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GOVERNMENT GAZETTE

BOLETIM OFICIAL

GOVERNMENT OF GOA, DAMAN AND DIU

Special Department

Notification

OSD/RRVS/46/66

In exercise of the powers conferred by the proviso to article 309 of the Constitution read with the Government of India, Ministry of External Affairs letter No. F.7(11)/62-Goa dated 25th July, 1963, the Administrator of Goa, Daman and Diu is pleased to make the following rules amending the Goa Government, Private Secretary to Lt. Governor, (Non-Gazetted Ministerial Class II post) Recruitment Rules, 1967 issued under Notification dated 11th May, 1967 and published in the Government Gazette Series I, No. 9 dated 1st June, 1967 namely: —

1. Short title and Commencement: —

- (i) These rules may be called Goa Government, Private Secretary to Lt. Governor (Non-Gazetted Ministerial Class II Post) Recruitment (First Amendment) Rules, 1969.
- (ii) They shall come into force at once.

2. In the Schedule attached to the said Notification,

- (a) For the existing entry in column 10 substitute:
«Transfer/Transfer on Deputation».
- (b) For the existing entry in column 11 substitute:
«Transfer: — Superintendent of the Secretariat, Goa, Daman and Diu or a person holding an analogous post in any other State Government or Union Territory.

Or

Transfer on Deputation: — Persons holding analogous post in the Central/State Governments. (Period of deputation not exceeding 5 years in the first instance).

G. K. Bhanot
Chief Secretary

Panaji, 21st April, 1969.
1st Vaisakha, 1891.

Notification

OSD/RRVS/41/66-B

In exercise of the powers conferred by the proviso to article 309 of the Constitution, read with the Government of India, Ministry of External Affairs letter No. F.7(11)/62-Goa dated 25th July, 1963, the Administrator of Goa, Daman and Diu is pleased to make the following rules amending the Goa Government, Education Department (Non-Gazetted, Non-ministerial posts) Recruitment Rules, 1966, issued under Notification dated 23rd July, 1966 and published in Government Gazette Series I, No. 21 dated 25th August, 1966 namely: —

1. Short title and Commencement: —

- (i) These rules may be called Goa Government, Education Department (Non-Gazetted, Non-ministerial posts) Recruitment (2nd Amendment) Rules, 1969.
- (ii) They shall come into force at once.

2. In the Schedule attached to the said Notification, against the post at Serial No. 33 for the existing entry in column 6 substitute:

«18 to 30 years (relaxable for Government servants)».

G. K. Bhanot
Chief Secretary

Panaji, 23rd April, 1969.
3rd Vaisakha, 1891.

Finance (Revenue) Department

Notification

Fin (Rev)/2-36/4/622/69

In exercise of the powers conferred by the proviso to section 8 of the Goa, Daman and Diu Sales Tax Act, 1964 the Government is pleased to make the following amendments to the entries in the below mentioned notifications: —

1. In Notification No. F.D./F.III/2-36/Part/3044/65-66 dated 29-1-1966 for the expression «and

pastries» at item (III), substitute «pastries, toffees and chocolates».

2. In Notification No. F.S./F.III/2-36/64 dated 23-10-1964 for the item «(f) non-alcoholic drinks» substitute the following:—

«(f) Aerated waters and non-alcoholic beverages (including fruit juices, squashes, syrups and cordials) when sold in sealed or capsuled or corked bottles or jars».

The Notification shall come into force with effect from 1st April, 1969.

By order and in the name of the Administrator of Goa, Daman and Diu.

V. S. Srinivasagopalan, Finance Secretary.

Panaji, 22nd April, 1969.

Saka 2nd Vysk. 1891.

Food and Civil Supplies Department

ORDER

FCS/PWD/1171/69

Sanction is hereby accorded to the deputation of Shri Jose F. F. de Albuquerque, Superintending Surveyor of Works, P. W. D. for six weeks' training Course on Foundation Engineering 1969, organised by National Buildings Organisation, Government of India, New Delhi in collaboration with Pant College of Technology, U. P. Agricultural University, Patnagar, during the period from 5th May, 1969 to 15th June, 1969.

He will be entitled to normal D. A. and T. A. as per Rules and his entire training period will be treated as «on duty».

Shri M. V. Borcar, Superintending Engineer, Circle II will look after all the works assigned to Shri Albuquerque in addition to his own duties.

This issues with the concurrence of Finance Department vide their U. O. No. Fin (Exp)/1925/260/69, dated 7-4-69.

By order and in the name of the Administrator of Goa, Daman and Diu.

S. N. Dhumak, Under Secretary (Planning).

Panaji, 25th April, 1969.

5 Vaisakha, 1891.

Development Department 'B'

Notification

HS-8-9-68-I

Whereas the Goa, Daman and Diu Housing Board stands constituted under the Goa, Daman and Diu Housing Board Act, 1968, by notification in the Gazette No. 51, Series II, dated 20th March, 1969;

And whereas the Government has framed the draft rules under section 128 of the Goa, Daman and Diu Housing Board Act, 1968, and the same have been published in the Official Gazette, Series I, No. 2, dated 10th April, 1969, at pages 16 to 26, for inviting objections and suggestions as required by section 128 of the aforesaid Act;

And whereas the finalisation of the said rules is likely to take time and it is necessary and expedient to remove the difficulties in the implementation of the provisions of the aforesaid Act, in the absence of rules, framed thereunder.

Now therefore, in exercise of the powers conferred on him under section 127(2) of the Goa, Daman and Diu Housing Board Act, 1968, the Administrator of Goa, Daman and Diu is pleased to make the following order for regulating the business of the Housing Board from the date of the constitution of the Board to the date of final publication of the rules:

1. Remuneration, allowances and leave etc. of the Chairman, Members and persons associated with the Board:—

(1) The Chairman of the Board shall be entitled to—

a) a salary of Rs. 1,000/- per month, or such honorarium not exceeding Rs. 500/- per month as the Government may in each case specify;

b) a telephone at residence;

c) a travelling allowance admissible to the Head of Government Department, including a travel by the highest class on railways and the air-conditioned class; provided that the additional fare that he can draw shall be reduced at 2 paise per mile as in the case of senior officers of Government, and

d) leave on full pay on the basis of one month per year of service.

(2) Notwithstanding anything contained in sub-rule (1), where the Chairman receives an honorarium or holds office in an honorary capacity, he shall receive such of the following concessions as the Government may in each case specify in this behalf, namely:—

a) furnished residential accommodation without payment of rent or any assessment, tax, rate or cess due to the Government or any local authority or where such residential accommodation is not made available, a monthly allowance of such amounts as may be fixed by the Government;

b) use of the Board's motor car and such allowance for the maintenance and running of the motor car as may be fixed by the Government or in lieu of such allowance, the actual charges for the maintenance and running thereof;

c) a telephone at residence;

d) a daily allowance in accordance with rule, when on tour;

e) a travelling allowance at the rate admissible to the Head of the Government Department;

f) leave on the basis of one month per year of service, but the Government may relax the provisions of this clause in any particular case:

Provided that while the Chairman is on leave, he shall be entitled to such of the aforesaid concessions as the Government may in each case specify in this behalf.

(3) A non-official member of the Board other than the Chairman shall be entitled to—

a) an allowance of Rs. 15/- for every day of a meeting of the Board that he attends; and

b) travelling allowance at the maximum rate admissible to Grade I Officer under the Government.

(4) An official member of the Board attending any meeting of the Board or any of its committees shall be entitled to receive travelling allowance admissible to him under the Government.

(5) A person associated with the Board for any particular purpose under section 18 or appointed on any committee under section 19 shall be entitled to such allowances as may be determined by the Government from time to time:

Provided that in the case of a member of the Legislative Assembly he shall not be entitled to any remuneration other than the travelling allowance and daily allowance at the rates not exceeding those admissible to him under the Goa, Daman and Diu Salaries and Allowances of Members of the Legislative Assembly Act, 1964.

The order shall remain in force till the rules under section 128 of the Goa, Daman and Diu Housing Board Act, 1968 are finally framed by the Government.

By order and in the name of the Administrator of Goa, Daman and Diu.

S. N. Dhumak, Under Secretary (Planning).

Panaji, 24th April, 1969.

4th Vaisakha, 1891.

Labour and Information Department

Notification

LC/36-BCW/69

In exercise of the powers conferred by section 44 of the Beedi and Cigar Workers' (Conditions of Employment) Act, 1966 (No. 32 of 1966), the Administrator of Goa, Daman and Diu is pleased to make the following Rules, the same having been previously published as required by sub-section (3) of the said section 44, namely:

CHAPTER I

Preliminary

1. **Short title.**—These rules may be called the Goa, Daman and Diu Beedi and Cigar Workers (Conditions of Employment) Rules, 1969.

2. **Definitions.**—In these rules, unless the context otherwise requires,—

(a) "Act" means the Beedi and Cigar Workers (Conditions of Employment) Act, 1966 (Central Act 32 of 1966);

(b) "Form" means a Form appended to these rules;

(c) "section" means a section of the Act.

CHAPTER II

Licensing of Industrial Premises

3. **Form of application for grant of licence and licence fees.**—(1) Every application under sub-

section (1) of section 4 for a licence to use or allow to be used any place or premises as an industrial premises shall be made in duplicate in Form I.

(2) The application shall be accompanied by the following documents, namely:—

(a) plans in triplicate showing,—

(i) the site of such place or premises, the areas therein to be used for manufacturing processes and the immediate surroundings of such place or premises, including adjacent buildings, structures, roads, drains and the like; and

(ii) the plan, elevation and necessary cross-sections of, the details relating to natural lighting, ventilation, means of escape in case of fire, position of the plant and machinery, if any, used, aisles and passage-ways in or in relation to, the various buildings which are intended to be used for manufacturing processes;

(b) the treasury receipt showing that the appropriate fee for the licence as specified in rule 8 has been paid.

(3) The application in duplicate together with the documents specified in sub-rule (2) shall be sent by registered post or delivered by hand under acknowledgement to the competent authority.

(4) Before granting a licence, the competent authority shall also take into consideration whether the site or any industrial premises is proposed to be altered, or whether any industrial premises has been closed, by the applicant during the period of twelve months immediately preceding the date of the application with a view to causing prejudice to the interest of the labour.

4. **Applications for renewal.**—(1) Every application for renewal of licence under section 4 shall be made in Form I. The application shall be accompanied by the following documents, namely:—

(a) the licence sought to be renewed, and

(b) the treasury receipt showing that the appropriate fee for the renewal of the licence specified in rule 8 has been paid.

(2) The application together with the documents specified in sub-rule (1) shall be sent by registered post or delivered by hand under acknowledgement to the competent authority.

(3) The provisions of sub-rule (4) of rule 3 shall, so far as may be, apply to an application made under this rule.

5. **Form and terms and conditions of licence.**—

(1) A licence under section 4 shall be in Form II.

(2) Every licence granted or renewed under section 4 shall be subject to the following conditions, namely:—

(i) the manufacturing process shall be carried on only in that part of the industrial premises specified for the purpose in the licence;

(ii) the maximum number of employees employed in the industrial premises shall not on any day exceed the number specified in the licence;

- (iii) power-driven machinery not specified in the licence shall not be used in the manufacturing process in premises;
- (iv) except with the prior permission in writing of the competent authority, the industrial premises shall not be extended and except with the like permission, no structural alterations shall be made in any building on such premises;
- (v) the licence shall not be transferable;
- (vi) except as provided in rule 9, the fees paid for the grant, or as the case may be, renewal of the licence shall be non-refundable.

6. Issue of duplicate licences.— (1) If a licence under section 4 is lost, stolen or destroyed, the licensee shall forthwith report the matter to the competent authority by whom the licence was issued or, as the case may be, last renewed and may make an application to that authority for the issue of a duplicate licence.

(2) The application shall be accompanied by a treasury receipt showing that the fee for the issue of a duplicate licence as specified in rule 8 has been paid.

(3) On receipt of the application, the competent authority shall grant to the applicant a duplicate copy of the licence duly stamped «duplicate» in red ink.

7. Appeals under rule 5.— An appeal under section 5 of the Act shall —

(a) be made in writing within a period of thirty days from the date of receipt of the order sought to be appealed against, and

(b) be accompanied by a treasury receipt showing that the appropriate fee in respect of the appeal as specified in rule 8 has been paid.

8. Fees.— (1) The fees to be paid for the grant or renewal of a licence under section 4 shall be as specified in the Table below:—

TABLE

	Fees for industrial premises in which power-driven machinery is used	Fees for industrial premises in which power-driven machinery is not used
	(1) Rs.	(2) Rs.
If the number of employees proposed to be employed on any day during the financial year for which the licence is required or renewed —		
(a) does not exceed ten ...	15	10
(b) exceeds ten but does not exceed twenty ...	30	20
(c) exceeds twenty but does not exceed fifty...	75	50
(d) exceeds fifty but does not exceed hundred ...	150	100
(e) exceeds hundred but does not exceed two hundred and fifty ...	300	250
(f) exceeds two hundred and fifty	550	500

(2) The fees to be paid for the grant of a duplicate licence shall be rupees five.

(3) The fees payable in respect of an appeal under section 5 of the Act shall be —

(a) rupees fifteen, in the case of an appeal against an order refusing to grant or renew a licence in respect of any place or premises the maximum number of employees proposed to be employed whereon is one hundred or more;

(b) rupees ten, in any other case.

(4) The fees payable specified in this rule shall be paid into the nearest government treasury under the head of account XXXII Miscellaneous, Social and Developmental Organisation.

9. Refund of fees.— (1) If the competent authority refuses to grant or renew any licence under section 4, it shall order the refund of the fees paid thereof.

(2) If no industry or manufacturing process connected with the making of beedi or cigar is carried on in an industrial premises at any time during the period of validity of the licence in respect thereof, the licensee may, within a period of three months from the last date of the financial year for which the licence was granted or renewed, apply to the competent authority for the refund of the fee paid by him for such licence and the competent authority shall, after making such enquiry as he may deem necessary and after satisfying himself about the correctness of the statements made in the application, order refund of such fee.

CHAPTER III

Health and Welfare

10. Cleanliness.— (1) Every industrial premises shall be kept clean and free from effluvia, arising from any drain, privy or other nuisance and in particular —

(a) accumulations of dirt and refuse shall be removed daily by sweeping or by any other effective method from the floors and passages of work rooms and from staircases and passages and disposed of in a suitable manner;

(b) the floor of every work room be cleaned at least once in every week by washing, using disinfectant, where necessary, or by some other effective method;

(c) all inside walls and partitions, or ceilings of rooms and of walls, sides and staircases shall —

(i) where they are painted or varnished or where they have smooth impervious surface, be cleaned with fresh water and dried at least once in every period of fourteen months;

(ii) where they are painted or varnished, re-painted or varnished at least once in every period of five years;

(iii) in any other case, be kept white-washed or colour-washed at least once in every twelve months.

(2) The record of the dates on which white-washing, colour-washing, varnishing, painting or cleaning, as the case may be, was carried out under sub-

-rule (1) shall be entered by the employer in a register maintained in Form III.

11. Ventilation.— In every work room or hall of an industrial premises, windows and other forms of openings for ventilation shall be provided in sufficient number to admit a continued supply of fresh air so as to keep the atmosphere inside such room or hall comfortable and free from dust, fumes and other impurity.

12. Latrines.— (1) Latrine accommodation shall be provided in every industrial premises at the rate of one latrine seat for every twenty male employees:

Provided that where the number of such male employees exceeds hundred, it shall be sufficient if there is one latrine seat for every twenty five male employees upto the first hundred and one seat for every fifty in excess thereof.

Explanation.— In calculating the number of seats required in accordance with the provisions of this sub-rule, any odd number of employees less than twenty, twenty five or fifty, as the case may be, shall be reckoned as twenty, twenty five or fifty.

(2) Where female employees are employed on any industrial premises, separate latrine accommodation shall be provided for them in accordance with the same scale as the scale for male employees specified in sub-rule (1).

(3) Every latrine shall be under cover and every seat in the latrine shall be so partitioned off as to secure privacy and each partition shall have a private door and fastenings.

(4) Where employees of both sexes are employed on any industrial premises, there shall be displayed outside each latrine block thereon a notice in the language understood by the majority of the employees reading «for men only» or, as the case may be «for women only» and such notice shall also bear the picture of a man or a woman as the case may be.

13. Urinals.— (1) Urinal accommodation shall be provided in every industrial premises (other than industrial premises where less than fifty persons are employed or where the latrines are connected to a water-borne sewage system) and such accommodation shall not be less than six metres in length for every fifty employees:

Provided that where the number of employees employed on the premises exceeds five hundred, it shall be sufficient if there is one urinal for every fifty employees upto the first five hundred employees and one for every hundred in excess thereof.

Explanation.— In calculating the urinal accommodation required under this rule, any odd number of employees less than fifty or hundred, as the case may be, shall be reckoned as fifty or hundred.

(2) Where female employees are employed on an industrial premises, separate urinal accommodation shall be provided for them in accordance with the same scale as the scale for male employees specified in sub-rule (1).

14. Latrines and urinals to be connected to sewage system wherever possible.— When any general system of underground sewage with an assured

water supply is provided for or exists in any particular locality, all latrines and urinals in an industrial premises in such locality other than a septic tank latrine, shall be connected with such sewage system if the industrial premises is situated within 30.5 metres of that sewage system.

15. White-washing and colour-washing of latrines and urinals.— (1) The walls, ceilings and partitions of every latrine and urinal shall be white-washed or colour-washed and the same shall be repeated at least once in every period of four months.

(2) Nothing in sub-rule (1) shall apply in respect of walls and ceilings of, and partitions in, a latrine or urinal or any portions of such walls, ceilings and partitions which are laid in glazed tiles or otherwise finished to prove a smooth-polished impervious surface, but such walls, ceilings, partitions or portions thereof shall be washed with suitable detergents and disinfectants at least once in every period of four months.

(3) The dates on which the white-washing or colour-washing is carried out under sub-rule (1) or, as the case may be, washing with detergents and disinfectants is carried out under sub-rule (2) shall be entered by the employer in the register maintained in Form III.

16. Construction and maintenance of drains.— All drains work on an industrial premises for carrying waste or sullage water shall be constructed in masonry or other permeable materials and shall be regularly flushed and effluent disposed of by connecting such drains with suitable drainage lines:

Provided that where there is no such drainage line, the effluent shall be deoderised in order to render it innocuous and then disposed of.

17. Water taps etc. in latrines.— Where piped water supply is available, a sufficient number of water taps conveniently accessible shall be provided in or near latrines on an industrial premises and where there is no continuous supply of water, water cisterns with cans shall be provided for washing purposes in or near such latrines.

18. Washing facilities.— (1) There shall be provided and maintained in every industrial premises for the use of employees engaged in blending and sieving of tobacco or warming of beedies in hot ovens, adequate and suitable facilities for washing which shall include soap and nail brushes or other suitable means of cleaning and such facilities shall be conveniently accessible and shall be made available in clean and orderly condition.

(2) If female employees are employed on any industrial premises, separate washing facilities on the same lines as those specified in sub-rule (1) in respect of male employees shall be provided for such female employees in enclosed or screened places in such manner that the interior portions of such places are not visible from any place where male employees work or pass through and the entrance to every such place shall bear a notice in the language understood by the majority of the employees reading «For women only» in bold and conspicuous letters and such notice shall also bear the picture of a woman.

(3) Water supply for purposes of washing facilities under sub-rule (1) or sub-rule (2) shall be such as to provide at least 27.3 litres per day for each person employed in the industrial premises and such water shall be drawn from a hygienic source:

Provided that where an Inspector is satisfied that it is not practicable to make available water-supply in accordance with the scale specified under this sub-rule, he may by a certificate in writing permit the supply of a lesser quantity which shall in any case be not less than 4.5 litres per day for each employee.

19. **Crèches.** — (1) The employer shall submit for the approval of the competent authority detailed plans in triplicate of the rooms to be constructed or adopted for use as creche under section 14.

(2) The creche shall conform to the following standards, namely:—

(a) the creche shall be conveniently accessible to the mothers of the children accommodated therein and so far as is reasonably practicable it shall not be situated in close proximity to any part of the industrial premises where obnoxious fumes, dust or odours are given off;

(b) the room or rooms used as creche shall be soundly constructed and all the walls and roof thereof shall be of heat-resisting materials and shall be water-proof;

(c) the floor and internal walls of the creche upto a height of 1.2 metres shall be so laid or finished as to provide a smooth impervious surface;

(d) the height of each room used as a creche shall be not less than 3.7 metres from the floor to the lowest part of the roof and there shall not be less than 1.9 square metres of floor area for each child to be accommodated therein;

(e) effective and suitable provision shall be made in every part of a creche for securing and maintaining adequate ventilation by the circulation of fresh air;

(f) the creche shall be adequately furnished and equipped and in particular there shall be made available—

- (i) for each child of more than two years of age a suitable bedding;
- (ii) for each child of not more than two years of age a suitable cot or cradle with the necessary bedding;
- (iii) at least one chair or other similar sitting accommodation for the use of each mother while she is feeding or attending to her child; and
- (iv) a sufficient supply of suitable toys for the older children.

(3) There shall be in or adjoining a creche a suitable washing room for the washing of the children and their clothing and such room shall conform to the following standards, namely:—

(a) the floor and internal walls of the room upto a height of 0.9 c. m. shall be so laid or finished as to provide a smooth impervious surface;

(b) the room shall be adequately laid and ventilated and the floor shall be effectively drained and maintained in a clean and tidy condition;

(c) the supply of water for washing shall be from a hygienic source and if practicable shall be through taps;

(d) supply of at least 22.7 litres of water per day for each child shall be made available;

(e) an adequate supply of clean clothes, soap and clean towels shall be made available for the use of each child;

(f) adjoining the wash room, a septic type latrine shall be provided for the sole use of the children in the creche and the same shall be kept clean and in a sanitary condition.

(4) The employer shall make available at least half-a-pint of pure milk for each child on every day it is accommodated in the creche and the mother of such child shall, in the course of daily work, be allowed adequate intervals of not less than fifteen minutes to feed the child.

(5) In addition to providing milk in accordance with the provisions of sub-rule (4), the employer shall provide for children above two years of age who are accommodated in the creche an adequate supply of wholesome refreshment.

(6) The employer shall appoint a woman trained in the care of children and infants and sufficient number of ayahs for the purpose of looking after the children accommodated in a creche and he shall also provide suitable equipment and facilities for the purpose.

Explanation.—The number of ayahs to be appointed in the creche shall be calculated at the rate of one ayah for every thirty children.

(7) The employer shall provide for the staff employed in a creche suitable clean clothes for use while on duty in the creche.

Explanation.—In this rule, 'child' means a child under six years of age of a female employee.

20. **First-aid.** — (1) In every industrial premises, there shall be provided and maintained so as to be readily accessible during all working hours first-aid boxes or cupboards containing the equipment specified in sub-rule (2) and the number of boxes or cupboards to be so provided and maintained shall not be less than one for every hundred and fifty employees ordinarily employed at any one time in the premises.

(2) The first-aid boxes or cupboards shall be distinctively marked with a red cross on a white background and shall contain the following equipment, namely:—

- (i) six small sterilised dressings;
- (ii) three medium-size sterilised dressings;
- (iii) three large-size sterilised dressings;
- (iv) three large-size sterilised burn dressings;
- (v) one (1 oz.) bottle containing a 2 per cent alcoholic solution of iodine;
- (vi) one (1 oz.) bottle containing salvolatile having the dose and mode of administration indicated on the label;
- (vii) a snake-bite lancet;
- (viii) one (1 oz.) bottle of pottassium permanganate crystals;

- (ix) one pair of scissors;
- (x) eye drops;
- (xi) adhesive plaster.

(3) Each first-aid box or cupboard shall be kept in the charge of a person who is trained in first-aid treatment and who shall always be readily available during the working hours of the industrial premises.

21. Canteens. — (1) The employer of every industrial premises wherein not less than 250 employees are ordinarily employed shall provide in, or near, the industrial premises, a canteen.

(2) The canteen shall not be situated within 15.2 metres of any latrine, urinal or any other source of dust.

(3) The canteen building shall consist of at least a dining hall, kitchen, store room and pantry in addition to washing places separately for employees and for utensils.

(4) The minimum height of the building shall be not less than 3.7 metres and all the walls and roof shall be of suitable heat-resisting materials and shall be water-proof. There shall be provision for adequate ventilation. The doors and windows shall be of fly proof construction.

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

(6) (a) In every canteen: —

- (i) all inside walls of rooms and all ceilings and passages and staircases shall be lime-washed or colour-washed at least once in each year or painted once in three years dating from the period when last lime-washed or colour-washed or painted, as the case may be;
- (ii) all wood-work shall be varnished or painted once in three years dating from the period when last varnished or painted;
- (iii) all internal structural iron or steel work shall be varnished or painted in three years dating from the period when last varnished or painted:

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

(b) The dates on which lime-washing, colour-washing, varnishing or painting is carried out shall be entered by the employer in the Register maintained in Form III.

(7) The precincts of the canteen shall be maintained in a clean and sanitary condition. 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.

(8) (a) The dining hall shall accommodate at a time at least 30 per cent of the employees working at a time.

(b) The floor of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs shall be not less than .93 square metres per diner to be accommodated as specified in clause (a).

(c) A portion of the dining hall and service counter shall be partitioned off and reserved for women employees in proportion to their number. Washing places for women shall be separate and screened to secure privacy.

(d) Sufficient tables, chairs, or benches shall be available for the number of diners to be accommodated as specified in clause (a).

(9) (a) There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen. Suitable clean clothes for the employees serving in the canteen shall also be provided and maintained.

(b) The furniture, utensils and other equipment shall be maintained in a clean and hygienic condition. 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.

(c) Food and food materials shall be stored in fly-proof safes and handled with the help of wooden ladles or suitable metal forceps whichever is convenient. Vessels once used shall be scalded before being used again.

(10) Food, drinks and other items served in the canteen shall be served on a no profit, no loss basis.

CHAPTER IV

Working hours, leave, appeals in cases of dismissal etc.

22. Notice and register of periods of work. — (1) Every employer shall exhibit in his industrial premises a notice in Form IV specifying clearly the daily hours of work, intervals for rest and weekly holiday allowed to the employees or, as the case may be, to each class of employees.

(2) Every employer shall maintain a register showing the hours actually worked including overtime in Form V.

23. Method of calculating cash equivalent of concessional sale of foodgrains etc. — (1) The cash equivalent of the advantage accruing through the concessional sale to an employee of foodgrains and other articles shall be computed at the end of every wage period fixed under the provisions of the Payment of Wages Act, 1936 (Central Act 4 of 1936).

(2) For the purposes of section 18, the cash equivalent of the advantage accruing through the concessional sale of foodgrains and other articles to an employee required to work overtime shall be computed as a sum equivalent to the difference between the value of such foodgrains and other articles at the average market rates prevailing during the wage period in which the employee worked overtime and the concessional price thereof.

24. Register of leave with wages. — (1) The employer shall in respect of employees employed in his industrial premises keep an up-to-date register in Form VI (hereinafter referred to as the Register of Leave with wages (Regular Employees):

Provided that if the competent authority is of opinion that any muster roll or register maintained by the employer gives the particulars required for the

enforcement of the provisions of sections 26 and 27, he may by order in writing permit such muster roll or register to be treated as the register required to be maintained under this sub-rule.

(2) The employer shall in respect of the employees who are permitted to work in their houses (hereinafter referred to as the home-workers) maintain an up-to-date register in Form VII (hereinafter referred to as the Register of Leave with Wages (home-workers)).

25. Leave Book. — (1) The employer shall provide each employee (including a home-worker) with a book in Form VI or Form VII, as the case may be (hereinafter referred to as the Leave Book).

(2) The Leave Book shall be the property of the employee and the employer shall not demand it except for making entries therein and shall not keep it for more than a week at a time.

(3) If an employee loses his Leave Book, the employer shall provide him with a duplicate copy on payment of six paise.

26. Appeals under section 31. — (1) The appellate authority for the purposes of sub-section (2) of section 31 shall be Labour Commissioner, Panjim.

(2) An employee who is discharged, dismissed or retrenched may prefer an appeal under sub-section (2) of section 31, to the appellate authority specified under sub-rule (1) within a period of thirty days from the date of communication of the order of such discharge, dismissal or retrenchment:

Provided that an appeal may be admitted after the said period of thirty days if the appellant satisfied Labour Commissioner, the appellate authority that he had sufficient cause for not preferring the appeal within the said period.

(3) The notice to be given by the appellate authority under clause (b) of sub-section (2) of section 31 shall —

- (a) in the case of a notice to an employer, be in Form VIII; and
- (b) in the case of a notice to an employee, be in Form IX,

and every such notice shall be sent to the party concerned by registered post acknowledgement due.

CHAPTER V

Miscellaneous

27. Disputes relating to issue of raw materials by the employer. — (1) Any dispute between an employer and an employee or employees in relation to —

- (a) the issue by the employer of raw materials to the employee;
- (b) the rejection by the employer of beedi or cigar or both made by an employee; or
- (c) the payment of wages for the beedi or cigar or both rejected by the employer may be referred in writing by the employer or the employee or employees to the Inspector appointed under sub-section (1) of section 6 of the Act, who shall, after making such enquiry as he may consider necessary and after giving the parties an opportunity to

represent their respective cases decide the dispute and record the proceedings in Form X.

(2) Any party to the dispute aggrieved by the decision thereon under sub-rule (1) may prefer an appeal within a period of thirty days from the date of the decision to the Labour Commissioner:

Provided that the Labour Commissioner may admit an appeal after the said period, if the appellant satisfied such authority that he had sufficient cause for not preferring the appeal within that period.

28. Supervision of distribution of raw materials. — No employer shall, if he is required so to do by an Inspector by an order in writing, distribute, except under the supervision of the Inspector making the order or the supervision of another Inspector, raw materials to such employee or employees and during such period as may be specified in the order.

29. Limit with regard to the rejection of beedis or cigars. — (1) No employer or contractor shall ordinarily reject as sub-standard or *chhat* or otherwise more than five per cent of the beedis or cigars or both, received from a worker including a home worker.

(2) Where any beedi or cigar is rejected as sub-standard or *chhat* or otherwise on any ground other than the ground of wilful negligence of the worker, the worker shall be paid wages for the beedis or cigars so rejected at one-half of the rate at which wages are payable to him for the beedis or cigars, or both, which have not been so rejected:

Provided that the employer or contractor may effect such rejection upto 5 percent for reasons to be recorded and communicated in writing to the worker.

30. Payment of wages to a home-worker. — Where raw materials are supplied to a home-worker at his home, the wages due to him shall also be paid at his home:

Provided that an Inspector may, if he considers it expedient so to do in the circumstances of any case, specify in respect of any home-workers any other place or places at which wages shall be paid.

31. Protection against fire. — In every industrial premises, the employer shall provide adequate fire-fighting equipment.

32. Returns. — The employer in respect of every industrial premises shall send to the competent authority on or before the 10th day of every month a monthly return in Form XI and furnish to that authority an annual return in Form XII on or before the 30th April of every year.

33. Maintenance of certain registers. — (1) Every employer shall, in respect of the employees employed on the industrial premises, maintain a muster roll in Form XIII, and entries therein shall be made at the commencement of the work each day.

(2) Every employer shall provide free of cost to each home-worker two books in Form XIV (hereinafter referred to as the 'home-workers' log books) and the home-worker shall keep a record of the daily work done by him, the number of beedis and cigars

manufactured by him and the wages received by him in the said book and the supply of books shall be so arranged that one book remains with the home-workers at all times during the period between two successive supplies of raw materials by the employer.

(3) Every employer shall maintain a home-workers' employment register in Form XV containing the names and particulars of all the home-workers employed under him and the entries in the register shall be made and kept up-to-date on the basis of the entries in the home-workers' log books.

(4) Every employer shall maintain a visitor's book in which an Inspector visiting the industrial premises may record his remarks regarding any defects that may come to his notice at the time of his inspection and the employer shall produce such book whenever required so to do by the Inspector.

(5) Every employer shall maintain a register of overtime work in Form XVI.

(6) An abstract of the Act and the rules made thereunder shall be displayed in some conspicuous part of every industrial premises.

(7) Every register referred to in this rule shall be preserved for a period of three years from the date of the last entry noted therein and shall be readily available for inspection during working hours of the industrial premises.

34. Record of outside work.—The record to be maintained by the employer of the work permitted under sub-section (1) of section 29 to be carried on outside the industrial premises shall be in Form XVII.

35. Information required by Inspector.—(1) Every employer shall furnish to an Inspector such information as the Inspector may require for the purpose of satisfying himself whether any provision of the Act or of the rules made thereunder has been, or is being, duly carried out.

(2) Where any information is required by an Inspector during the course of his inspection and the required information is readily available, the employer shall forthwith furnish such information to the Inspector; and where any requisition for information is made by the Inspector at any other time, the information sought for shall be supplied by the employer within ten days from the date of receipt of the requisition.

36. Notice to be sent by registered post.—Every notice or order under the Act or the rules made thereunder, addressed to any employer or beedi or cigar worker, shall be presumed to have been duly served if such notice has been sent by registered post.

FORM No. I

(See rules 3 and 4)

Application for grant or renewal of licence for the financial year,

1. Full name of the industrial premises.
2. (i) Full postal address and situation of the industrial premises.
(ii) Full address to which communications relating to

the industrial premises should be sent.

(iii) Full address of the applicant.*

3. Maximum number of employees proposed to be employed on any one day during the financial year
4. Full name and residential address of the person who shall be the employer for the purposes of the Act.
5. If the employer is a partnership, company, etc. full name and residential address of other partners or directors etc.
(See Note 1 at the end).
6. Financial resources of the employer (e.g., particulars and value of movable and immovable properties, bank reference, income-tax assessment, etc.).
7. Whether the employer is a trade mark holder registered under the Trade and Merchandise Marks Act, 1958.
8. Value of beedies or cigars or both manufactured at the industrial premises during the preceding financial year.
9. Previous experience of the applicant* in the industry.
10. Whether the proposed site of the industrial premises amounts to the alteration of the rate of any existing industrial premises and, if so, the reasons for such alteration.
11. Whether any industrial premises was closed by the applicant during the period of twelve months immediately preceding the date of the application and, if so, the reasons therefor.
12. Source of obtaining tobacco.
13. Whether the beedis or cigars or both manufactured by the applicant* will be sold and marketed by himself or through a proprietor or a registered user of a trade mark registered under the Trade and Merchandise Marks Act, 1958, or any other person.
14. Whether the plans of the premises are enclosed.
15. Amount of Rs. paid in Treasury on enclosed. (rupees
Vide Chalan No.

I hereby declare that the particulars furnished by me in the form are to the best of my knowledge and belief accurate.

Date

Signature of applicant*

Note 1: Where an industrial premises are run or proposed to be run by a contractor for or on behalf of another person or persons or company, etc., the said other person or persons or company, etc., is under the Act the employer and particulars to be entered for «employer» in the Form should be in regard to such person, persons or company, etc.

* The applicant for licence may however be made either the contractor or the employer.

Note 2: (1) This form shall be completed in ink in block letter or typed.

(2) If any person named against item 5 is a minor, the fact shall be stated clearly.

FORM No. V

[See rule 22(2)]

Register showing hours of work including overtime

Week ending

Name of the employee (1)	Whether young person or not (2)	Total hours worked during the week (3)	Date on which overtime work is done and extent of such overtime on each occasion (4)	Extent of overtime worked during the week (5)
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FORM No. VI

[See rules 24(1) & 25(1)]

Register of Leave with wages (Regular Employees)

Leave Book

Separate page shall be allotted to each employee.

Adult/young person Name
Father's Name
Date of joining the establishment.
Date of discharge.
Date and amount of payment made in lieu of leave due.

Serial No. Name of establishment
Date of entry into service.

1. Calendar year of service.	2. Wage period from to	3. Number of days of work performed during the calendar year —	4. Balance of leave from the preceding year.	5. Leave earned during the year mentioned in column (1).	6. Total of columns (4) and (5).	7. Leave enjoyed from to	8. Balance of leave to credit.	9. Normal rate of wages, i.e. daily average of full time earnings in cash.	10. Cash equivalent of advantage accruing through concessional sale of foodgrains, etc.	11. Rate of wages for the leave period [total of columns (9) and (10)].	12. Date and amount paid.	13. Remarks.
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FORM No. VII

[See rules 24(2) and 25(1)]

Register of Leave with wages

(Home workers)

Leave Book

Separate page shall be allotted to each employee

1. Name of establishment.
2. Serial No.
3. Name of employee and age.
4. Father's/husband's name.
5. Date of entry into service.
6. Date of discharge.
7. Amount paid in lieu of leave.
8. Calendar year of service.
9. No. of days worked during the year.
10. Balance of leave from preceding year.
11. Leave earned during the year mentioned in column (8).
12. Total of columns (10) and (11).
13. Leave enjoyed from to
14. Balance of leave to credit.
15. Normal rate of wages, i.e. daily average of full-time earnings in cash.
16. Cash equivalent of advantage accruing through concessional sale of foodgrains, etc. if any.
17. Rate of wages for the leave period (total of columns 15 and 16).
18. Date and amount paid.
19. Remarks.

FORM No. VIII

[See rule 26(3) (a)]

Notice to the employer under clause (b) of sub-section (2) of Section 31

Shri has appealed to the Appellate Authority under clause (a) of sub-section (2) of section 31 of the Beedi and Cigar Workers (Conditions of Employment) Act, 1966, against the orders of his discharge/dismissal/re-trenchment. A copy of his appeal petition is enclosed.

The appeal has been posted for hearing on the day of 196 at a.m./p.m. You should appear before the Appellate Authority on that day and answer the claims. You must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defence. In default of your appearance on that day the matter will be heard and determined in your absence.

Appellate authority.

FORM No. IX

[See rule 26(3)(b)]

Notice to the employer under clause (b) of sub-section (2) of Section 31

Your appeal has been posted for hearing on the day of 196 at a.m./p.m.

You should appear before the Appellate Authority on that day to prove the claim. You must be prepared to produce on that day all the witnesses on whose evidence and all documents upon which you intend to rely in support of your case. In default of your appearance on that day, the matter will be heard and determined in your absence.

Appellate authority.

FORM X

[See rule 27(1)]

Record of Decision or Order

1. Serial No.
2. Date of application.
3. Name or names, parentage, address or addresses of applicants or some or all of the applicants.
4. Name and address of the employer.
5. Substance of the dispute.
6. Plea of parties and their examination, if any.
7. Documents seen.
8. Substance of the evidence taken.
9. Finding and brief statement of the reasons therefor.
10. Decision.

Date.

Signed.

FORM No. XI

(See rule 32)

Monthly return

1. Name of the industrial premises and full postal address.
2. No. and date of licence.
3. Month to which the return relates.
4. Name of the employer.
5. Name of the Principal Employer if the Employer is working as contractor for principal employer.
6. Quantity of beedi and/or cigar tobacco released by the Central Excise Department.
7. Quantity of beedi and/or cigar tobacco supplied by the principal employer.
8. Number of beedi and/or cigars manufactured by the employer in industrial establishment.
9. No. of beedis and/or cigars manufactured by the employer in places other than industrial establishment, i. e. workers working in their homes.
10. Number of beedi and/or cigars sold and to whom.

Date.

Signature of employer.

FORM No. XII

(See rule 32)

Annual return

1. Name and address of the industrial premises.
2. No. and date of licence.
3. Name of the employer.
4. Name of the principal employer if the employer is working as contractor for a principal employer.
5. *Average number of employees employed daily in the industrial premises:
Men
Women
Young persons —
Male
Female

6. Average monthly No. of home workers employed (i. e. who work in their homes).**
7. Normal hours worked per week in the industrial premises.
8. Number of days worked in the year in the industrial premises.
9. Number of employees who were granted leave during the calendar year —
Young persons (a) employed in the industrial premises.
(b) employed in homes.
Other than young persons (a) employed in the industrial premises.
(b) employed in homes.
10. No. of female employees who were given maternity benefit during the year:
(a) employed in the industrial premises.
(b) employed in homes.

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

Date.

Signature of the employer.

Note. — Partial attendance for less than half a shift of working day shall be neglected and attendance for half a shift or more shall be treated as full attendance.

* The average daily number shall be calculated by dividing the aggregate number of attendance of working days by the number of the working days in the year. Attendance on separate shifts, e. g., night and day shifts shall be counted separately.

** The average shall be calculated by dividing the aggregate no. of workers on the Home-Workers Employment Register during each of the preceding 12 months by twelve.

FORM No. XIII

[See rule 33(1)]

Muster roll of employees

Date

Name and address of the industrial premises.

Serial No.	Name	Designation	Group	Relay	Shift	Period	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

FORM No. XIV

[See rule 33(2)]

Home-workers Log Book

1. Name of the home worker —
2. Address of the home where manufacturing process is carried on:
3. Month:

Account of the work done at homes

Date	Whether work was done	No. of beedis /cigars manufactured	Wages received
(1)	(2)	(3)	(4)

1. Total number of days worked in the month.

Date and signature or thumb impression of the home worker

"67-EE. Certificate of renewal of a sale licence in Forms 20-C and 20-D shall be issued in Form-20-E"

- (2) In Schedule A, after the Form 20-D, the following Form shall be inserted, namely: —

"Form 20-E"
(See rule 67-EE)

Certificate of renewal of licence to sell, stock or exhibit for sale or distribute Hemoepathic medicines.

1. Number of licence and date of issue... Certified that licence No. ... in Form 20-C/20-D granted on the ... to ... for sale of Hemoepathic medicines at the premises situated at ... has been renewed for a period from ... to ...

2. Name of competent person in charge.
Date ... Licensing Authority...

Sd/-

L. K. MURTHY

Under Secretary to the Govt. of India

Notification

A-9/69-DHS/59

Government of India, Ministry of Health, Family Planning and Urban Development Notification No. F.1-49/68-D dated 20-11-1968 published in the Gazette of India, Part II, Section (ii) is hereby re-published for general information of the public.

S. R. Shinde, Under Secretary (Health).

Panaji, 24th April, 1969.

4th Vysk, 1891.

Notification

In exercise of the powers conferred by sub-clause (ii) of clause (b) of section 3 of the Drugs and Cosmetics Act, 1940 (23 of 1940), the Central Government hereby makes the following amendment to the notification of the Government of India in the latter Ministry of Health No. F.1-20/60-D dated the 3rd June, 1961, namely: —

In the said notification, for item 3, the following item shall be substituted, namely: —

«3. Disinfectants:

- (1) Disinfectant fluids made from Coal Tar acids derived from petroleum or mixture of both, with hydrocarbons.

- (2) Disinfectant fluids made from synthetic or naturally occurring substances other than those mentioned in (1) above by virtue of their composition possessing disinfectant properties or which claim to possess disinfectant properties».

Sd/-

L. K. MURTHY

Under Secretary to the Govt. of India

Corrigendum

In the Order no. 8/52/68-Ports of the Industries and Power Department, published in the Government Gazette Series I, no. 4, dated 24-4-1969, the following corrections are made:

- (1) Under Annexure 'A' on pg. 102, the revised rates for ferry services, for day-time and night-time, indicated at the end, should be read as follows:

Ferry services between	Day-time	Night-time	Day-time	Night-time
	Revised Rates	Revised Rates	Revised Rates	Revised Rates
Panaji-Betim	5-00	As per foot	8-00	As per foot
Agaçaim-Cortalim..	6-00	note (i) be-	8-50	note (i) be-
Ribandar-Chorao...	5-00	low.	8-00	low.
Colvale-Macazana & Old-Goa-Piedade	3-50		4-50	

Note. — (i) For special transport outside the schedule hours of services, the charges will be one and half time the normal rates subject to a minimum of Rs. 6/- (Schedule hours of services will be: 7 A. M. to 11 P. M. at Panaji-Betim and Agaçaim-Cortalim & (ii) 7 A. M. to 8 P. M. on other ferry-services.

Under Annexure 'F', on pg. 103 the revised rates, indicated at the end, for hire of special launches with effect from 1-5-1969, should be read as follows:

Stations	Launches with carrying capacity of			
	150	80	60	40
From Marmagoa to: —				
Dona Paula	90-00	48-00	36-00	24-00
Cortalim	75-00	68-00	60-00	68-00
Durbat	90-00	83-00	75-00	68-00
Rachol	120-00	113-00	105-00	98-00
Sanvordem	128-00	120-00	113-00	105-00

Note: — For single trip, the fares charges should be more by 50. For return trip, the fares charged should be more by 75%. Detention charges at the rate of Rs. 5/- per hour excluding the time taken for journey.

2. Every half an hour or part thereof, will be considered as half an hour and charged accordingly.