervals. -- No person shall be employed in any factory for more than six hours at a stretch without having had a rest interval of at least one hour.

12. Spread over. -- The hours of work for adult workers shall be so arranged that along with the interval for rest they shall not spread over more than ten and-a-half hours or where the factory is a seasonal one for more than eleven and half hours in any one day.

13. Weekly holiday. -- No person shall be employed on a Sunday, unless--

(a) he has had or will have a holiday for a whole day on one of the three days immediately before or after that Sunday; and

(b) the manager of the factory has before the Sunday, or the substituted day, whichever is earlier: —

(i) delivered a notice to the Inspector of his intention to employ the worker on Sunday and of the day which is to be substituted therefor, and

(ii) Displayed a notice to that effect in the factory;

Provided that no substitution shall be made which will result in any worker, working for more than ten days consecutively without a holiday for a whole day.

14. *For Adolescents and Children.*-- (1) No Child who has not completed his fourteenth year shall be allowed to work in any factory.

(2) No adolescent shall be employed in any factory unless he is in possession of a certificate of age and fitness from the certifying surgeon.

(3) No Adolescent worker shall be employed for more than five hours in any one day and the hours of work shall be so arranged that they shall not be spread over more than seven and-a-half hours in any one day.

(4) No Adolescent shall be employed in any factory on any day on which he is known to have already worked in another factory.

15. *For women, adolescent and children.*-- (1) No Adolescent shall be employed in any factory before 6.00 a.m. or after 7.00 p.m.

(2) No woman or Adolescent shall be employed in any of the hazardous operations specified the Act.

(3) No woman or Adolescent shall be employed in any part of a factory for passing cotton in which a cotton opener is at work, save in circumstances mentioned in proviso to Section 36 of the Act.

16. (1) The hours of work of all persons employed in a factory shall be fixed beforehand and no person shall be employed except during such hours.

(2) Any change in the hours of work shall be notified to the Inspector before the change is actually made and except with the previous sanction of the Inspector, or such change shall be made until one week has elapsed since the last change.

17. If child over the age of six years is found inside any room or part of a factory in which Adolescent are employed and in which any manufacturing process or work incidental to any manufacturing process is being carried on, he shall, until the contrary is proved, be deemed to be employed in a factory.

SANITARY CONDITIONS

18. *Lime-washing.* -- In every factory the inside surface of all walls of the rooms in which persons are employed, and all ceilings or tops of such rooms (whether such walls, ceilings or tops be plastered or not) and all passages and staircases shall be completely lime-washed at least once every year:

Provided that the provisions of this paragraph shall not apply to —

(i) walls or tops of rooms which are made of galvanized iron tiles or glazed bricks;

(ii) walls in oil mills below the height of five feet from the ground;

(iii) any other factory or parts thereof in which lime -washing or painting is in the opinion of the Chief Inspector not necessary for satisfying the requirements of Section 15 of the Act in regard to cleanliness.

19. *Cleanliness.* -- every factory shall be kept clean free from effluvia arising from any rain, privy or other nuisance. All refuse likely to be injurious to health shall be removed with as little delay as possible.

20. *Drainage.* -- All drains carrying waste or sullage water shall be constructed in masonry or other impermeable material and shall be regularly flushed and, where possible, connected with some recognized drainage line.

21. *First-aid appliance.* -- In every factory there shall be maintained in a readily accessible place first-aid appliance approved by the Inspector. The appliance shall be kept in good order and they shall be placed under the charge of a responsible person who understands how to use them and who shall be readily available during working hours.

22. *Ventilation.* -- Every factory shall be ventilated in such a manner as to render harmless, as far as practicable, any gases, vapours, dust or other impurities generated in the course of work carried on therein that may be injurious to health.

23. *Lighting.* -- Every factory shall be sufficiently lighted during all working hours.

24. *Overcrowding.* -- A factory shall not be overcrowded while work is carried on therein as to be dangerous or injurious to health of the persons employed therein.

25. *Drinking water.* -- In every factory there shall be maintained a sufficient and suitable supply of water fit for drinking for the use of the persons employed in the factory. A tap or taps connected with any public water works from which a sufficient quantity of water can at all times be drawn as required, shall be deemed a sufficient supply. Wells or tanks shall be protected from pollution or contamination by organic matters or other impurities, and shall not be constructed within fifty feet of latrines or drains.
26. *Washing facilities.* -- In every factory in which any process involving contact by the worker with injurious, poisonous or any other obnoxious substances is carried on, there shall be provided a sufficient supply of water and soap for the use of workers.
27. *Latrines and urinals.*-- There shall be provided within the precincts of every factory latrines and urinals in an accessible place detached from the other factory buildings, and accommodation therein shall be not less than the following scale:
- (1) *Latrines:*- 5 for the first 50 and 2 additional seats for every 50 persons or any less number in excess of the first fifty.
- (2) *Urinals:*- 3 for the first 50 and 2 additional Urinals for every 50 persons or any less number in excess of the first fifty.
28. If females are employed, separate latrines screened from those for males and marked in the vernacular in conspicuous letters "For women only" shall be provided on the scale given above. Those for males shall be marked similarly "For men only".

SAFETY OF EMPLOYEES

29. *Precaution against fire.*-- All factories of more than one storey shall be provided with two sets of stairs or steps one of which shall be on the outside of the building. The doors and windows leading to the external staircase shall be so constructed as to be easily opened from the inside.
30. No woman or Adolescent be allowed to clean or oil any parts of the mill gearing or machinery of a factory while the same is in motion.
31. Any machinery or part thereof which is required to be protected by fence or guard shall be stopped before the fence or guard is removed, except where the machinery is under repair, or is under examination in connection with repair or is necessarily exposed for the purpose of cleaning or lubricating or for altering the gearing or arrangements of the parts of the machinery.
32. Lubrication of bearing or gear wheels or replacing or adjusting of belt shall be done only by experienced and specially trained persons.
33. No person engaged in oiling or adjusting belts or in any work whatsoever within reach of unfenced transmission machinery shall be allowed to work while wearing loosely fitted clothes.
- Explanation.*-- All garments other than those specified below shall be considered loosely fitting for the purpose of this rule:--
- Boiler Suit
 - Shorts
 - Tightly fitting shirt worn inside shorts
 - Loin Cloth
 - Vest (Banyan)
 - Sweater
 - Cap
 - Turban without hanging ends.
34. (1) Safe and convenient access shall be provided to all bearings and service platforms or gangways shall be provided for overhead shifting.
- (2) Every shafting shall be provided with hooks or other non-skid device.

ACCIDENTS

35. *Report of accidents.*-- Notice of accidents, resulting in death or causing such severe injury that there is no reasonable hope that the injured person will be able to return to work within twenty-four hours of the occurrence to
- a) the Chief Inspector, the Inspector for the area and the District Magistrate or if the latter by general order so directs the Sub-Divisional Magistrate; and
 - b) By registered post within twenty-four hours of the occurrence to the Commissioner appointed under the Sindh Workers Compensation Act, 2015.
36. In case of any accident resulting in death, notice shall also be sent within twenty-four hours and by similar agency to the Officer-in-charge of the police-station for the area in which the factory is situated.
37. Notice of accidents of a minor character but which nevertheless prevent the injured persons from returning to work within forty-eight hours of the occurrence shall be given within twenty-four hours of the expiry of that time to both the Inspector and the District Magistrate, or if the latter by general order so directs, the Sub-Divisional Magistrate.
38. When an accident which has been reported to the Inspector as "Slight" is afterwards known to be "Serious" or "Fatal", the Manager shall make the necessary correction in a supplementary report which shall be sent forthwith to the authorities mentioned in paragraphs 36 and 37 above.
39. Collapse of building and accidents to plant or machinery. -- When in any factory there occurs any explosion, fire, collapse of building or serious defects in the machinery or plants which might have caused or might cause injury to persons, such occurrence shall be reported by the Manager within four hours of its occurrence to the authorities mentioned in paragraph 35 (a).

FENCING AND GUARDING OF MACHINERY

40. (1) All fly-wheels, lifts and hoists shall be fenced.
- (2) All shafts, couplings, pulley, straps, ropes and other transmission machinery shall be kept securely fenced.
- (3) All important pulleys shall be provided with belt hangers or perches.
- (4) Suitable striking gear shall be provided and used to move driving belt on all fast and loose pulleys.
41. All emery wheels and tools grinding machines shall be fitted with strong iron hood guards and shall also have a plate glass shield so fitted as to prevent flying particles from entering into the Operator's eyes.
42. All hoist gates shall be self-locking and only capable of being opened when the cage is opposite the floor.
43. All circular saws of more than six inches in diameter shall be provided with a strong metal hood guard with a riving knife at the back of the saw. The saw under the table shall also be completely guarded.
44. All band saws shall be fitted with expanding metal cage guards enclosing the upper half of the machine. The saw under the table shall also be completely guarded.
45. All elevator passage ways and hoists ways shall be fenced.
46. In every factory all electrical circuits or parts of such circuits or any objects electrically connected with them, whether commonly or occasionally in an electrified condition which by reason of their position could cause injury to the person shall be protected adequately to the satisfaction of the Inspector, either by non-metallic fencing or insulation or by both, in a manner as to remove danger of injury.
47. Open tanks and vessels containing chemicals or substances dangerous to life and all pits, tanks, gutters and excavations eighteen inches or more in depth shall be securely fenced.

Special Provisions for Guarding of Machinery in Cotton Ginning Factories

48. The line shaft or second motion in cotton ginning factories shall be completely enclosed by a continuous wall or un-climbable fencing with only so many openings as are necessary for access to the shaft for cleaning, oiling or adjusting of belts and such openings shall be provided with gates and doors which shall be kept closed and locked.
49. The main line shaft alley shall be sufficiently lighted at all times for a workman to carry on his duties inside it without the aid of a lantern.
50. The toothed rollers of the opener shall be guarded by securely fixing across the machines not more than eight inches above the lattice, a stout metal guard not less than eighteen inches in width so arranged that in no circumstances can a man's hand get into rollers.
51. The spur gearing at the side of the opener shall be completely covered by a strong metal guard.
52. The crank shaft pulleys and roller pulleys of all gins shall be securely guarded by strong box guards and hinged top covers.
53. The cover to the blades of all sawgain machinery shall be fitted with an automatic locking device so arranged as to make it impossible for the saws to be exposed whilst the machine is in motion.

Special Provisions for guarding of Machinery in Textile Factories

54. (1) Beater covers of blowing room machinery and the door immediately above the dirt grid shall be fitted with an automatic locking arrangement which shall render it impossible to open the cover of the grid doors while the beater is still running or to restart the machinery, until the doors have been closed.
- (2) The nip between the cage wheels and calender wheel shall be efficiently protected on all machines preferably by "spectacle" guards, extending round the outer edge of both wheels.
55. (1) All feed rollers wheels, doffer and barrow wheels, side shaft wheels, calender wheels and collar wheels of carding machinery shall be efficiently fenced.
- (2) All cylinder doors of carding machines shall be fitted with a safety automatic locking device such as to prevent the door from being opened until the cylinder has ceased to revolve and to render it impossible or restart the machines until the door has again been closed.
56. Headstocks of speed frames shall be fitted with an automatic locking in arrangement which shall prevent the door being opened while the machinery is in motion and shall render it impossible to restart the machine until the doors have been closed.
57. All quadrant pinions of self-acting mules shall be securely fenced.
58. (1) The other ends of the ring frames shall be fitted in with metal plates.
- (2) Guards made of strong rigid bars placed so that the vertical gap between them is not more than six inches shall be permanently and securely fixed along with whole length of each ring frame and such guards shall not be removable without the use of tools.

REGISTER OF WORKERS

59. *Register of Workers.* - In every factory there shall be maintained a register in the prescribed form of all persons employed therein. This register shall be kept up-to-date by marking the attendance of each workman within half an hour of the commencement of each period of work.

NOTICE OF PERIODS FOR WORK

60. *Notice of Periods for work.* - A notice of periods for work of all persons employed shall be maintained up-to-date and affixed at a conspicuous place near the main entrance of every factory.

COMPENSATORY HOLIDAYS

61. At the place at which the notice for periods of work is displayed, the Manager shall display on or before the end of the month, a list of persons entitled to compensatory holidays in the following months specifying the dates on which the holidays fall due.
62. In every factory there shall be maintained a register in the prescribed form in respect of Compensatory Holidays.

HOLIDAYS WITH PAY

63. A notice giving full details of the system prevailing in the factory for Holidays with pay shall be displayed at the main entrance of the factory.
64. In every factory there shall be maintained a register of holidays with pay in the prescribed form and each worker shall be provided with a Holiday Book in the form prescribed.