राजस्थान सरकार
श्रम विभाग

क्रमांक: 12308 जयपुर, दिनांक: 27.5.2016

परिपथ

अधिसूचना संख्या F.13(26)shram/vidi/2002 दिनांक 11.5.2005 के द्वारा राज्य में विभिन्न श्रम अधिनियमों के सरल अनुपालन के दृष्टिकोण से श्रम विभाग द्वारा स्वभाविप्रमाणण—रह समेकित वार्षिक विवरणी योजना लागू की गयी थी। औद्योगिक नीति एवं संवर्धन विभाग, वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के द्वारा श्रम निरीक्षण व्यवस्था में सुधारों के महत्त्वपूर्ण निम्न जोखिम (Low Risk Industries) वाले ऐसे उद्योग जिनका श्रम अधिनियमों के अनुपालन का इतिहास संतोषप्रद रहा है, को निरीक्षण की प्रक्रिया से निषुकित प्रदान करने या सभी श्रम अधिनियमों के अन्तर्गत भौतिक निरीक्षण के स्थान पर स्वभाविप्रमाणण की अनुमति देने संबंधित व्यवस्था निरूपित करने का परामर्श दिया गया है।

सम्पर्क विवाचरणपर्यंत निम्न जोखिम वाले ऐसे सभी संस्थान जिनका श्रम अधिनियम के अनुपालन का इतिहास संतोषप्रद रहा है, को भौतिक निरीक्षण के स्थान पर स्वभाविप्रमाणण की सुविधा इस शर्त के साथ अनुमान की जाती है कि ऐसे संस्थान प्रत्येक वर्ष के 30 अप्रैल तक LDMS (www.labour.rajasthan.gov.in) पोर्टल पर विहित वार्षिक विवरणी अपलोड करेंगे।

जो संस्थान निर्धारित समय सीमा 30 अप्रैल तक अपनी विहित वार्षिक विवरणी अपलोड नहीं करेंगे उन्हें इसका लाभ नहीं मिलेगा।

(नन्दमुल पहाड़िया)
श्रम आयुक्त
राजस्थान, जयपुर।

क्रमांक: 12309 जयपुर, दिनांक: 27.5.2016

प्रतिलिपि निजी सचिव, शासन सचिव, श्रम एवं नियोजन, राजस्थान जयपुर को सूचनार्थ।

(27.5.16)
अतिरिक्त श्रम आयुक्त(ए.आई.आर.),
राजस्थान, जयपुर।
No. F 13(26) Shram/Vidi/2002:- The Governor of Rajasthan is pleased to formulate 'Self Certification Scheme' for the industries & various establishments in the State to liberalize the enforcement of various labour laws and to provide option of Self Certification Scheme for various returns to be submitted under various labour laws as under:-

1. INTRODUCTION This Self Certification Scheme is being introduced to streamline the functioning of the Department of Labour & Employment for effective implementation of various laws being implemented by the Labour Commissioner and also to facilitate the employers and entrepreneurs. This Self Certification Scheme aims at making the employer or an entrepreneur a conscious and truthful citizen and law abiding person who is willing to take care of the interests of the workers and employees by following all the laws as applicable and enable the Department of Labour to effectively protect the interest of the workers as well as the employers and entrepreneurs and create a friendly
environment and relationship between the Government and the employers and entrepreneurs.

2. **OBJECTIVE:**- The objectives of this Self Certification Self Certification Scheme is to curtail unnecessary visits of Government officials for inspection of those units who opt for this Scheme without compromising on the safety, health, social security and welfare of the workers.

3. **PROCEDURE:**-This Scheme Shall be optional and any employer or entrepreneur can opt for this Scheme after applying to the District authorities of Labour Department i.e. the Jt. Labour Commissioner/Deputy Labour Commissioner/Asstt. Labour Commissioner/Labour Welfare officer in the prescribed Proforma at Annexure-I along-with prescribed details as per Annexure-II and undertaking/affidavit as prescribed in Annexure-III. Any discrepancy in the application or enclosures shall be communicated to the applicant within 30 days from the receipt of the application in the office of the district authorities of Labour department. In case no discrepancy is so communicated, the applicant shall deemed to have been enrolled under the Self-Certification Scheme.

4. **FILING OF RETURN:** - After being enrolled for the Self-Certification Scheme, the concerned employer/entrepreneur shall file the Self-Certification Return in the prescribed Performa given at Annexure-IV along-with the required documents and information: The return can be filed between 1st of April and 30th of April every year on any working day between 10:30 A.M. to 4:30 P.M.

5. **VALIDITY OF UNDERTAKING:**- Factual information given in the prescribed return shall be the same as on the date of
filing the return. The undertaking to abide by all the laws as applicable to the employer/entrepreneur shall be valid for a period of next one year.

6. VALIDITY OF SCHEME: - Once opted for the Scheme, the same shall be valid for five years and the employer/entrepreneur shall file annual return as prescribed. After the successful compliance under the Self-Certification Scheme for five years, the employer/entrepreneur shall have option either to remain covered under the Self-Certification Scheme or opt out of the Scheme. The option must be exercised in written to make before the concerned District authorities of Labour Department. In case the employer/entrepreneur successfully completes five year under the Scheme and during any inspection, carried out, if no violations of law(s) is detected the security so deposited shall be refunded. No interest shall be payable on the security deposited.

7. AMOUNT OF SECURITY TO BE DEPOSITED:- Any entrepreneur/employer who opts for the Scheme shall deposit a security by way of account payee bank draft in favour of Concerned District authorities or Labour department. At the opening of this scheme, the security amount shall be Rs.5000/- for small scale industries, Rs.10000/- for medium scale industries and Rs. 20000/- for large scale industries.

8. FORFEITURE OF SECURITY DEPOSIT: In case any entrepreneur or employer withdraws prematurely from the Scheme i.e. before 5 years or fails to follow the terms and conditions of the Self Certification Scheme or fails to file return in time under this Scheme or fails to abide by any undertaking given by him or any violation of law(s) is detected then security so deposited shall be
forfeited and in case of violation of laws, further necessary action as per the law will be initiated and he will cease to continue under the Scheme. However, there will be no bar on fresh inclusion in the Scheme if applied afresh.

9. LABOUR LAWS FOR WHICH THE SCHEME IS VALID:
This Self Certification Scheme shall be valid for following Acts and Rules made there under as applicable to the concerned employer/entrepreneur:

(i) Minimum Wages Act, 1948 and Rajasthan Rules made there under as amended from time to time.

(ii) Payment of Wages Act, 1936 and Rajasthan Rules made there under as amended from time to time.

(iii) Contract Labour (Regulation & Abolition) Act, 1970 and Rajasthan Rules made there under as amended from time to time.

(iv) Payment of Bonus Act, 1965 and Rules made there under as amended from time to time.

(v) Payment of Gratuity Act, 1972 and Rajasthan Rules made there under as amended from time to time.

(vi) Maternity Benefit Act, 1961 and Rajasthan Rules made there under as amended from time to time.

(vii) Child Labour (Prohibition & Regulation) Act, 1986 and Rajasthan Rules made there under as amended from time to time.

(viii) Rajasthan Shops & Commercial Establishment Act, 1958 and Rules made there under as amended from time to time.

(x) The Inter-State Migrant Workmen (RECS) Act, 1979 & Rules, thereunder.


(xii) Motor Transport Workers Act, 1961 & Rajasthan Rules made there under.

10. **WHOM TO APPLY:** Under the Self Certification Scheme, the application for inclusion under the Self Certification Scheme as per Annexure-I shall be made in duplicate addressed to the Concerned District authorities of Labour Department with a copy to Labour Commissioner Rajasthan, Jaipur. Similarly, the return to be filed in Annexure-IV shall also be filed in duplicate complete in all respect, of which one copy shall be sent to the concerned District authority along with relevant documents and one copy shall be sent to the Labour Commissioner Rajasthan Jaipur. The return in Annexure-IV needs to be filed well in time as per this Scheme. The date shall mean the date on which application or return is received in the office of concerned District authorities/Labour commissioner Rajasthan Jaipur.

Note:- The amount of security in the shape of account payee bank draft in the name concerned District authority shall be attached with the application(Annexure I)

11. **INSPECTION PROCEDURE UNDER THE SCHEME:** Under the Self Certification Scheme not more than 20 percent of the units covered under the Scheme shall be picked up randomly for inspection in year and which shall be carried out only once regarding the implementation of all the laws to which this Scheme applies. Once inspected, the same unit is not likely to be inspected
in the same year or in next three years provided that no specific violation of terms, conditions, undertaking given and laws by the employer/entrepreneur is brought to notice. However, on specific complaint, only the concerned District authority or Labour Commissioner himself/herself shall be competent to order inspection at any time.

2. A random inspection list of units shall be prepared by the concerned District authority and normally the inspection of those units will take place in year where specifically ordered by such Authority or by Labour Commissioner.

3. The inspection will be a joint inspection under all the labour laws which are applicable under the Scheme. Hence it will normally be a onetime inspection.

4. The copy of Scheme along-with all prescribed application forms and inspection procedure shall be available with all District authorities of Labour Department and Labour Commissioner in their offices and can be obtained at a prescribed price. Any application shall only be made in forms attached with the Scheme as printed by the Labour Commissioner, Jaipur.

By Order of the Governor

मनोहर कान्त

Secretary to Government of Rajasthan
Department of Labour and Employment.
Form .................................

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

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

Sir,
Reference Government of Rajasthan notification No. ........
dated ............ regarding Self-Certification Scheme of Department of Labour.
I/We have gone through the above said scheme and have understood the same. I/We wish to be covered under the said Scheme. As such I/We request you kindly issue me/us necessary approval for the same. The necessary information and other documents, as required under the scheme, are enclosed. I/We undertake to abide by all terms and conditions of the Scheme. It is also certified that I/We are competent & duly authorized to make any statement or provide any information to any central/state govt. agency on behalf of this establishment/enterprise.

Kindly issue the necessary Registration at the earliest.

Yours faithfully

Exc. (i) Annexure II (List of documents)
(ii) Annexure III (undertaking/affidavit)
(Name & Address of the Manager/Occupier)

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

Authorised Signatory
Regional/Joint/Deputy/Asstt.
Labour Commissioner/Labour Welfare officer
List of documents to be attached with Annexure-I

1. Status of the unit  
   [Company/Firm/Shop/Others/(Pl. Specify)]

2. Nature of the unit  
   (What work/business, it is carrying on)

3. Status of the industry (SSI/MS/LSI)  
   (attach attested copy of registration with)  
   Department of Industries  
   attached/List attached

4. Registration No. and date along with  
   attested copy of registration under the  
   Factories Act, if applicable.

5. Registration No. and date along with  
   attested copy of registration under Shop  
   and Commercial Establishment Act,  
   1958 if applicable.

6. Registration No. and date along with  
   attested copy of sales tax registration  
   number.

7. List of raw materials used and  
   end products if the unit is a manufacturing  
   or processing unit.

8. Number of Workers being employed.

9. Details of bank draft attached.

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

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

I.................................S/o Sh........................................
R/o.................................................................and occupier/manager
of M/s..................................................hereby states as under:

1. That I have applied for grant of coverage of unit by the name of .......................situated at (complete address of the unit)........................ under the Self-Certification Scheme of Department of Labour, Government of Rajasthan as notified vide notification no............................dated....................

2. That I have gone through the Scheme and have fully understood the contents of this Scheme and undertake to abide by same.

3. That it is declared that I/We are complying and will continue to comply with all provisions of labour laws covered under this Self-Certification Scheme.

4. That I agree to accept the penalty prescribed under law in case of violation detected in the unit under any labour law covered under the Scheme after filing of the return under the Scheme.

Place:

Deponent

Date:

Verification

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

Place:

Deponent

Date:
Annexure-IV

Self-Certification Return under various Labour Laws

Return Form

Return being filed before:

1.
2.
3.

Assessment Year: ..................................................

1. Name of the Applicant Designation:
   of Applicant

2. a) Name of Industry/Shop/
    Agency/Establishment
   b) Address (In capital letters) :
   c) Telephone No./Fax No. :

3. Reg. No. & Date as applicable :
   a) Under Factories Act, 1948 :
   b) Shops & Commercial
      Establishment Act, 1958
   c) Any Other Act (please specify) :
   d) No. and date of building plans
      of the factory approved under
      the Factories Act, 1948.
   e) Registration No. with date as
      registered with Department of
      Industries.

4. Name & residential address of
   a) Occupier :
   b) Manager :
5. Average number of workers employed during the year
   a) Male
      i) Adults (more than 18 years):
      ii) Adolescents (more than 14 but less than 18 years):
      iii) Children (below 14 years):
   b) Female
      i) Adults (more than 18 years):
      ii) Adolescents (more than 14 but less than 18 years):
      iii) Children (below 14 years):
   c) Total
      i) Adults (more than 18 years):
      ii) Adolescents (more than 14 but less than 18 years):
      iii) Children (below 14 years):


7. Manufacturing Process
   a) Raw materials used:
   b) End Product:

8. Code of the industry:
   (to be specified as per NIC Classifications enclosed as Annexure VI)

9. Shift timings
   General
   A Shift:
   B Shift:
   C Shift:

10. Self-Certification applied for:
    (Please mark (X) on the Act which is not applicable to your unit/establishment as per law)
    i. Minimum Wages Act, 1948 and Rajasthan Rules made there under as amended from time to time.
ii Payment of Wages Act, 1936 and Rajasthan Rules made there under as amended from time to time.

iii Contract Labour (Regulation & Abolition) Act, 1970 and Rajasthan Rules made there under as amended from time to time.

iv Payment of Bonus Act, 1965 and rules made there under as amended from time to time.

v Payment of Gratuity Act, 1972 and Rajasthan Rules made there under as amended from time to time.

vi Maternity Benefit Act, 1961 and rules made there under as amended from time to time.

vii Child Labour (Prohibition & Regulation) and rules made there under as amended from time to time.

viii Rajasthan Shops & Commercial Establishment Act, 1958 and rules made there under as amended from time to time.


x The Inter-State Migrant Workmen (RECS) Act, 1979 & Rules, there under.

xi The Equal Remuneration Act, 1976 & Rajasthan Rules there under.

xii Motor Transport Workers Act, 1961 & Rajasthan Rules made there under.

Certification

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

Place:

Signatures

Dated: (with name(s) and the stamp of Organization)
Acknowledge Slip

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

Signatures

Regional/Joint/Deputy/Asstt.
Labour Commissioner/Labour Welfare officer
Annexure-IV

Information regarding work force employed in the establishment

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

<table>
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<tr>
<th>Sr. No.</th>
<th>Name of the Worker</th>
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Note: Attach a separate sheet if this in not sufficient.

By Order of the Governor

मनोहर काँत

Secretary to Government of Rajasthan
Department of Labour and Employment.

Government Central Press, Jaipur.