CHAPTER - III
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LABOUR WELFARE MEASURES AS PER

THE FACTORIES ACT, 1948

The various health, safety and welfare measures are made by the factories Act, 1948.

The act makes detailed provisions in regard to various mater relating to health, safety and welfare of the workers. These provisions impose upon the occupiers or managers contain obligation

(a) To protects workers, unwary as well as negligent, from accidents and

(b) To secure for them in employment, conditions conductive to their health, safety and welfare.

These provisions also require the occupiers or managers to maintain inspection staff and to make provisions for maintenance of health, cleanliness, prevention of overcrowding and amenities like lighting, verification, drinking water etc.,

I) WORKING CONDITIONS

HEALTH MEASURES

Chapter III (Sec. 11 to 20) of the act deals with the provisions ensuring the health of the workers in the conditions under which worker is carried on in factories. These provisions are as follows

1) CLEANLINESS (SEC.11)

Factory to be kept clean and free from effluvia and dirt.

According to sec.11 every factory shall be kept clean and free from effluvia arising from any drain, privy or other nuisance. Accumulation of dirty
and refuse shall be removed daily by some effective method. The floor of every workroom shall be cleaned at least once in every week by washing, using disinfectants. When necessary, or by some effective method.

2) DISPOSAL OF WASTES AND EFFLUENTS: (SEC.12)

Under Sec.12 of the factories Act effective arrangement shall be in every factory for the treatment of water and effluents due to the manufacturing process carried on therein, so as to render them innocuous, and for their disposal [Sec.12 (1)].

3) VENTILATION AND TEMPERATURE: (SEC.13)

Under this section every factories maintenance of adequate ventilation and temperature. Effective and suitable provision shall be made in factory.

(i) Adequate ventilation by the circulation of fresh air, and

(ii) Such a temperature as will secure to workers therein reasonable conditions of comfort and prevent injury to health.

4) DUST AND FUME: (SEC.14)

Measures for prevention of inflation or accumulation of dust and fumes. Where dust or fume or impurity of such a nature as is likely to be injuries or offensive to the workers is given off as a result of the manufacturing process being carried on in a factory, effective measures shall be taken in the factory for prevention of inhalation or accumulation of dust and fumes in workrooms.

5) ARTIFICIAL HUMIDIFICATION: (SEC.15)

Prescription of standards of humidification ventilation and cooling of airs artificially increased. Therefore the proper humidification is important role in working condition.
6) OVERCROWDING: (SEC.16)

(i) Overcrowding injuries to health of workers to be avoided. There shall not be overcrowding in any room of the factory so as to be injurious to the health of the workers employed therein [Sec.16(I)]

(ii) 9.9 / 14.2 cubic meters of space per worker.

7) LIGHTING: (SEC.17)

Under the section every factories shall be provided and maintained sufficient and suitable lighting, natural or artificial, or both.

8) DRINKING WATER: (SEC.18)

(i) In every factory, effective arrangement shall be made to provide and maintain at suitable points conveniently situated for all workers employed there in a sufficient supply of wholesome drinking water Sec.1(1).

(ii) Drinking points to be legibly marked and to be away from urinal, latrine, etc.,

All drinking water points shall be legibly marked 'Drinking water' in a language understood by a majority of the workers employed in the factory. Such points shall be situated beyond 6 meters of any washing place, urinal, spittoon, open drain of contamination unless shorter distance is approved in writing by the chief inspector.

9) LATRINE AND URINALS: (SEC.19)

According to this section in every factory, separate enclosed accommodation of latrines and urinals of prescribes types for male and female workers shall be provided for. It shall be adequately lighted and ventilated and maintained in a clean and sanitary condition.
10) SPITOONS: (SEC.20)

In every factory, there shall be provided a sufficient numbers of spitoons in convenient places and they shall be maintained in a clean and hygienic condition.

II WELFARE: WELFARE MEASURE AS PER THE FACTORY ACT, 1948

The factory Act, 1948 Sec.42 to 50 deals with facilities for the welfare of workers. The various provisions in this regard are as follows

1) WASHING FACILITIES: (Sec.42)

a) Adequate and suitable facilities (separately and adequately screened for the use of male and female workers) shall be provided and maintained for the use of the workers therein: and (b) such facilities shall be conveniently accessible and shall be kept clean.

2) FACILITIES FOR STORING AND DRYING CLOTHING (SEC.43)

The state government may make rules requiring the provision of suitable place for keeping clothing of workers not worn during working hours, and for the drying of wet clothing in respect of any factory or class of factories.

3) FACTORIES FOR SITTING: (SEC.44)

1) In every factory, suitable arrangement for sitting shall be provided and maintained for all workers who are obliged to work in a standing position. This has been done in orders that the workers may take advantage of any opportunities for rest which may occur in the course of their work (Sec.44(I)).

2) Provision of seating arrangement for workers during work, which can be done in a sitting position. If the workers in any factory engaged in a
particular manufacturing process of working in a particular room are able to do their work efficiently in a sitting position (Sec.44(2)).

4) FIRST-AID APPLIANCES: (SEC.45)

(i) As per this rule in any factory shall be provided and maintained so as to be readily accessible during as working hours, first aid boxes or cupboards which the prescribed contents. These shall be atleast one such box for every 150 workers ordinarily employed at any one time in the factory (Sec.45(1))

(ii) First aid box to have prescribed contents. Sec.45(2)

(iii) First aid box to be in the charge of responsible person who holds a certificate in the first aid treatment recognized by the state government. Such person shall be always available in the working hours of the factory (Sec.45(3)).

(iv) Amulance room in a factory employing morethan 500 workers. The separate room for medical and nursing staff shall be allotted [Sec.45(4)].

5) CANTEENS: (SEC.46)

(i) Canteen in factory employing more than 250 workers the state government may make rules.

(ii) Provisions in rule: The rules made by the state Government as to canteens may provided for.

a. The date by which canteen shall be provided

b. The standards in respect of construction, accommodation, furniture and other equipment of the canteen
c. The food staffs to be served there in and the charges which may be made there of,

d. The constitution of a managing committee for the canteen and representation of the workers in the management of the canteen

e. The items of expenditure in the running of the canteen which are not to be taken into account in fixing the cost of food staffs and which shall be borne by the employer, and

f. The delegation to the chief inspector, subject to such conditions as may be prescribed, of the power to make rules under clause © [Sec. 56(2)]

6) SHELTERS, REST ROOMS AND LUNCH ROOMS (SEC. 47)

1. In every factory where in more than 150 workers are ordinarily employed, there shall be a provision for shelters, rest room and a suitable lunchroom where workers can eat meals brought by them with provision for drinking water. Where a lunchroom exists, no workers shall eat any food in the workroom [Sec. 47(1)].

2. The shelters or restrooms or lunch rooms shall be sufficiently lighted and ventilated and shall be maintained in a cool and clean condition [Sec. 47(2)].

7. CRECHES: (SEC. 48)

1. In every factory where in more than 30 woman workers are ordinarily employed, there shall be provided and maintained a suitable room or rooms for the care of children under the age of 6 years of such woman [Sec. 48(1)].
2. Such creches to be adequately lighted and ventilated and to be under the charge of trained women (Sec. 48 (2)).

3. The state Government may make rules and provisions for
   a. Washing and changing their (children's) clothing
   b. Free milk or refreshment or both of the children
   c. For the mothers of the children to feed them at the necessary intervals (Sec. 49 (3)).

8. WELFARE OFFICERS (SEC 49)

   Under this section in every factory where in 500 or more workers are ordinarily employed in the occupier shall employ in the factory such number of welfare officers as may be prescribed (Sec. 49(i)).

WORKING HOURS OF ADULTS

1. Weekly house (Sec 51) No adult workers shall be required or allowed to working a factory for more than 48 hours in any week.

2. Daily hours (Sec 54) Subject to above rule no adult worker shall be required or allowed to work in a factory for more than 9 hours in any day.

Spreadover, might shifts and overlapping shifts

SPREADOVER

   The period of work of an adult worker in a factory shall be so arranged that inclusive of his intervals for rest, they shall not be spread over more than 10 – ½ hours in any day. For chief – inspector may spread over upt0 12 hours.

MIGHT SHIFTS (SEC 57)

   Where a worker in a factory works on a shift, which extends beyond midnight
His weekly or compensatory holiday for a whole day means a period of 24 consecutive hours beginning when his shift end.

**EXTRA WAGES FOR OVERTIME: (SEC. 59)**

1. Wages at twice the ordinary rate

   Where a worker in a factory for more than 9 hours in any day or more than 48 hours in day week, he shall in respect of overtime work be entitled to wages at the rate of twice his ordinary rate of wages (Sec. 59 (1)).

2. Ordinary rate of wages

   It means the basic wages plus such allowances, including the cash equivalent of the advantage accruing through the concessional sale to workers of foodgrains and other articles, articles, or the worker is for the time being entitled to.

   It does not include a bonus and wages for overtime work.

**Holydays**

**WEEKLY HOLIDAYS (SEC. 52)**

Every adult worker in a factory shall be allowed a holiday during a week. As such no adult worker shall be required or allowed to work in a factory on the first day of the week, which is a Sunday.

**COMPENSATORY HOLIDAYS (SEC. 53)**

Where a worker is deprived of any of the weekly holidays under sec. 52 or by any of the rules made by the state Government exempting a factory from the provisions of sec. 52, he shall be allowed compensatory holidays of equal number to the holidays so lost. Such compensatory holidays shall be allowed with in the month in which the holidays were due to the workman or within 2 months immediately following that month (sec. 53 (1)).
EMPLOYMENT OF YOUNG PERSONS

PROHIBITION OF EMPLOYMENT OF YOUNG CHILDREN (SEC. 67)

No child who has not completed his 14th year shall be required to work in a factory.

NON—ADULT WORKERS TO CARRY TOKENS (SEC 68)

A child who has not completed 14th year or an adolescent may be allowed to work in a factory if

a. A certificate of fitness for such work in the custodies of the manager of the factory, and

b. Such child or adolescent carries, while he is at work, a token giving a reference to such certificates.

CERTIFICATE OF FITNESS: (SEC — 9)

It is a certificate granted to a young person by a certifying surgeon after examining him and ascertaining this fitness for work in a factory.

WORK IN HOURS FOR CHILDREN (SEC (71,72))

1. Working hours limited 4. — ½. No child shall be employed or permitted to work in any factory

   a. For more than 4 — ½ hours in any day.

   b. During the night (Sec 71 (1))

   ‘Night’ means a period of atleast 12 consecutive hours which shall be include the interval between 10 p.m and 6. a.m (Sec (71(i)).

2. Period of work of children limited to 2 shifts

3. No female child shall be required or allowed to work in any factory except between 8. A.M. and 7 P.M. sec. 71(5).
SAFETY PROVISION FOR YOUNG PERSON

1. Work on or near machinery in motion (sec 22(2)).

2. Employment of young persons on dangerous machines (Sec 23(1)).


EMPLOYMENT OF WOMEN

All the provisions of the Factory Act regarding employment and work of adult male workers apply to adult female workers except the following provisions, which apply to adult female workers only.

1. Work on or near machinery in motion (sec 22(2))

2. Prohibition of employment near cotton – openers (Sec. 27)

3. Creches (sec 48) (Sec 27 to 48 already been discussed)

4. Working hours: Sec (51 and 54):-

A woman shall not be required or allowed to work in a factory for more than 48 hours in any week or 9 hours in any day.

5. The women worker shall be restricted for working time between 10.00 pm and 5.00 am.

6. Effect fitness certificate shall be granted

7. Dangerous operations (sec 87(6)). When the state government is of opinion that any operation carried on in a factory expose any person employed in it to 9 serious risk of bodily injury, poisoning or disease, it may make rules prohibiting the employment of women in that operation.

ANNUAL LEAVE WITH WAGES

The factories Act 1961, section 78 to 84 provide for grant of a certain period of leave with wages to workmen.
RULES RELATING TO ANNUAL LEAVE WITH WAGES

1. Leave Entitlement: One day for every 20/15 days of work performed in case of adult / child. Every worker who has worked for a period of 240 days or more in a factory during a calendar year shall be allowed during the subsequent calendar year leave with wages for a certain number of days. These days of leave shall be calculated at the rate of --

   (i). If an adult, one day for every 20 days of work performed by him during the previous calendar year

   (ii). If child, one day for every 15 days of work performed by him during the previous calendar year (sec.79(1))

2. Computation of period of 240 days: For computing the period of 240 days, the days of lay – off, maternity leave to a female worker not exceeding 12 weeks, and the leave earned in the previous year shall be included in this period of 240 days, but he / she shall not earn leave for these days.

3. Discharge, dismissal, superannuation, death or quitting of employment. If a worker is discharged or dismissed from service or quits his employment or is superannuated or dies while in service, during the course of the calendar year, he or she heir or nominee, as the case may be, shall be entitled to wages. These wages shall be in lieu of the quantum of leave to which he was entitled calculated at the rates specified in sec 79(1). He shall be entitled to these wages even if he had not worked for the entire period specified in sec 79(1) making him eligible to avail of such leave. The payment of wages shall be made.
(i) Where the worker is discharged or dismissed or quits employment, before the expiry of the second working day from the date of such discharge, dismissal or quitting; or

(ii) Where the worker is superannuated or dies while in service, before the expiry of 2 months from the date of such superannuation or death.

sec 79(2).

4. Treatment of fraction of leave: In calculating leave period, fraction of leave of half a day or more shall be treated as one full day's leave, and fraction of leave less than half a day shall be omitted (sec 79(4)).

5. Treatment of unavailed leave: If a worker does not in any one calendar year take the whole of the leave allowed to him, any leave not taken by him shall be added to the leave to be allowed to him in the succeeding calendar year. But the total number of days of leave that may be carried forward to a succeeding year shall not exceed 30 in the case of an adult or 40 in the case of child.

6. Application for leave to be made in writing within a specified time.

A worker apply for annual leave in working to the manager of the factory at least 15 days before the date on which he wishes his leave to begin. In public utility service the application shall be made at least 30 days before sec 79(6).

7. Application for the leave earning a period of illness may not be made within the specified time (sec. 79(7)).

8. Scheme for the front of leave

For the purpose of ensuring the continuity of work, the occupier or the manager of the factory, in agreement with the works, committee, if any, or the
representatives of workers, may draw up and lodge with the chief inspector a scheme for regulating the grant of leave (sec 79(8)).

9. Display of scheme for grant of leave

The scheme shall be displayed at some convenient and conspicuous places in the factory. It shall be in force in the first instance for 12 months, and may be renewed for a further period of 12 months at a time. A notice of renewal shall be sent to the chief inspector before it is renewed (sec 79(2)).

10. Refusal of leave to be in accordance with scheme

An application for leave submitted in proper time shall not be refused, unless refusal is in accordance with the scheme for leave for the time being in operation (Sec 79(10)).

11. Payment of wages to workers for leave period if he is discharged or if he quits service

If a worker being entitled to leave according to the rules is discharged, or if having applied for is refused leave and quits service before he has taken the leave, he shall be paid wages in respect of the leave not taken (sec. 79(11)).

12. Unavailed leave not to be taken into account while computing period of notice.

The unavailed leave of a worker shall not be taken into consideration in computing the period of any notice required to be given before discharge or dismissal (Sec 79(12)).
II THE WORKMEN’S COMPENSATION ACT 1923

THE WORKMEN’S COMPENSATION ACT 1923

The Act considers compensation payable by an employer to his workmen in case of an accident as a measure of relief and social security. It enables a workman to set compensation irrespective of his negligence. It also lays down the various amounts payable in case an accident depending upon the type and extent of injury.

RULES REGARDING WORKMEN’S COMPENSATION

EMPLOYER’S LIABILITY FOR COMPENSATION (SEC – 3)

An employer is liable to pay compensation to a workman for –

1. Personal injury caused to him by accident as well as for any
2. Occupational disease contracted by him

1. Personal injury by accident an employer is liable to pay compensation to a workman if personal injury is caused to him by accident arising out of and in the course of his employment (Sec 3(1)).

PERSONAL INJURY

The word ‘injury’ means damage done to a workman by some accident. The Act contemplates compensation for personal injury. It is not necessary confined to physical or mental injury. It includes psychological and psychological injury.

Accident: The word ‘accident’ means some unlooked for mishap or untoward event which is not expected or designed by the injured workman himself even though there may be negligence on his part.
ARISING OUT OF AND IN THE COURSE OF EMPLOYMENT

The employer is liable to pay compensation only if personal injury is caused to a workman by an accident arising out of and in the course of his employment. It is not enough that the injury arises in the course of employment. It must also arise out of employment. An accident arising out of an employment necessarily occurs in the course of the employment but an accident in the course of employment may not necessarily arise out of employment; though ordinarily it will.

OUT OF EMPLOYMENT

In order to prove that injury arise 'out of employment' tow conditions must be fulfilled:

1) Injury must have resulted from some risk incidental to the duties of the service, or inherent in the nature or conditions of employment; and

2) At the time of injury worker must have been engaged in the business of the employer and must not be doing something for his personal advantage or benefit.

IN THE COURSE OF EMPLOYMENT

If refers to the time during which employment continues. It covers the whole of the time a workman is carrying out the duties required of him as incidental to his contract of service. It includes not only the period when he is during the work actually allotted to him but also. The time when he is at a place where he would not be but for him employment.

2. OCCUPATIONAL DISEASES

Workers employed in certain occupations are exposed to certain diseases, which are inherent in these occupations.
Contracting of an occupational disease is deemed to be an injury by accident within the meaning of sec 3(2).

As such, the employer is liable to pay compensation if the disease can be directly attributed to a specific injury by accident arising out of and in the course of employment.

**AMOUNT OF COMPENSATION**

The amount of compensation payable to a workman depends on

(a) The nature of the injury caused by accident.

(b) The monthly wages of workmen concerned, and

(c) The relevant factor for working out lump — sum equivalent of compensation amount as specified in schedule IV (as substituted by the Amendment Act of 1984)

There is no distinction between an adult and a minor worker with respect to the amount of compensation.

1. Death
2. Permanent total disablement
3. Permanent partial disablement, and
4. Temporary disablement, whether total or partial

**1. COMPENSATION FOR DEATH (SEC 4(1))**

Where death results from an injury, the amount of compensation shall be equal to 40% of the monthly wages of the deceased workman multiplied by the relevant factory or Rs. 20,000 whichever is more.
The formula for calculating the amount of compensation in case of death resulting from an injury will be as follows

\[
\frac{(40 \times \text{monthly wages} \times \text{relevant factor})}{100}
\]

or Rs 20,000 which even is more.

2. COMPENSATION FOR PERMANENT TOTAL DISABLEMENT [SEC 4(1)(B)]

Where permanent total disablement result from an injury, the amount of compensation payable shall be equal to 50% of the monthly wages of the injured workman multiplied by the relevant factor, or Rs. 24000 whichever is more.

Formula for this case

\[
\frac{(50 \times \text{monthly wages} \times \text{Relevant factor})}{100}
\]

or Rs. 24000 whichever is more.

3. COMPENSATION FOR PERMANENT PARTIAL DISABLEMENT [SEC 4(1)©]

The injury results in 60% losses of earning capacity, the amount of compensation, therefore, will be 60% of compensation payable in case of permanent total disablement. It shall be calculated as follows

60% of \(\frac{(50\% \times \text{monthly wage} \times \text{Relevant Factor})}{100}\)

4. COMPENSATION FOR TEMPORARY DISABLEMENT – TOTAL OR PARTIAL SEC 4 (1) (D) (2), (3)

Where temporary disablement, whether total or partial, result from the injury, the amount of compensation shall be a half monthly payment of the sum equalant to 25% of monthly wages of the workman [Sec 4(1)(d)].
Here the half monthly payment shall be payable on the 16\textsuperscript{th} day.

(i) From the date of disablement where such disablement lasts for a period of 28 days or more, or

(ii) After the expiry of a waiting period of 3 days from the date of disablement where such disablement lasts for a period of less than 28 days. Therefore the compensation shall be payable half-monthly during the disablement or during a period of 5 years, whichever period is shorter [sec 4(2)].
III THE EMPLOYEE'S STATE INSURANCE ACT, 1948

In order to provide sickness benefit to workers, the Employers State Insurance Act was passed in 1948. The Act applies to non-seasonal factories run with power and employing 20 or more persons.

It covers all types of employees' manual, clerical supervisory and technical not drawing a salary of more than Rs.3000/- per month. The scheme is compulsory and contributory. Compulsory in the sense all workers covered under the act must be insured and contributory in the sense that it is financed by the contribution from employees and employers. The administration of the scheme has been ensured so an autonomous body called the employees state insurance corporation.

INSURANCE CORPORATION

A statutory body known as the employees' state insurance corporation has been created under the act of administers and execute the scheme of Employees' state insurance (Sec 3(1)). The E.S.I. corporation is a body corporate having perpetual succession and a common seal (Sec 3(2)).

The corporation is managed by a governing body of 40 persons representing the union and the state government parliament employers and employees' organizations and the medical profession. A third body called medical benefit council is constituted consisting of 26 numbers to advise the corporation on matters relating to medical benefits. Statewise regional bonds have also been constituted.
The act provides for 6 types of benefits to which the insured persons, their dependants or certain other persons are entitled. These benefits are as follows

1. **Sickness benefit**

2. **Maternity benefit**

3. **Disablement benefit**

4. **Dependants’ benefit**

5. **Medical benefit**

6. **Funeral Expenses**

### 1. SICKNESS BENEFIT: [SEC 46(1)(A) 47 TO 49 AND RULE 55]

Sickness benefit is available to an insured worker in case of certified sickness. It consists of cash payment of 56 days in a continuous period of 365 days. No payment shall be made for an initial period of two days. The daily rate of payment of half of the average daily wage.

### 2. MATERNITY BENEFIT [SEC 46(1) (B) AND 50 AND 56]

An insured woman shall be qualified to claim maternity benefit for a confinement occurring or expected to occur in a benefit period, if the contributions in respect of her were payable for not less than 80 days in the immediately preceding 2 consecutive contribution periods.

The daily rate of maternity benefit shall be equal to twice the standard benefit rate corresponding to the average daily wages in respect of the insured woman during the corresponding contribution period. An insured woman in the wage group of Rs.6 to Rs.8 will get Rs.7 daily as maternity
benefit. This payment is applicable to the period of 12 weeks (6 weeks before and 6 weeks after the delivery).

In the case of miscarriage the benefits shall be given for 6 weeks after miscarriage the benefits shall be given for 6 weeks after miscarriage of the prescribed rates.

3. DISABLEMENT BENEFIT [SEC 46(1) C, 51,51A TO 51D, 52A, 53 TO 55 & 57]

An insured person who sustains temporary disablement for not less than 3 days (excluding the day of accident) or permanent disablement, whether total or partial, shall be entitled to periodical payment at such rates and for such periods and subject to such conditions as may be prescribed by the central government. Where permanent disablement, whether total or partial, has been assessed provisionally, for a limited period or finally, the benefit shall be payable for that limited period, or as the case may be, for life (sec.51).

The daily rate of disablement benefit (and also dependants’ benefit) shall be 40% more than the standard benefit rate rounded to the next higher multiple of 5 paise. This rate is known as ‘full rate’. It corresponds to the average daily wages in the contribution period corresponding to the benefit period in which the employment injury occurs.

4. DEPENDENTS’ BENEFIT [SEC 46(1) (D), 52 AND 55 – A AND RULES 58]

In the case of death of the insured person, the dependants’ benefit shall be payable to his widow and children as follows
a. To the widow during life or until remarriage, an amount equivalent to 3/5 of full wages.

b. To each legitimate or adopted son, an amount equivalent to 2/5 of the full wages until he attains 18 years of age.

c. To each legitimate or adopted unmarried daughter, an amount equivalent to 2/5 of the full rate of age until she attain 18 years of age or until marriage whichever is earlier.

d. To a parent or grandparent, for life at an amount equivalent to 3/10 of the full wage and if there are 2 or more parents or grand parents, the amount payable to them is equally divided between them.

5. MEDICAL BENEFIT [SEC. 46(1) (E), 46(2) AND 56 TO 59 AND RULES 60 & 61]

An insured person and (where such medical benefits is extended to his family) his family shall be entitled to receive medical benefit only of such kind and on such scale as may be provided by the state government or the E.S.I corporation. They shall have no right to claim any medical treatment except such as in provided by the dispensary, hospital, clinic or other institutions to which they are allotted [sec 57(1)]. Further they shall not be entitled to claim reimbursement from the E.S.I. Corporation of any expensed incurred in respect of any treatment, except as may be provided by the regulation [sec 57(2)]

6. FUNERAL EXPENSES

In case the insured person dies, the expenditure on his funeral known as "funeral expense", shall be payable to the eldest surviving member of the family.
The amount of such payment shall not exceed the amount as may be prescribed by the central government. The claim for such payment shall be made within 3 months of the death of the insured person.

The amount of funeral expenses prescribed with effect from 22nd January 1991 is Rs.1000.
IV. THE EMPLOYEE PROVIDENT FUNDS ACT 1952

The Act and employees provident funds scheme were brought into force November 1952. Initially the Act applied to industries engaged in the manufactures of cement, cigarettes, electrical, mechanical or general engineering products, iron and steel, paper and textiles. The Act now extending to over 150 industries and classes of establishments. By an amending Act in 1956, the scope of the Act which initially covered factories engaged in any industry specified in schedule I (sec(2)(3)(a)) was extended to cover non-factory establishments such as plantations mines and commercial establishments.

APPLICATION OF THE ACT

The Act extends to the whole of India [sec1(2)] it applies:-

a. To every establishment which is a factory engaged in any industry specified in schedule I and in which 20 or more persons are employed [sec1(3)(a)] and

b. To any other establishment employing 20 or more persons or class of such establishments which the central government may by notification in the central government may, by notification in the official garette, specify in this behalf [Sec 1(3)(b)].

CONTRIBUTION (Sec.B)

Statutory rate of contribution. The statutory rate of contribution both for members of the provident fund and employer originally was 6 ¼ % of basic wages dearness allowances and retaining allowance. By an amendment Act the statutory rate was raised to 8 1/3 % on January 1, 1963 in respect of
certain establishment, which the central government after making the necessary inquiry, by notification in the official Gazette, specified.

The amendment Act of 1988 has enhanced the minimum rate of provident fund contribution from 61/4 % to 8 1/3 % of basic wages, dearness allowance and retaining allowance. An enabling provision has also been made for raising the rate of contribution from 8 1/3 % to 10 %.

The provisions of Sec.6 are as follows

The employer's contribution to employee's provident fund shall be 8 1/3 % of basic wages, dearness allowance and retaining allowance, for the time being payable to each employee's. The employees may have been employed by him directly or by or through a contractor. The employee's contribution shall be desires, his contribution may be an amount exceeding 8 1/3 % of wages, subject to the condition that the employer shall not be under an obligation to pay any contribution over and above his contribution payable under Sec.6.

The scheme covers every employee drawing a salary of 1000 or less and who has completed one-year continuous service and actually worked for 240 days in that period. A special reserve fund was made for making the payment to outgoing members. A death relief fund has also been setup for affording financial assistance to the tune of Rs.1000 to the nominees of the deceased whose pay does not exceed Rs.500 P.M. at the time of death.
EMPLOYEES FAMILY PENSION SCHEME AND FUND: Act, 1952

In exercise of powers conferred by sec, 6-A, the central government made the employers family pension scheme, 1971, side its notification dated 4th March 1971. The scheme came into force retrospectively on the 11s day of March 1971.

Establishment of employees family pension fund

Soon after the framing of employees family pension scheme, a family pension fund was established. The following amounts are paid from time to time in the family pension fund in respect of every employee covered by the family pension scheme.

a) Such portion, not exceeding ¼th, of the amount payable under Sec.6 as contribution by the employer as well as employee, as may be specified in the family pension scheme.

b) Such same as are payable by the employer of an exempted establishment under Sec.17 (6) and,

c) Such same, being not less than the amount payable in pursuance of clause (a) out of the employers contribution under sec.6, as the central government may, after due appropriation made by parliament by law in hms behalf, specify [sec.6-A(2)].
V. THE PAYMENT OF GRATUITY ACT, 1972

The government has also passed payment of gratuity Act, 1972, under which employees factories, mines, oilfields, plantations, ports, railways, companies, shops and other establishments employing 10 or more persons drawing monthly wages not exceeding Rs.3500/- in the event of superannuating, retirement, resignation and death or disablement due to accident or diseases. The payment of gratuity is dependent on fulfillment of certain conditions prescribed in the Act. It is to be calculated at the rate of 15 days salary for every completed year of service, subject to a maximum of Rs. 50000. The right of a workman to claim gratuity can be forfeited by the employer in certain cases.

RATE OF GRATUITY

For every completed year of service or part there of in excess of 6 months, the employer shall pay gratuity to an employee at the rate of 15 days wages based on the rate of wages last drawn by the employee concerned [Sec.4 (2)]. In the case of a monthly rated employee 15 days wages shall be calculated by dividing the monthly rate of wages last drawn by him by 26 and multiplying the quotient by 15.

In case of a piece-rated employee, daily wages shall be computed on the average of total wages received by him for a period of 3 months immediately preceding the termination of his employment, and for this purpose, the wages paid for any overtime work shall not be taken into account [provision 1 to Sec.4 (2)].

In the case of an employee who is employed in a seasoned establishment and who is not so employed throughout the year, the employer
shall pay the gratuity at the rate of 7 days wages for each season [provision 2 to Sec.4 (2)].

Forfeiture of gratuity

Sec.4 (6) deaf with cases in which gratuity payable to an employee may be forfeited, notwithstanding anything contained in Sec.4 (1). According to it, the gratuity of an employee whose services have been terminated for any Act, willful omission or negligence causing any damage or loss to, or destruction of, property belonging to the employer, shall be forfeited to the extent of the damage or loss so caused [Sec.4 (6)(a)].

DETERMINATION AND RECOVERY OF GRATUITY (Sec. 7 and 8)

Determination of gratuity [Sec.7]

Application for gratuity: [Sec.7 (1)]

An employee who is eligible for payment of gratuity under the Act, or any person authorized, in writing, to act on his behalf, shall send an application to the employer ordinarily within 30 days from the date of the gratuity becomes payable of such gratuity. But where the date of superannuating or retirement of an employee is known, the employee may apply to the employer before 30 days of the date of superannuating or retirement.

Determination of gratuity: [Sec. 7(2)]

As soon as gratuity becomes payable the employer shall determine the amount of gratuity and give notice in writing to the person to whom the gratuity is payable. Notice is also to be given to the controlling authority specifying the amount of gratuity so determined.
Payment of gratuity: [Sec. 7(3)]

The employer shall arrange to pay the amount of gratuity within 30 days from the date of it becomes payable to the person to whom the gratuity is payable.

Payment of interests on gratuity

This is a new provision made by the amendment Act, 1987. If the amount of gratuity payable by the employer is not paid within a period of 30 days. The employer shall pay simple interest at such rate, not exceeding the rate notified by the central government from time to time for repayment or long-term deposits.

Recovery of gratuity [Sec. 8]

If the amount of gratuity payable under the act is not paid by the employer, within the prescribed time, to the person entitled there to the latter shall make an application to controlling authority.

The controlling authority shall, on an application made to it in this behalf by the aggrieved person, issue a certificate for that amount to the collector. The collector shall recover the amount together with compound interest thereon at such rate as the official gazette, specify, from the date of expiry of the prescribed time, as arrears of land reverse and pay the same to the person entitled thereto. The italicised words have been substituted for the words at the rate of 9 % p.a. by the amendment Act, 1987. By notification No. S.O 1032 (E) dated 01-02-1987. By notification no. S.O. 1032 (E) dated 01-02-1987 the rate of compound interest recoverable by the collector along with the amount of gratuity has been specified as 15 % p.a.
VI. THE MATERNITY BENEFIT ACT, 1961

The Act was passed to regulate the employment of women in certain establishments for certain periods before and after child-birth and to provide for maternity benefit and certain other benefits (Preamble to the Act). It extends to the whole of India [Sec 1(2)]. The latest amendment to the act was made in 1988.

The Act applies to every establishment being a factory, mine or plantation including any such establishment belonging to government and to every establishment where in person are employed for the exhibition of equestrian, acrobatic and other performances.

To every shop or establishment within the meaning of any law for the time being in force in relation to shops and establishments in a state, in which 10 or more persons are employed or were employed, on any day of the preceding 12 months [Sec 2(1)].

MATERNITY BENEFITS

Subject to the provisions of the Act, every woman shall be entitled to, and her employer shall be liable for, the payment of maternity benefit. Maternity benefit is a payment to a woman at the rate of the average daily wages for the period of her actual absence, that is to say, the period immediately preceding the day of her delivery and any period immediately following that day [Sec 5(1)].

Average Daily Wage

It means the average of the woman's wages payable to her for the days on which she has worked during the period of 3 calendar months immediately preceding the date from which she absent herself on amount of
maternity, the minimum rate of wage fixed or revised under the minimum wage Act, 1948, or Rs.10, which is the highest.

**Condition for payment of Maternity benefit**

The following conditions must be fulfilled before maternity benefit becomes payable to a woman worker in an establishment.

1. The woman must have actually worked in an establishment of the employer from whom she claims maternity benefit for a period of not less than 80 days in the 12 months immediately preceding the date of her expected delivery [Sec. 5(2)].
2. The maximum period of which the woman shall be entitled to maternity benefit shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected deliver [Sec 5(3)].
3. Death: If the woman dies during this period of 12 weeks the maternity benefits shall be payable only for the days upto and including the day of her death. Where the woman having been delivered of a child, dies during her delivery or during the period immediately following the date of her delivery for which she is entitled for the maternity benefit, leaving behind in either case the child, the employer shall be liable for payment of maternity benefit for that entire period. If the child also dies during the said period, the employer shall be liable for the payment of maternity benefit for the days upto and including the date of the death of the child.

**MEDICAL BONUS [Sec (18)]**

Every woman entitled to maternity benefit under the Act shall also be entitled to receive from her employer a medical bonus or Rs.250 if no pre-
natal confinement and post-natal care is provided for by the employer free of charge.

**LEAVE AND NURSING BREAKS**

In addition to authorized absence under sec 6(3), the Act provides for the following leave:

**Leave for miscarriage (Sec 9)**

In case of miscarriage, a woman shall, on production of the prescribed proof, be entitled to leave with wages at the rate of maternity benefit, for a period of 6 weeks immediately following the day of her miscarriage.

**Other Leave (sec 10)**

A woman suffering from illness arising out of pregnancy, delivery, and premature birth of a child or miscarriage shall, on production of the prescribed proof, be entitled to leave with wages at the rate of maternity benefit for a maximum period of 1 month. This leave is in additions to the period of absence allowed to her under sec 6 or sec 9.

**Nursing Break (Sec 11)**

Were a woman, after having delivered a child, returns to duty after such delivery, she shall be allowed in the course of her daily work 2 breaks of the prescribed duration for nursing the child until the child attains the age of 15 months. These nursing breaks shall be in addition to interval for rest allowed to her.

These are all the maternity benefits to a woman worker of an establishment, provided to here by the employer.
VIII. THE PAYMENT OF WAGES ACT, 1936

The payment of wages Act, 1936 was passed to regulate the payment of wages to certain classes of persons employed in industry. It is essentially meant for the benefit of industrial employees not getting very high salaries and the provisions of the Act were enacted to safeguard their interest. It also provides against irregularities in payment of wages and unauthorized deductions there from by the employers. Further, it ensures payment of wages in a particular form and at regular intervals without unauthorized deductions.

Rules for payment of wages (Sec 3 to 6)

Responsibilities for payment of wages (Sec 3)

Every employer shall be responsible for the payment to persons employed by him of all wages required to be paid under payment of wage Act (Sec 3). But in the case of persons employed (otherwise than by a contractor) in factories, industries, upon railways, the following persons shall also be responsible for the payment of wage

a) In factories, the person named as the manager

b) In industrial or other establishment, the persons, if any, who is responsible to the employer for the supervision and control of the industrial or other establishment

c) Upon railways, the persons nominated by the railway administration in this behalf for the local area concerned (provision to sec 3).

Fixation of wage – periods (Sec 4)

A wage period shall not exceed one month.
Time of payments of wages (Sec 5)

Rules relating to time of payment of wages are follows

1. Wage to be paid before 7th or 10th day for the case of less than 1000 persons employed industries. In the case of more than 1000 persons employed in an establishment than it payment the wages before 10th day of months.

2. Wages in case of termination of employment. Where the employment of any person is terminated by on behalf of the employer, the wages earned by him shall be paid before the expiry of the 2nd working day from the day on which his employment is terminated (sec 5 (2)).

3. Exemption: The state Government may, by general or special order, exempt the person responsible for the payment of wages from the operation of the above provisions in certain cases (sec 5(3)).

4. Wages to be paid a working day sec 5(4).

Medium of payment of wages (sec 6)

All wages shall be paid in current coin or currency notes or both (sec(6).

Deductions from wages [Sec 7 to 13]

The deduction from wages of an employed person referred to in sec 7(1) may be of the following kinds only, namely.

1. Deductions for times [Sec 7(2)(a) and 8]

2. Deductions for absence from duty [Sec 7(2)(b) 9]

3. Deductions for damages or losses are made by the employed persons [Sec 7(2)©(m),(n) and (o) and 10]

4. Deductions for services: [Sec 7(2)(d),(e) and 11]
A deduction for house accommodation and such amenities and services supplied by the employer to the employee.

5. Deductions for recovery of advance to the employed persons by the employer. [Sec 7 (2) (f) and 12]

6. Deductions for recovery of loans to employee by the employer [Sec 7(2)(fff) and 12-A]

7. Deduction for payments to co-operative societies and insurance schemes [Sec 7(2)(f)(k) and 13]

Other Deductions

i. Deduction of income tax payable by the employee

ii. Deduction required being mad by order of a court or other authority competent to made such order.

iii. Deduction for payments to co-operative societies of advances from any provident fund to which the provident fund Act, 1925.

iv. Deduction for payment of insurance premia of fiddlity guarantee bonds.

These are all the various deductions from wages payable to an employer.
VIII. THE MINIMUM WAGES ACT, 1948

The minimum wages Act was passed in 1948 enabling the central and state government to fix minimum rates of wages payable to employees.

**MINIMUM RATE:** The appropriate government may fix

a. A minimum rate of wages for timework.

b. A minimum rate of wages for piecework.

c. A minimum rate of remuneration to apply in the case of such employees employed on piece work for purpose of securing to such employees a minimum rate of wages on a time work basis.

d. A minimum rate of apply in substitution for the minimum rate which would otherwise be applicable, in respect of overtime work done by employees.

**Minimum Rate of Wages (Sec 4)**

Any minimum rate of wages fixed or revised by the appropriate government

1. A basic rate of wages and a special allowance. The rate of cost of living allowance shall be adjusted at such intervals and in such manner as the appropriate government may direct. The rate shall accord as nearly as practicable with the variation in the cost of living index number applicable to such workers: or

2. A basic rate of wages with or without the cost of living allowance, and the cash value of the concessions of respect of supplies of essential commodities at concessional rates, where so authorized: or

3. An all inclusive rate allowing for the basic rate, the cost of living allowance and the cash value of the concessions if any [Sec 4(1)].
The cost of living allowance and cash value of the concessions in respect of supplies of essential commodities at concessional rates shall be computed by the competent authority. The computation shall be done by the competent authority at such intervals and in accordance with such directions as may be specified or given the appropriate government [Sec 4(2)].
IX. THE TRADE UNION ACT, 1926

A trade union, in common parlance, means an association of workers in a particular craft or industry. In a strictly legal sense, it means an association formed primarily for the purpose of regulating the relations between workmen and employers or between workmen and workmen or between employers and employers. This is a very wide use of the term.

According to L.J. Hanson, a trade Union is essentially an organization of the workers. Its main function is to enable the workers to act together, the individual by himself being in a weak bargaining position to negotiate with employers, that is, to make possible collective bargaining, the strike being their leap on of last resort to be used only after negotiations have broken down.

The consequence was trade unions, which have now come to symbolize

1. Workers' right to organize, and

2. Their right to press their demands collectively and to so on strike if their demands are not occupied.

There tone any organization shall be have the Trade Union for good relationship in the industry.
X. THE PAYMENT OF BONUS ACT, 1965

The object of the act is to provide for the payment of bonus to persons employed in certain establishment and for matters connected therewith. The scheme of the Act is four dismondsial

1. To impose statutory liability upon an employer of every establishment covered by the act to pay bonus to employees in the establishment.

2. To define the principle of payment of bonus according to the prescribed formula.

3. To provide for payment of minimum and maximum bonus and linking the payment of bonus with the scheme of set off and set on, and

4. To provide machinery for enforcement of the liability for payment of bonus.

Every employee shall be entitled to be paid by his employer in an accounting year, bonus in accordance with the provisions of this act, provided he has worked in the establishment for not less than 30 working days in that year.

If an employee is dismissed from service, for (a) fraud or (b) riotous or violent behaviour while on the premises of the establishment (c) theft, misappropriation or sabotage of any property of the establishment, he is disqualified from receiving bonus.
XI The apprentices Act, 1961

The term 'apprentice' is derived from the French word apprendre, which means 'to learn'. Sec 2(99) of the Act defines 'apprentice' as "a person who is undergoing apprenticeship training in pursuance of a contract of apprenticeship.

Sec. 18 of the apprentices Act, 1961 provides in this regard as follows

a) Every apprentice undergoing apprenticeship training in a designated trade in an establishment shall be a trainee and not a worker; and

b) The provisions of any law with respect to labour shall not apply to or in relation to such apprentice”. To sum up;

1) Apprentice are mere trainees and not employees or workers,
2) They are not employed for wages
3) The employer is not bound to employ them after the period of apprenticeship is over.

Qualifications for being engaged as an apprentice [Sec 3]

A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any designated trade, unless he

1. Is 14 years of age or above, and

2. Satisfies the standards of education and physical fitness as may be prescribed for apprenticeship training.

Different standards may be prescribed by the central government in relation to apprenticeship training in different designated trade and for different categories of apprentices.
In pursuance of the power given to the central government under sec 37(1) to make rules, it has been laid down in the apprenticeship rules, 1962 that a person shall be eligible for being engaged as –

1. A trade apprentice, if he satisfies the minimum educational qualification specified in schedule to the apprenticeship rules 1962;

2. A graduate or technician or technician (vocational) apprentice, if he satisfied one of the minimum educational qualification specified in schedule 1 – A to the apprenticeship rules, 1962 (Rule 3); and

3. A apprentice if he satisfies the minimum standards of physical fitness specified in schedule II to the apprenticeship act, 1962 (Rule 4).

**Hours of work, overtime, leave and holidays [Sec 15] for an apprentice**

Working Hours: For an apprentice the hour of work shall be such as may be prescribed (Sec 15 (1)).

1. Total working hours in a week shall be 42 to 48.

2. Trade apprentices under gain basic training shall ordinarily work for 42 hours per week.

3. Trade apprentices during the second year of apprenticeship shall work for 42 to 45 hours per week.

4. Trade apprentices during the third year of apprenticeship and also subsequent years shall work for same hours of work per week.
Overtime

An apprentice shall not be required or allowed to work overtime except with the approval of the apprenticeship adviser. [Sec 15 – (2)]

Leave and Holidays

As per rule 9 of the apprenticeship rules, 1962, and apprentice is entitled, in case of establishments where proper leave rules do not exist or the total leave of different types admissible to the workers is less than 37 days in a year to the following leave

(a) Casual Leave

It shall be admissible for a maximum period of 12 days in a year.

(b) Medical Leave

Medical leave upto 15 days for each year of training may be granted to the apprentice.

(c) Extraordinary Leave

Extraordinary leave upto a maximum of 10 days in a year may be granted to the apprentice, after the has exhausted his casual and medical leave.

Obligations of apprentices (sec 12,13 and 17)

Every trade apprentice undergoing apprenticeship training shall have the following obligations, namely.

a) To learn his trade conscientiously and diligently and endeavour to qualify himself as a skilled craftsman before the expiry of the period of training.

b) To attend practical and instructional classes regularly;
c) To carry out all lawful order, of his employer and superiors in the establishment; and

d) To carry out his obligations under the contract of apprenticeship.

Obligations graduate or technician apprentice or technician (vocational) apprentices

a) To learn his subject field in engineering or technology or vocational course conscientiously and diligently at his place of training.

b) To attend the practical instructional classes regularly;

c) To carry out all lawful orders of his masters;

d) To carry out his obligations under the contract of apprenticeship, which shall be, include the maintenance of such records of his work as may be prescribed.
OTHER WELFARE FACILITIES SHALL BE PROVIDED BY THE
ORGANISATION TO ITS EMPLOYEES

Housing Facilities

Our progressive enterprise must consider proper housing facilities for
sheltering their own working forces a necessary adjacent to sound industrial
relations where the undertaking is located for away from any city or populated
area the problem of housing can best be solved by the company constructing
its own cottages in the civility of the works and renting these to its own
workers at low rents. The supervisions of the housing conditions being then
under its own control, the sanitation health comfort of its own men all
necessarily be well looked after such an amenity will prove of great value in
attracting desirable workers and establishing employment relations. The living
quartess of work people in most of our industrial towns and cities are a slur
on modern civilization and the conditions under which our industrial felines are
made to live are revolting.

There for every business establishment shall be provide to its
employees for their mental satisfaction about the housing facilities in its own
costs, control and maintenance. This plays an important in the total
performance of workers.

TRANSPORT FACILITIES

The growth of industrial states and workshop outside of the city has
made communicating a problem for workers. Where the works are located in
out of the way places for from the workmen's living quartess and there are no
available means of transport or where the means of transport or where means
of conveyance are inadequate or unsatisfactory by being either slow or too
expensive, efforts should be directed to provided buses or vehicles to carry
the workers to and from the work place. The committee or labour welfare after
studying the situation recommended that transport on large scale is bes
provided by the state that the local bodies should stream line their operations,
increase their fleet and the frequency of buses especially to labour colonies,
industrial estate and town ship and for carrying workers to and from. The
workers may be feel the unavailability of transport facilities to workshop for
their residence this will be affecting the performance and also their efficiency
an works. Therefore all establishment shall be arranged or provide necessary
transport facilities to its workers.

EDUCATIONAL FACILITIES

Education, whether for the citizen or the industrial workers is of equal
importance, since the latter even if he works in a factory, has to cope with
change, which is must often technological. Since in a sense it is an
investment in training the works force of the future. Children for a healthy—
management relationship, that a fund could be created, with different
industrial establishment contributing towards the education of their workers.
The various facilities be educational facilities to worker’s children can be
relaxed the mental tension of the workers. The various funds could also raised
throughout contribution from employers and workers. The provisions of
educational facilities either by the state or employers, or jointly will help a
great deal in improving the workers commitment and give them a sense of
belonging and achievement. It is an expensive scheme and hence needs to
provided for by the state employers and is social welfare agencies.
RECREATION FACILITIES

Today employers take pride in the extra curriculum achievements of their works and is often a prestige issue. The facilities provided for recreation and a broadly speaking are determined by the resources available for this purpose in the enterprise and the importance accorded to it by the employer. However the recreational facilities available to industrial workers are much better organized than those at the disposal of the average citizen. The facilities are sometimes provided (1) at the work place or on (2) community basis. However, they are obligatory in plantation. Excursion could also be organized with the labour expenses shared by the state and employers, youth clubs formed to discourage laziness and encouragement given to deserving, sports, man, writers and artist among workers.

Employers may also sponsor athletic teams or arrange picnics and group dinners for employees and members of their families. Needless to say, such events or meant to bring together employees and their families at one place so that they develop close affinity with one another and sense of belonging to the enterprise.

EMPLOYEES CLUB FOR SPORTS AND GAMES

Opportunities and facilities for recreation for employees are regarded as necessary and have provide highly advantages in reliving them from stress and dull maintaining of work with a view to promote creation social and athletic activities an employee club is usually sponsored by large concerns for outdoor sports as also for various forms of indoor recreations and social functions gardening, bands, dancing and other social entertainments as events
can also be encouraged by the company lending its support in shape of financing help.

A club for sport and games will thus be another aspect of social activities. These activities will be a co-ordinating factor and field to expose the extra activities of members. This every helpful to free as favourable about the working company.

INDUSTRIAL FATIGUE AND REST PAUSES

Industrial fatigue injuries the health for the workers causes in efficiency and decline in output. Continuous fatigue if not received by timely rest pauses would cause loss of concentration, vision and thus result in greater changes of accidents, illness and absenteeism. Fatigue than longer hours of work of a mechanical nature requiring mild attention. Rest pauses serve the most useful purpose of avoiding and harmful effects of strain and fatigue.

REST PAUSES

There are provided for employees working in offices or factories and doing jobs that require great physical and mental exertion, high repetition or heavy concentration. By whatever name called, whether a lunch or tea break, its object is to provide an employee some pleasant diversion from his job.

ACCIDENT AND SATFY PRECAUTIONS

Since the beginning of the present century, employee softly and health problems at work have been engaging attention of the psychologists, sociologists and industrial engineers.

Every business establishment should formulate and implement a safety policy. The safety and health procedures naturally depends upon the size of the organization, the number of plants it operated the nature of industry in
which it is engaged, the production technology adopted by the company and the attitude of the top management.

After setting a sound softly policy, a company should establish a safety program, the primary goals of which should be to require the number of hazardous factors which are likely to cause accidents, and to develop safe working habits among its employees. Safety is primarily the responsibility of the management. A knowledge of the attitude of the employees to the safety programmers developed for them and the specific measures.

"A good safety records is a clear evidence of good management in industrial accident, which result in injury or death and loss of property or preventable".

WORKERS LIBRARY

For the benefits of higher technicians, skilled craftsmen, has also literate workers a library may be started on a small scale and the same may be located either in the club or recreation room to begin with. This will serve as a common meeting ground for all class of employees and by helping to create a taste for reading will awaken new interest in life.

A nominal entrance fee and monthly subscription may be charged and the management must rest with the welfare of the workers.

WORKERS PERIODICAL

Another method of directing workers energy to educational pursuits would be to issue a works periodical. The management of such a work would generally be placed in hands of a works committee in the welfare department can help considerably by taking an active interest. A portion of such journal may be devoted to news, reports and notice relating to musical, sports,
dramatic and other social functions of the workers so as to give it an added interest. Articles on the varied phases of the workers activities including some technical problems involved may be contributed by the members of the different section of the workers and this would add materially to the tone and value of the journal.