



## CONTRACTOR'S RESPONSIBILITIES

1. Obtain Labour Licence from 'Licensing Authority', and to submit a copy of 'Licence' to the Retainer and concerned Unit HR Department.
2. 'Licence' to be renewed by applying in Form-VII to 'Licensing Authority' at least 30 days before expiry and copy to be furnished to the Retainer and HR Department.
3. The contractor shall be responsible for payment of wages to each workmen employed by him. The wages of every workman shall be paid within three day's from the end of the wage period, in case the wage period is one week or a fortnight and in all other cases within/ before the expiry of the seventh day from the end of the wage period. Date ,Time, Place of payment wage /unpaid wages, minimum rate of wages, hours of work, wage period , name address and designation of Inspector having jurisdiction etc., are to be displayed in a Notice Board at conspicuous place and copy to be submitted to Retainer and HR Department. All other statutory payments are to be made within the due date as per statute.
4. It shall be the duty of the Contractor to ensure that timely disbursement of wages is made in the presence of the authorised representative of the principal Employer – i.e. representative of the HR DEPT/ Retainer. Certification of the Register Wages by the representative of the Retainer/HR Dept. would be made with the following endorsement:-  
"Certified that the amount shown in Column No. .... has been paid to the workmen concerned in my/ our presence on ..... at ....."
5. Register of Workmen employed by the Contractors shall be maintained in Form XIII and produced before the Retainer and HR Dept.
6. Muster Roll Register ( Form-XVI), Register of Wages ( Form- XVII), Register of Deduction of Damages or Loss ( Form-XX), Register of Fines ( Form-XXI), Register of Advance (Form-XXII), Register of Overtime ( Form-XXIII) are to be maintained and produced before Retainer/ HR Dept.
7. Returns in Form-XXIV (in duplicate) to be sent by the Contractor to the Licensing Officer for the Half –year ending 30<sup>th</sup> June and 31<sup>st</sup> December each year endorsing copy to HR Dept./ Retainer.
8. Ensure issuance of Wage Slip to each labour at least a day prior to disbursement of wages and copy be submitted to Retainer/ HR Dept.
9. Copy of Nomination and Declaration Form -2 ( REVISED) under EPF (MP) Act, 1952 in respect of all labourers to be submitted to Retainer/ HR Dept.
10. Monthly Return ( Statement of contribution ) in Form -12A ( Revised duly filled in along with challans for deposit of PF contribution, is to be submitted to the Retainer by 20<sup>th</sup> days happens to be Sunday/Holiday, the same is to be submitted on 21<sup>st</sup> /next working day.
11. Consolidated Annual Contribution Statement/ Returns in Form 6A and contribution card for current period in Form- 3A ( Revised ) to be submitted to RPFC with a copy to Retainer/ HR Dept. within 30<sup>th</sup> April each year.



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12. Status on Employees Provident Fund Scheme in Form -19 and status on Form-10-C (EPS) for workmen ceasing employment and claiming withdrawal benefit, to be furnished forth with to Retainer /HR Dept.
13. Every contractor shall send to the Commissioner EPF , within 15 (fifteen) days of close of each month, a Return in Form-5 under paragraph 36 (2)b of EPF Scheme 1952 & EPS 95 [ Para 20(4)].
14. ESI & PF Registration Certificate in original to be produced before the Retainer/ HR Dept. and copy submitted before / at the time of commencement of work.
15. ESI Challans against deposit of monthly contributions of workmen be submitted every month, by 10<sup>th</sup> day of the subsequent months, to ESI Authorities and copies be made available to HR Dept./ Retainer along with ESI empanelment of all employees engaged by them latest by 20<sup>th</sup> day of each month.
16. Ensure Half- Yearly Returns is submitted to ESI Authorities endorsing copy to Retainer/ HR Dept. at the earliest.
17. Date of commencement/ completion of work with the Company is to be intimated to the HR Dept. through respective PLs/HODs/DGM(Repair) as applicable.
18. The contractor engaged in Shipbuilding work with the Company is required to obtain registration under the Building & Other Construction Work Act, 1966 & Rules there under. All statutory obligations as per this Act/ Rules are to be strictly complied with Contractor is to maintain Register and Records and also submit the requisite Returns accordingly.
19. Any other statutory provisions as may be applicable are required to be complied with by the Contractor.

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