

**The Goa, Daman and Diu  
Labour Welfare Fund Act, 1986  
and Rules, 1990**



## The Goa, Daman and Diu Labour Welfare Fund Act, 1986

1. **The Goa, Daman and Diu Labour Welfare Fund Act, 1986 (Act 4 of 1987) [4-4-1987]** published in the Official Gazette, Series I No. 5 dated 30<sup>th</sup> April, 1987.
2. **The Goa, Daman and Diu Labour Welfare Fund Act, 1998 (Act 16 of 1998) [9-4-1998]** published in the Official Gazette, Series I No. 4 dated 23<sup>rd</sup> April, 1998 and came into force at once.
3. **The Goa, Daman and Diu Labour Welfare Fund Act, 2004 (Act 6 of 2004) [12-3-2004]** published in the Official Gazette, Series I No. 50 (Extraordinary No. 30 dated 16<sup>th</sup> March, 2004 and came into force at once.

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**GOVERNMENT OF GOA, DAMAN & DIU****Law Department**

Legal Affairs Branch

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**Notification**

7-27-86/LA

The Goa, Daman and Diu Labour Welfare Fund Act, 1986 (Act No. 4 of 1987), which has been passed by the Legislative Assembly on 5-8-1986 and assented to by the President of India on 4-4-1987, is hereby published for the general information of the public.

*P. V. Kadnekar*, Under Secretary (Drafting).

Panaji, 14th April, 1987.

**The Goa, Daman and Diu Labour Welfare Fund Act, 1986**

(Act 4 of 1987) [4-4-1987]

AN

ACT

*to provide for the constitution of a Fund for the financing of activities to promote welfare of Labour and for conducting such activities and for matters connected therewith in the Union territory of Goa, Daman and Diu.*

Be it enacted by the Legislative Assembly of Goa, Daman and Diu in the Thirty-seventh Year of the Republic of India as follows:—

**1. Short title, extent and commencement.**— (1) This Act may be called the Goa, Daman and Diu Labour Welfare Fund Act, 1986.

(2) It extends to the whole of the Union territory of Goa, Daman and Diu.

(3) It shall come into force on such date as the Government may, by notification in the Official Gazette, appoint in this behalf.

**2. Definitions.**— In this Act, unless the context otherwise requires,—

(a) 'Board' means the Goa, Daman and Diu Labour Welfare Board established under section 4;

(b) 'contractor' means contractor as defined in clause (c) of sub-section (1) of section 2 of the Contract Labour (Regulation and Abolition) Act, 1970 (Central Act 37 of 1970);

(c) 'employee' means any person who is employed for hire or reward to do any work, skilled or unskilled, manual, supervisory, clerical or technical in an establishment for a continuous period of 30 days during the period of 12 months whether the terms of employment be expressed or implied, but does not include any person—

(i) who is employed mainly in a managerial capacity; or

(ii) who, being employed in a supervisory capacity, draws wages exceeding one thousand and six hundred rupees per mensem or exercises, either by the nature of the duties attached to the office or by reasons of the powers vested in him, functions mainly of a managerial nature,

(d) 'employer', means a person who has the ultimate control over the affairs of the establishment and where the said affairs are entrusted to any other person whether called a manager, managing director, managing agent, superintendent or by any other name, such other persons;

(e) 'establishment' means any—

(i) factory as defined in clause (m) of section 2 of the Factories Act, 1948 (Central Act 53 of 1948), or any place which is deemed to be a factory under section 85 of that Act, or

(ii) motor transport undertaking as defined in clause (g) of section 2 of the Motor Transport Workers Act, 1961 (Central Act 27 of 1961), or

(iii) establishment, including a society registered under the Societies Registration Act, 1860 (Central Act 21 of 1860), and a charitable or other trust whether registered under any law applicable to such charitable or other trust or not, which carries on any business or trade or any work in connection therewith or ancillary thereto but does not include an establishment not being a factory which is a unit or department of the Central or any State Government, or

(iv) establishment as defined under sub-section (9) of section 2 of the Goa, Daman and Diu Shops and Establishments Act, 1973 (Act 13 of 1974), or

(v) establishment of a contractor, or

(vi) scheduled employment as defined in clause (g) of section 2 of the Minimum Wages Act, 1948 (Central Act 11 of 1948), or

(vii) plantation, or

(viii) motor transport service including trucks, engaged in transport of passengers or goods, or

(ix) port, dock, wharf or jetty, or

(x) inland water transport service including barges, launches, dredgers, engaged in movement, transport or handling of goods or cargo or transport of passengers, or

(xi) establishment which the Government may, by notification, declare to be an establishment for the purpose of this Act;

(f) 'Fund' means the Labour Welfare Fund constituted under section 3;

(g) 'Government' means the Government of Goa, Daman and Diu;

(h) 'Inspector' means an Inspector appointed under section 21;

(i) 'Legislature' means the Legislative Assembly of Goa, Daman and Diu;

(j) 'notification' means a notification published in the Official Gazette of the Government of Goa, Daman and Diu and the word "notified" shall be construed accordingly;

(k) 'Secretary' means the Secretary of the Board appointed under section 20;

(l) 'unpaid accumulation' means all payment whether called as wages or bonus, gratuity or compensation or by any other name, due to an employee but not paid to him within a period of three years from the date on which payments become due whether before or after the commencement of this Act but does not include the amount or contribution, if any, paid by an employer to a provident fund established under the Employees' Provident Fund Act, 1952 (Central Act 19 of 1952), and compensation payable under Workmen's Compensation Act, 1923 (Central Act 8 of 1923);

(m) 'wages' means all remuneration capable of being expressed in terms of money which would, if the terms of employment, express or implied, were fulfilled, be payable to an employee in respect of his employment or of work done in such employment, but does not include—

(i) The value of any house accommodation or of the supply of light, water, medical attendance or other amenity or of any service excluded from the computation of wages by general or special order of the Government, or

(ii) any contribution paid by the employer to any pension or provident fund or under any scheme of social insurance, or

(iii) any travelling allowance or the value of any travelling concession;

**3. Labour Welfare Fund.**— (1) The Government shall constitute a fund called the Labour Welfare Fund, and notwithstanding anything contained in any other law for the time being in force or in any contract or instrument, all unpaid accumulations shall be paid at such intervals as may be prescribed, to the Board, and be credited to the Fund and the Board shall keep a separate account therefor until claims thereto have been decided in the manner provided for in section 12.

(2) There shall also be credited to the Fund—

(a) unpaid accumulations paid to the Board under sub-section (2) of section 12;

(b) deductions made under the proviso to sub-section (2) of section 9 of the Payment of Wages Act, 1936 (Central Act 4 of 1936);

<sup>1</sup>[(c) contribution made by employers and the Government;]

(d) any interest by way of penalty paid under section 13;

(e) any voluntary donations;

(f) any fund transferred under sub-section (5) of section 16;

(g) any sum borrowed under section 17;

(h) grants or advances made by the Government; and

(i) all fines imposed and realised from employers by courts for violations of Labour Laws less the deduction made by Court towards administrative expenses.

(3) The sums specified in sub-section (2) shall be paid to, or collected by such agencies, at such intervals and in such manner and the accounts of the funds shall be maintained and audited in such manner, as may be prescribed.

**4. Establishment of Board.**— (1) The Government shall, by notification in the Official Gazette establish a Board for the whole of the Union territory of Goa, Daman and Diu by the name “the Goa, Daman and Diu Labour Welfare Board” for the purpose of administering the Fund and to carry out such other functions as may be assigned to the Board by or under the Act.

(2) The Board shall be a body corporate having perpetual succession and a common seal and shall, by the said name sue and be sued.

**5. Constitution of Board.**— (1) The Board shall consist of a Chairman who shall be the Minister-in-charge of Labour and a Vice-Chairman who shall be the Commissioner, Labour and of the following members appointed by the Government, namely:—

(a) such number of representatives of employers and employees as may be prescribed:

Provided that both employers and employees shall have equal representation on the Board;

(b) such number of members of the Legislature as may be prescribed; and

(c) such number of officials and non-officials as may be prescribed.

(2) The appointment of the Chairman, Vice-Chairman and the members shall be notified.

**6. Term of office of members.**— The terms of office of the members of the Board other than the official members shall be three years from the date of their appointment and they shall be eligible for reappointment. They shall continue as such members until the appointment of their successor:

Provided that the Chairman of the Board shall cease to be the Chairman as soon as he ceases to be a Minister-in-Charge of Labour. The Vice-Chairman shall hold the post of Chairman till a new Minister is appointed to that post:

<sup>1</sup> Substituted by the Amendment Act 6 of 2004.

Provided further that the Member of the Legislature shall cease to be a member of the Board from the date on which he ceases to be a Member of the Legislature.

**7. Disqualifications and removal.**— (1) No person shall be appointed as a member of the Board if he—

(a) is an officer or servant under the Board, or

(b) is an undischarged insolvent; or

(c) is found to be lunatic or becomes of unsound mind; or

(d) is or has been convicted by a criminal court for any offence involving moral turpitude; or

(e) is in arrears of any sum due to the Board.

(2) The Government may remove from office a member who—

(a) is or has become subject to any of the disqualifications mentioned in sub-section (1); or

(b) is absent without leave of the Board for more than three consecutive meetings of the Board.

**8. Resignation of office by member and filling up of casual vacancies.**— (1) Any member may resign his office by giving notice thereof in writing, to the Government, and on such resignation being accepted, shall be deemed to have vacated his office.

(2) A casual vacancy in the office of member may be filled up, as conveniently as may be, and a member appointed to fill such vacancy shall hold office for the unexpired portion of the term of the office of his predecessor.

**9. Power to appoint committees.**— For the purpose of advising the Board in the discharge of its functions and in particular for carrying into effect any of the matters specified in sub-section (2) of section 16, the Board may constitute one or more committees, consisting of at least one member of the Board and equal number of representatives of employees and employers.

**10. Acts of Board or Committee not to be invalidated by informality, vacancy, etc.**— No act done or proceeding taken under this Act by the Board or any Committee shall be invalidated merely on the ground—

(a) of any vacancy or defect in the constitution of the Board or the Committee; or

(b) of any defect or irregularity in the appointment of a person acting as a member thereof; or

(c) of any defect or irregularity in such act or proceeding not affecting the merits of the case.

**11. Function of Board.**— The functions of the Board shall be the administration of the Fund and such other functions as may be assigned by or under this Act.



**12. Unpaid accumulations and claims thereto.**— (1) All unpaid accumulations shall be deemed to be abandoned property.

(2) Any unpaid accumulation paid to the Board in accordance with the provisions of section 3 shall on such payment, discharge an employer of his liability to make payment to an employee in respect thereof, but to the extent only of the amount paid to the Board, and the liability to make payment to the employee to the extent aforesaid shall, subject to the succeeding provisions of this section, be deemed to be transferred to the Board. This, however, shall not include the amount consisting of employers and employees' share of Provident Fund including the interest thereon but remaining unpaid.

(3) As soon as possible after the payment of any unpaid accumulation is made to the Board, the Board shall by notice—

(a) exhibit on the notice-board of the establishment in which the unpaid accumulation was earned; and

(b) publish in the Government Gazette, and in such other manner as may be prescribed, regard being had to the amount of the unpaid accumulation; invite claims by employees, their heirs, legal representatives or assigns for any payment due to them. The notice shall be given in the manner aforesaid in June and December of every year, for a period of three years from the date of the payment of the unpaid accumulation to the Board.

(4) If any question arises whether the notice referred to in sub-section (3) was given, as required by that sub-section, a certificate of the Board that it was given, shall be conclusive.

(5) If a claim is received whether in response to the notices or otherwise, within a period of four years from the date of first publication of the notice in respect of such claim, the Board shall transfer such claim, to the Authority appointed under section 15 of the Payment of Wages Act, 1936 (Central Act 4 of 1936), having jurisdiction over the area in which the establishment is situated, and that Authority shall proceed to adjudicate upon, and decide, such claim. In hearing such claim, the Authority shall have the powers conferred by that Act, and follow the procedure (in so far as it is applicable), specified therein.

(6) If the Authority aforesaid is satisfied that any such claim is valid so that the right to receive payment is established, it shall decide that the unpaid accumulation in relation to which the claim is made shall cease to be deemed to be abandoned property, and shall order the Board to pay the whole of the dues claimed, or such part thereof as in the opinion of the Authority are properly due, to the employee; and the Board shall make payment accordingly:

Provided that, the Board shall not be liable to pay any sum in excess of that paid under sub-section (1) of section 3 to the Board as unpaid accumulation in respect of the claim.

(7) If a claim for payment is refused, the employee or his heirs, legal representatives or assigns, as the case may be, may within sixty days from the date of receipt of the order of the Authority prefer an appeal to the District Court.

(8) The decisions of the Authority, subject to appeal aforesaid, and the decision in appeal of the District Court, shall be final and conclusive as to the right to receive payment, the liability of the Board and also as to the amount if any.

(9) If no claim is received within the period specified in sub-section (5), or a claim has been duly refused by the Authority or on appeal by the District Court, then the unpaid accumulation in respect of such claim shall accrue to, and vest in the Government as *bona vacantio* and shall thereafter, be deemed to have been transferred to, and form part of the Fund.

**13. Interest on unpaid accumulations or fine after notice of demand.**— (1) If an employer does not pay to the Board any amount of unpaid accumulation or fines realised from the employees, within the time specified by or under this Act, the Secretary may serve or cause to be served a notice on such employer to pay the amount within the period specified therein which shall not be less than thirty days from the date of service of such notice.

(2) If the employer fails, without sufficient cause, to pay any such amount within the period specified in the notice, he shall, in addition to the amount, pay by way of penalty to the Board simple interest—

(a) for the first three months at two per cent of the said amount for each complete month or part thereof after the last date by which he should have paid it according to the notice; and

(b) for each complete month or part thereof thereafter at four and a half per cent of that amount during the time he continues to make default in the payment of that amount:

Provided that, the Secretary may subject to such conditions as may be prescribed, remit the whole or any part of the penalty in respect of any period.

(3) The Board shall have the powers to enhance the rate of interest mentioned in sub-section (2) above, subject to the conditions that such rate of interest shall in no case exceed the prevailing Bank rate of interest by more than 1%.

**14.** <sup>2</sup>[**Contribution to fund by employees and the Government.**— (1) Every employee shall contribute <sup>3</sup>[Twelve rupees] per year to the Fund and every employer shall in respect of each such employee, contribute <sup>4</sup>[thirty six ] rupees per year to the Fund]

(2) Notwithstanding anything contained in any other law for the time being in force, but subject to the provisions of this Act and any rules made thereunder, the employer shall be entitled to recover from the employee the employee's contribution by deduction from his wages in such manner as may be prescribed and such deduction shall be deemed to be a deduction authorised by or under the Payment of Wages Act, 1936 (Central Act 4 of 1936).

<sup>2</sup> Substituted by the Amendment Act 6 of 2004.

<sup>3</sup> Substituted by the Amendment Act 16 of 1998 in place of Rs. Six.

<sup>4</sup> Substituted by the Amendment Act 16 of 1998 in place of Rs. Twelve.

**15. Grants and advances by Government.**— The Government may, from time to time, make grants or advance loans to the Board for the purposes of this Act on such terms and conditions as the Government may, in each case, determine.

**16. Vesting and application of Fund.**— (1) The Fund shall vest in and be held and applied by the Board as trustees subject to the provisions and for the purposes of this Act. The money therein shall be utilised by the Board to defray the cost of carrying out measures which may be specified by the Government from time to time to promote the welfare of employees and their dependents.

(2) Without prejudice to the generality of the provisions of sub-section (1), the money in the Fund may be utilised by the Board to defray expenditure on the following, namely:—

- (a) community and special education centres, including reading rooms and Libraries;
- (b) vocational trainings;
- (c) games and sports;
- (d) excursions and tours;
- (e) community necessities;
- (f) entertainment and other forms of recreation;
- (g) convalescent homes for tuberculosis patients;
- (h) holiday homes in health resorts;
- (i) home industries and subsidiary occupations for women and unemployed;
- (j) part-time employment for housewives of employees;
- (k) pre-schools, nurseries and creches for employees;
- (l) nutritious food to children of employees;
- (m) employment opportunities to the disabled employees;
- (n) cost of administering this Act including the salaries and allowances of the staff appointed for the purposes of this Act; and
- (o) such other objects as would, in the opinion of the Board, improve the standard of living and ameliorate the social conditions of labour;
- (p) accident and occupational diseases:

<sup>5</sup>[(q) any scheme approved by the Government for the benefit of retrenched workmen and other workmen affected by closure of industrial establishments.]

Provided that the Fund shall not be utilised in financing any measure which the employer is required under any law for the time being in force to carry out:

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<sup>5</sup> Inserted by the Amendment Act 6 of 2004.

Provided further that the fines shall be expended by the Board under this Act notwithstanding anything contained in the Payment of Wages Act, 1936 (Central Act 4 of 1936) or any other law or agreement for the time being in force.

(3) The Board may, with the approval of the Government, make a grant from the Fund to any local authority or any other body in aid of any activity for the welfare of employees.

(4) If any question arises whether any particular expenditure is or is not debitable to the Fund, the matter shall be referred to the Government whose decision thereon shall be final.

(5) The Board may accept the transfer of any Labour Welfare Fund or similar fund of any establishment and may continue any activity financed from such Fund, if the said Fund is duly transferred to the Board.

**17. Power of Board to borrow.**— The Board may from time to time, with the previous sanction of the Government and subject to the provisions of this Act and to such conditions as may be prescribed in this behalf, borrow any sum required for the purposes of this Act.

**18. Deposit of fund and placing of accounts and audit report before State Legislature.**— (1) All moneys and receipts forming part of the Fund shall be deposited in the State Bank of India or any corresponding new Bank as defined in the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (Central Act 5 of 1970) or the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (Central Act 40 of 1980) and such account shall be operated upon by such officers of the Board as may be authorised by the Board and in such manner, as may be prescribed.

(2) The accounts of the Board, as certified by the auditor, together with the audit report thereon shall be forwarded yearly to the Government and the Government may issue such instructions to the Board in respect thereof as they deem fit and the Board shall comply with such instructions.

(3) The Government shall—

(a) cause the accounts of the Board together with the audit report thereon forwarded to them under sub-section (2) to be laid yearly before the Legislature; and

(b) cause the accounts of the Board to be published in the prescribed manner and make available copies thereof for sale at a reasonable price.

**19. Power of Government to give directions to Board.**— The Government may give the Board such directions as in their opinion are necessary or expedient in connection with expenditure from the Fund or for carrying out the purposes of the Act and it shall be the duty of the Board to comply with such directions.

**20. Appointment and power of Secretary.**— (1) The Government shall appoint a Secretary, who shall be the Chief Executive Officer of the Board. He shall have the status of a Deputy Labour Commissioner (Class I - Gazetted).

(2) It shall be the duty of the Secretary to ensure that the provisions of this Act and the rules made thereunder are duly carried out and for this purpose he shall have the power to issue such orders not inconsistent with the provisions of this Act and the rules made thereunder as he deems fit including any order implementing the decisions taken by the Board under this Act or the rules made thereunder.

**21. Inspectors.**— (1) The Government may by notification appoint such persons as it thinks fit to be Inspectors for the purposes of this Act, and may define the local limits within which and the class of establishments in respect of which they shall exercise their functions.

(2) Subject to any rules made in this behalf, an Inspector, within the local limits for which he is appointed, shall have powers—

(a) to make such examinations and hold such inquiry as may be necessary for ascertaining whether the provisions of this Act have been and are being complied with;

(b) with such assistance, if any, as he thinks fit, to enter, inspect and search any premises of any factory, industrial or commercial establishment or any farm (agriculture or otherwise) at any reasonable time for the purpose of carrying out the objects of this Act;

(c) to require by a written order the production at such place, as may be prescribed, of any register or record maintained in pursuance of this Act and to record on the spot or otherwise statements of any person which he may consider necessary for carrying out the purposes of this Act;

(d) to seize or take copies of such registers or documents or portions thereof as he may consider relevant in respect of an offence under this Act which he has reason to believe has been committed by an employer;

(e) exercise such other powers as may be prescribed.

(3) The provisions of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) shall, so far as may be, apply to any search or seizure under this sub-section as they apply to any search or seizure made under the authority of a warrant issued under section 94 of the said Code.

**22. Appointment of clerical and other staff by Board.**— The Board shall have power to appoint the necessary clerical and executive staff as it considers necessary for the efficient performance of its functions:

Provided that the expenses of the staff so appointed and other administrative expenses shall not exceed such percentage of the annual income of the Fund as may be prescribed.

**23. Powers of Government to call for records.**— The Government or any officer authorised by the Government may call for the records of the Board, inspect the same and may supervise the working of the Board.

**24. Mode of recovery of sums payable to Board.**— Any sum payable to the Board or into the Fund under this Act shall, without prejudice to any other mode of recovery, be

recoverable on behalf of the Board as arrears of land revenue under the Goa, Daman and Diu Land Revenue Code, 1968 (9 of 1969).

**25. Power to supervise welfare activities.**— In regard to any money set apart in any establishment specifically for the purpose of promoting the welfare of the employees in such establishment, the Board shall have powers—

(i) to require the production of any document in possession of the employers of the establishment in connection with such money to satisfy itself as to such money is being applied for such purpose;

(ii) to call for any information from such employers of the establishment as it may deem relevant; and

(iii) to issue such directions to the employers of such establishment as it may deem fit for the purpose of utilising the fund for promoting the welfare of the employees.

**26. Penalty for non-compliance with direction.**— Any person who wilfully fails to produce any document required by the Board or to furnish any information called for by the Board or wilfully fails to comply with any directions issued by the Board under section 25, shall, on conviction be punished—

(a) for the first offence, with imprisonment for a term which may extend to three months, or with fine which may extend to five hundred rupees, or with both; and

(b) for a second or subsequent offence, with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both:

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgement of the court, in any case where the offender is sentenced to fine only, the amount of fine shall not be less than hundred rupees.

**27. Penalty for obstructing inspection or for failure to produce documents, etc.**— Any person who wilfully obstructs an Inspector in the exercise of his powers or discharge of his duties under this Act or fails to produce for inspection on demand by an Inspector any registers, record or other documents maintained in pursuance of the provisions of this Act or the rules made thereunder or to supply to him on demand true copies of any such document, shall, on conviction, be punished—

(a) for the first offence, with imprisonment for a term which may extend to three months, or with fine which may extend to five hundred rupees, or with both; and

(b) for a second or subsequent offence, with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees, or with both:

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgement of the court, in any case where the offender is sentenced to fine only, the amount of fine shall not be less than hundred rupees.

**28. Offences by companies.**— (1) If the person committing an offence under this Act is a company, every person, who, at the time the offence was committed, was in-charge of, and was responsible to the company for the conduct of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge, or that he exercised all due diligence to prevent the commission of the offence.

(2) Notwithstanding anything contained in sub-section (1) where an offence under this Act has been committed by a Company, and it is proved, that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of any director, manager, secretary or other officer of the Company, such director, manager, secretary or officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

**Explanation.**— For the purposes of this section—

(a) ‘Company’ means a body corporate and includes a firm or other association of individuals; and

(b) ‘Director’ in relation to a firm means a partner in the firm.

**29. General provision for punishment for offences.**— Any employer who contravenes any provision of this Act or of any rule or order made thereunder shall, if no other penalty is provided separately under this Act, be punishable with imprisonment which may extend to six months or with a fine which may extend to one thousand rupees or with both.

**30. Cognizance of offences.**— (1) No Court shall take, cognizance of any offence punishable under this Act except on a complaint made by, or with the previous sanction in writing of the Secretary.

(2) No Court inferior to that of Magistrate of the First Class shall try offence punishable by or under this Act.

**31. Annual report.**— The Board shall as soon as may be after the end of each year prepare and submit to the Government before such date and in such form as may be prescribed, a report giving an account of the activities, if any, which are likely to be undertaken by the Board in the next year, and the Government shall cause every report to be laid before the Legislature as soon as may be after it is received by the Government.

**32. Supersession of Board.**— (1) If the Government is of the opinion that the Board is unable to perform, or has persistently made default in the performance of the duties imposed on it by or under this Act or has exceeded or abused its powers, the Government may, by notification in the Official Gazette, supersede the Board for a period not exceeding six months as may be specified in the notification:

Provided that before issuing a notification under this sub-section, the Government shall by notice require the Board to show cause within such period as may be specified in the

notice as to why it should not be superseded and shall consider the explanation and objection if any, of the Board.

(2) Every such notification issued as per sub-section (1) shall be laid before the Legislature while it is in session for the first time after the issue of notification.

(3) Upon the publication of a notification under sub-section (1) superseding the Board—

(a) the Chairman and all the members of the Board shall as from the date of supersession, vacate their offices as such;

(b) all the powers and duties which may, by or under the provisions of this Act, be exercised or performed by or on behalf of the Board and the Chairman shall during the period of supersession be exercised and performed by such Authority or persons as the Government may direct;

(c) all funds and other property vested in the Board shall, during the period of supersession, vest in the authority or person referred to in clause (b); and

(d) all liabilities, legally subsisting and enforceable against the Board shall be enforceable against the authority or person referred to in clause (b) to the extent the Funds and property vest in it or him.

(4) On the expiration of the period of supersession specified in the notification issued under sub-section (1), the Government may,—

(a) extend the period of supersession for such further period not exceeding six months as they may consider necessary, or

(b) reconstitute the Board in the manner provided in section 5.

**33. Delegation of powers.**— (1) The Government may by notification, authorise any authority or officer to exercise any of the powers vested in them or under this Act except the power to make rules under section 37 and may in like manner withdraw such authority.

(2) The Board may, by general or special order in writing, delegate to the Secretary or other officer of the Board such of its powers and functions under this Act except the power to make regulations under section 38 as it may deem necessary and it may in like manner withdraw such authority.

(3) The exercise of any power delegated under sub-section (1) or sub-section (2) shall be subject to such restrictions and conditions as may be specified in the order, and also to the control and revision of the Government or by officer as may be empowered by the Government in this behalf.

(4) The Government or the Board, as the case may be, shall also have the power to control and revise the acts and proceedings of any officer so empowered.

**34. Members of Board, Secretary, Inspectors and all officers and servants of Board to be public servants.**— The members of the Board, the Secretary, Inspector and all officers and servants of the Board, and any person entrusted with the execution



of any function under this Act shall be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code (Central Act 45 of 1860).

**35. Protection of action taken in good faith.**— No suit, prosecution or other legal proceedings shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule or order made thereunder.

**36. Exemption.**— The Government may, by notification exempt any establishment or class of establishments from all or any of the provisions of this Act subject to such conditions as may be specified in the notification.

**37. Power to make rules.**— (1) The Government may by notification in the Official Gazette and subject to the condition of previous publications, make rules to carry out the purposes of the Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (a) all matters expressly required or allowed by this Act to be prescribed;
- (b) the intervals at which or the period during which any of the sums referred to in section 3 shall be paid to the Board or into the Fund, the manner of making such payment and the agency for, and manner of, collection of any such sum;
- (c) the manner in which the accounts of the Fund shall be maintained and audited;
- (d) the allowances, if any, payable to the members of the Board;
- (e) the manner in which the employee's contribution may be deducted from his wages;
- (f) the form of notice regarding unpaid accumulations;
- (g) the procedure for making grants from the Fund;
- (h) the procedure for defraying the expenditure incurred in administering the Fund;
- (i) the manner in which the Board shall conduct their business;
- (j) the duties and powers of the Secretary and the Inspectors;
- (k) the conditions of service of the Secretary and Inspectors and other staff appointed by the Board or Government;
- (l) the delegation of the powers and functions of the Board to the Secretary and the conditions and limitations subject to which the powers may be exercised or functions performed;
- (m) the percentage of the annual income of the Fund beyond which the Board may not spend on the staff and on other administrative members;
- (n) the registers and records to be maintained and returns to be sent by employers;
- (o) the publication of the report of the activities financed from the Fund together with a statement of receipts and expenditure of the Fund and statement of accounts.

(3) Any rule made under this section may provide that a contravention thereof shall be punishable with a fine which may extend to five hundred rupees.

(4) Every rule made or notification issued under this Act shall, as soon as possible after it is made or issued shall be placed on the table of Legislature and if, before the expiry of the session in which it is so placed, the House agrees in making any modification in any such rule or notification or the House agrees that such rule or notification should not be made or issued, the rule or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule or notification.

**38. Powers to make regulations.**— (1) The Board may, by notification, make regulations not inconsistent with this Act, and the rules made thereunder for the purposes of giving effect to the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such regulations may provide for—

(a) all matters expressly required or allowed by this Act to be prescribed by regulations;

(b) the terms and the conditions of appointment and service and the scale of pay of officers and servants of the Board including the payment of travelling and daily allowances in respect of journeys undertaken by such officers and servants of the Board;

(c) the supervision and control over the acts and proceedings of the officers and servants of the Board and the maintenance of discipline and conduct among the officers and servants of the Board;

(d) the procedure in regard to the transaction of business at the meetings of the Board including the quorum;

(e) the purposes for which and the manner in which temporary association of persons may be made;

(f) the duties, functions, terms and conditions of service of the members of the committees;

(g) the manner and the form relating to the maintenance of the accounts of the Board;

(h) registers and records to be maintained by the Board or its officers and servants including the register to be kept separately on account of unpaid accumulations.

(3) No regulation or its cancellation or modification shall have effect until the same shall have been approved by the Government.

(4) The Government may by notification, rescind any regulation made under this section and thereupon, the regulation shall cease to have effect.

**39. Amendment of section 8 of Central Act IV of 1936.**— In section 8 of the Payment of Wages Act, 1936 (Central Act 4 of 1936), in sub-section (8), in the last sentence, the following shall be added at the end, namely:—

“but in the case of any establishment to which the Goa, Daman and Diu Labour Welfare Fund Act, 1986 applies, all such realisations shall be paid into the Fund constituted under the aforesaid Act.”

**40. Amendment of section 8 of Central Act 8 of 1923.**— To sub-section (4) of section 8 of the Workmen’s Compensation Act, 1923 (Central Act 8 of 1923), the following proviso shall be added, namely:—

“Provided that in respect of a workman belonging to an establishment to which the Goa, Daman and Diu Labour Welfare Fund Act, 1986 applies, the Commissioner, shall pay the said balance of the money into the fund constituted under that Act in lieu of repaying to the employer.”

**41. Realisation of fines and remittance thereof.**— All fines recovered from the wages of an employee under the respective conditions of services in an establishment shall be recorded in a register, as may be prescribed, to be kept by the persons responsible for payment of wages to such employee and all such recoveries shall be credited to the Labour Welfare Fund constituted under section 3 in the manner prescribed.

**42. Authority to decide certain question.**— (1) If any question arises whether or not any of the provisions of this Act apply to an establishment or to an employee therein, it would be decided by such authority as may be prescribed.

(2) The decision of such authority shall be final and shall not be liable to be questioned in any court of law.

**43. Powers to remove difficulties.**— (1) If any difficulty arises in giving effect to the provisions of this Act, the Government may, by order published in the Official Gazette, make such provisions or give such directions, not inconsistent with the provisions of this Act, as appear to it to be necessary or expedient for removing the difficulty:

Provided that no such order shall be made under this sub-section after the expiry of two years from the commencement of this Act.

(2) Any order made under this section shall have effect notwithstanding anything inconsistent therewith in any rules or regulations made under this Act.

Secretariat,  
Panaji - Goa.  
Dated: 14-4-1987.

(M. RAGHU CHANDER)  
Secretary to the Government of Goa,  
Law Department (Legal Affairs).

**Goa Labour Welfare Fund Rules, 1990**  
Department of Labour

—  
**Notification**

21/25/87-LAB

Whereas the draft of certain rules which the Government of Goa proposes to make in exercise of the powers conferred by section 37 of the Goa, Daman and Diu Labour Welfare Fund Act, 1986 (Act 4 of 1987), was published as required by sub-section (1) of section 37 of the said Act in the Official Gazette, Series I No. 25 dated 21-9-1989, under the Notification No. 21/25/87-ILD dated 28-12-1988 of the Department of Labour, Government of Goa, inviting objections and suggestions from all persons likely to be affected thereby till 15 days from the date of publication of the said Notification in the Official Gazette;

And whereas the said Gazette was made available to the public on 21-9-1989;

And whereas the suggestions and/or objections received from the public on the said draft have been considered by the Government.

Now, therefore, in exercise of the powers conferred by section 37 of the Goa, Daman and Diu Labour Welfare Fund Act, 1986 (Act 4 of 1987), the Government of Goa hereby makes the following rules, namely:—

**1. Short title and commencement.**— (i) These rules may be called the Goa Labour Welfare Fund Rules, 1990.

(ii) They shall come into force at once.

**2. Definitions.**— In these rules, unless there is anything repugnant in the subject or context,—

(i) “Act” means the Goa, Daman and Diu Labour Welfare Fund Act, 1986 (Act 4 of 1987);

(ii) “establishment register” means in relation to:—

(a) a factory, a register of adult workers or a register of child workers maintained under section 62 or section 73 respectively, of the Factories Act, 1948 (Central Act 63 of 1948);

(b) a motor omnibus service, a register of workers maintained under rule 34 of the Goa, Daman and Diu Motor Transport Workers Rules, 1965;

(c) any other establishment, a register of employment maintained under the Goa, Daman and Diu Shops and Establishment Rules, 1975:

Provided that, where any establishment is not required to maintain such register, any other register in which names of workers of the establishment employed every day or every month of the year are ordinarily shown.

(d) “Form” means a form appended to these Rules;

(e) “section” means a section of the Act;

(f) “Secretary” means the Secretary of the Board appointed under section 20;

(g) Words and expressions not defined in these rules shall have the meanings as assigned to them under the Act.

**3. Payment of fines and of unpaid accumulations by employer.**— (1) Within fifteen days from the date on which this Act shall come into force in any area, every employer in such area shall pay by cheque, money order or cash to the Secretary—

(a) all fines realised from the employees before the said date and remaining unutilized on that date; and

(b) all unpaid accumulations held by the employer on the aforesaid date.

(2) The employer shall alongwith such payment submit a statement to the Secretary giving full particulars of the amounts so paid.

(3) Thereafter all fines realised from the employees and all unpaid accumulations during the quarter ending 31st March, 30th June, 30th September and 31st December shall be paid by the employer in the manner aforesaid to the Secretary on or before 15th April, 15th July, 15th of October and 15th of January succeeding such quarter and a statement giving particulars of the amounts so paid shall be submitted by him alongwith such payment to the Secretary.

**4. Submission of statement to Secretary.**— Every employer shall submit to the Secretary on or before the 31st day of July and 31st of January a statement of employer's contribution and employees' contribution in respect of employees whose names stand on the establishment register on 30th June and 31st December respectively in Form A.

**5. Submission of statement to Government.**— The Secretary shall submit to the State Government not later than 31st August and 28th February, respectively, a statement of employers contributions received by him on 30th June and 31st December respectively in Form 'B'.

**6. Notice for payment of fines and unpaid accumulations by Secretary.**— The Secretary may, after making such enquiries as he may deem fit, and after calling for a report from the Inspector, if necessary, serve a notice on any employer to pay any portion of fines realised from the employer or unpaid accumulations held by him which the employer has not paid in accordance with rule 3. The employer shall comply with the said notice within 14 days of the receipt thereof.

**7. Particulars of unpaid accumulations to be published under section 12(3) (b).**— The notice referred to in sub-section (3) of section 12 shall contain the following particulars, namely:—

(1) Name and address of the factory or establishment in which the unpaid accumulations were earned;

(2) Wage period during which the unpaid accumulations was earned;

(3) Amount of the unpaid accumulations;

(4) A declaration that a list containing the names of employees and the amount due to them and paid to the Board has been pasted on the notice board of the factory or establishment in which the unpaid accumulation was earned.

**8. Application for remission of penalty.**— (i) Application for remission of penalty shall be made to the Secretary within thirty days from the date of payment of penalty, and shall clearly specify the grounds on which the remission is claimed.

(ii) Where the Secretary is satisfied that the penalty imposed is likely to cause undue hardship to the employer concerned or that the employer has suffered financially on account of riots, war, through natural calamities or that delay caused in the payment of unpaid accumulations or fines was due to circumstances beyond his control, the Secretary may remit in part or whole the penalty payable under sub-section (2) of section 13:

Provided that if the amount of penalty to be remitted exceeds Rs. 500/-, the remission not be made without the prior sanction of the Board.

**9. Maintenance and audit of accounts.**— The accounts of the funds shall be prepared and maintained by the Accounts Officer of the Board in Form C and shall be audited by the Director of Accounts, Local Fund Accounts, Goa State, once a year. The Secretary shall be responsible for the disposal of the audit note.

**10. Budget of Board.**— (1) The budget estimates for each financial year shall be prepared and laid before the Board on or before the 1st day of December of the previous financial year and after it is approved by the Board, shall be forwarded to the State Government for approval on or before the 15th December. The State Government shall approve the budget before the 15th January after making such amendments and alterations as it considers necessary.

(2) The budget thus amended or altered and approved shall constitute the budget of the Board for the ensuing financial year and shall be issued under the seal of the Board and signed by the officer or officers of the Board duly authorised in this behalf. An authenticated copy of budget shall be forwarded to the State Government before the 28th February.

**11. Additional Expenditure.**— If during the course of the financial year it becomes necessary to incur expenditure over and above the provision made in the budget, the Board shall immediately submit to the State Government the details of the proposed expenditure, and specify the manner in which it proposes to meet the additional expenditure. The State Government may either approve the proposed expenditure after making such modifications as it considers necessary or reject it. A copy of the order passed by the State Government on every such proposal to incur additional expenditure shall be communicated to the Board and the Auditor, if any, appointed by the State Government.

**12. Applications for grant from Fund.**— Any employer, local authority or any other body, may make an application to the Secretary for a grant under sub-section (3) of section 16. Such application shall be placed by the Secretary before the Board within a month of its receipt with his remarks, and the recommendations of the Board shall be forwarded for approval of the State Government by the Secretary.

**13. Mode of Payment.**— All payments from the fund amounting to—

(a) less than Rs. 50/- may be made in cash;

(b) Rs. 50/- or more shall be made by cheque issued by the Secretary:

Provided that the Board may, in any particular case for special reasons, authorise such payment also in cash.

**14. Constitution of Board.**— The Board shall consist of twenty-six members including the Chairman, out of which six shall be the representatives of employers and employees each, eight being independent members and six members being representatives of women.

**15. Allowance of Members.**— The members shall hold their offices in an honorary capacity provided that each member shall be eligible to a sitting fee of Rs. 30/- for attending each meeting of the Board and to travelling and daily allowances admissible to first grade officers of the State Government.

**16. Allowances of members of committees.**— The members of the committees constituted under section 9 shall be eligible to a sitting fee of Rs. 30/- for attending each meeting of the committee and to travelling and daily allowances admissible to first grade officers of the State Government.

**17. Meetings of Board (1).**— The Board shall meet at least once every quarter and as often as may be necessary.

(2) All members of the Board shall be given seven clear days' notice of a meeting specifying the date, time and place of the meeting and business to be transacted thereat:

Provided that, seven clear days' notice shall not be necessary where, in the opinion of the chairman, business of an emergent nature has to be transacted.

**18. Quorum.**— The number of members necessary to constitute a quorum at a meeting of the Board shall be seven including the Chairman.

**19. Chairman to preside.**— Every meeting of the Board shall be presided over by the Chairman or if the Chairman is, for any reasons, unable to attend it, by such one of the members present as may be chosen by the meeting to be Chairman for the occasion.

**20. Adjournment of meeting.**— If there is no quorum as laid down in rule 18, the Chairman shall, after waiting for thirty minutes after the expiration of the appointed hour, adjourn the meeting to such hour on some other future day as he may reasonably fix. A notice of such adjourned meeting shall be sent to every member of the Board and the business which would have been brought before the original meeting, had there been a quorum thereat shall be brought before the adjourned meeting and may be disposed of at such a meeting, whether there be a quorum or not.

**21. All questions to be decided by majority.**— All questions coming before the meeting of the Board shall be decided by a majority of the members present and voting at the meeting, the Chairman having a second or casting vote in all cases of equality of votes.

**22. Mode of exercising votes.**— Votes shall be taken by show of hands and the names of persons voting in favour and against any proposition shall be recorded only if any member requests the Chairman to do so.

**23. Minutes of meeting.**— The Board shall keep minutes of the proceedings of each meeting of the Board, and shall include therein the names of the members present. A copy of such minutes shall be submitted by the Board to the State Government as soon as they are confirmed by the Board.

**24. Delegation of powers.**— The Board may delegate its powers and functions to the Secretary in relation to the following matters but subject to the conditions and limitations specified below, namely:—

(1) Under sub-section (2) of section 33, subject to the provisions of any rules made in this behalf —

(a) to sanction expenditure within the budget grants approved by the State Government;

(b) to transfer funds among the following detailed heads of account, namely:—

- (i) community and social education centres;
- (ii) reading rooms at centres;
- (iii) libraries at centres;
- (iv) circulating libraries;
- (v) community necessities;
- (vi) games and sports;
- (vii) excursions, tours and holiday homes;
- (viii) entertainment and other forms of recreation;
- (ix) home industries;
- (x) subsidiary occupations for women and unemployed persons;
- (xi) remunerative employments.

(c) to write off any loss when its value is not more than Rs. 250/-;

(2) Under section 22

(a) to appoint the necessary clerical and executive staff to carry out and supervise the activities financed from the Fund, on the posts the salary of which shall be <sup>1</sup>[based on recommendations of Pay Commission as adopted and made applicable by the Government to its employees from time to time];

(b) to exercise powers of administration and taking disciplinary action against such staff as stated below:—

(i) power to transfer, sanction increment, fix pay, grant joining time, depute on foreign service, sanction leave, relax qualifications;

(ii) powers of discharging a person —

(a) on probation, during the period of such probation;

(b) appointed otherwise than under contract to hold a temporary appointment, on the expiration of the period of that appointment or for any other reason;

(c) engaged under contract, in accordance with the terms of his contract;

(d) appointed otherwise than under a contract to hold a permanent appointment, on the abolition of that post or for any other reasons;

<sup>1</sup> Substituted by the Amendment Rules, 2010.



(iii) powers of imposing any of the following penalties —

- (a) censure;
- (b) withholding of increments or promotion including stoppage at an efficiency bar;
- (c) reduction to lower post or time scale or to a lower stage in a time scale;
- (d) recovery from pay of the whole or part of any loss caused to the Board by negligence or breach of orders;
- (e) fine;
- (f) suspension;
- (g) removal from the service of the Board, which does not disqualify from future employment;
- (h) dismissal from the service of the Board which ordinarily disqualifies from future employment;
- (i) any other punishment with the approval of the Board:

Provided that every member of such staff shall have a right to appeal to the Board against any order of reduction, dismissal or removal from service, fine or any other punishment.

**25. Additional powers of Inspection.**— Every Inspector shall, for carrying out the purposes of the Act, also have the powers to require any employer to produce any document for his inspection, to supply him a true copy of any such document and to give him a statement in writing.

**26. Percentage of annual income of fund towards staff.**— The Board shall ensure that the expenses of the staff including the staff employed for carrying out the programmes of the Board, and other administrative expenses, shall not exceed 60% of the annual income of the Fund.

**27. Publication of annual report of the Board.**— The Board shall, within three months of the date of the closing of each financial year submit to the state Government for approval an audited statement of receipts and expenditure together with an annual report giving its activities in the year. The statement and report shall be laid as soon as may be after they are approved by the State Government before the House of the State Legislature while it is in session for a period of one month. After they are so laid, the Board shall cause the same to be published in such manner as it may deem fit.

**28. Maintenance of registers by employers.**— (1) Every employer of an establishment shall maintain and preserve for a period of 10 years —

- (a) a register of wages in form 'D'.
- (b) a consolidated register of unclaimed wages and fines in Form 'E'.

However, in case pending before the appellate authorities the record shall be preserved till the cases are finally disposed.

(2) The employer shall by the 31st of January every year forward to the Secretary a copy of the extract from the register in Form 'B' pertaining to the previous year.

<sup>6</sup>[**29. Authority.**— The Commissioner of Labour shall be the authority for the purpose of deciding any question as to whether or not any of the provisions of the Act apply to an establishment or to an employee therein.]

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FORM-A

(See Rule 4)

STATEMENT OF EMPLOYEES AND EMPLOYER'S CONTRIBUTION  
AS ON 30TH JUNE /31ST DECEMBER

1. Name of the Establishment :
2. Name of the Employer :
3. Class of Establishment (i.e. whether a factory or motor omnibus service, motor transport undertaking a shop commercial establishment, residential hotel, restaurant, eating house, theatre or other place of public amusement or entertainment) :
4. Address of the Establishment :
5. Total number of employees whose names stand on the establishment register as on 30th June/31st December :
6. (A) Employees contribution at the rate of Rs. 0.50 per employee drawing salary upto Rs. 1,600/- per month :
- (B) Employer's contribution Re. 1/- per employee drawing salary upto Rs. 1,600/- per month :
7. Total of Sub-Entries (A) + (B) above of Entry 6 :
8. Whether the contribution has already been paid to the Secretary, if so whether by cheque, money order or cash and details thereof :

Signature of the Employer

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FORM 'B'

(See Rule 5)

STATEMENT OF EMPLOYER'S CONTRIBUTION RECEIVED BY THE  
SECRETARY FOR SIX MONTHS ENDING ON 30TH JUNE AND  
31ST DECEMBER RESPECTIVELY IN THE YEAR.....

Class of Establishment	Number of Establishment	Amount of employer's contribution received by the Secretary
1	2	3

1. Factories
2. Motor Omnibus Services
3. Shops

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<sup>6</sup> Inserted by the Amendment Rules, 1991 published in the Official Gazette, Sr. 1 No. 29 dtd. 18-9-1991.

4. Commercial establishments
5. Residential hotels
6. Restaurants
7. Eating houses
8. Theatres
9. Other places of public amusement or entertainment.

Date :

Total \_\_\_\_\_

Signature of the Secretary

FORM 'C'

(See Rule 9)

## I. CASH BOOK OF THE OFFICE OF THE .....

## Receipts

Date of Receipt	Serial No. of Receipt	Details of the Receipts						P. O. Deposit	
		Particulars of Receipts	Receipt No.	Bank Deposit	Cash	Bank	Provisional Receipts	Other Deposits	R. B. F.
1	2	3	4	5	6	7	8	9	10
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	

Opening Balance

## EXPENDITURE

Date of Expenditure	Serial No. or Sub-Voucher	Particulars of expenditure	Voucher No.	Bank Deposit	Cash	Bank	Provisional Receipts	Other Deposit	R. B. F.
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	

Total expenditure

Total Receipts ..... Total Expenditure .....

Grand Total ..... Closing Balance .....

Grand Total ..... Grand Total .....

## II. DETAILED ABSTRACT OF RECEIPTS FOR THE MONTH OF ..... 19

Date	D.A.R.	R. No.	Name of establishment or person	Unpaid accumulations				
				Fines	Unpaid accumulations	Deposit	N. S. Certificates	Donations
1	2	3	4	5	6	7	8	9

Loans from State Government	Grant in aid			Deposit			R.B.F.	Refund Board's contribution
	Government	Other Institution	Earnest Money	Tailoring Class	Library and information centre	Other Deposit		
10	11	12	13	14	15	16	17	18

Entry fees	Miscellaneous receipts							
	R. E. C.	Loss of books	N. S. and H. C. Fees	Sale of old newspapers	Tailoring class fees	Fines and other recoveries from staff	Miscellan- eous Receipt	Electricity
19	20	21	22	23	24	25	26	27

Rent and Taxes	Miscellaneous receipts				Interest on Bank Deposit	Interest on Government Securities	Total	Initials	
	Sales of Annual Reports	Advertisement charges	Sale of unserviceable articles	Clerk				Supdt.	
28	29	30	31	32	33	34	35	36	

III. CLASSIFIED ABSTRACT OF PAY AND ALLOWANCES IN RESPECT OF .....  
FOR THE MONTH OF ..... 19

Serial No.	Voucher No.	Date	Bill No.	Officers		Leave Salary Provision	
				Pay	Allow.	Pay	Allow.
1	2	3	4	5	6	7	8

Supervisory-cum- Administrative Staff		Programme for Administrative Staff		Community necessities and educational staff		Total	
Pay	Allow.	Pay	Allow.	Pay	Allow.	Pay	Allow.
9	10	11	12	13	14	15	16

T. A. for staff		T. A. for members of the Board	Leave Travel Concession	Total of each Voucher	Initials	
On tour	On transfer				Clerk	Supdt.
17	18	19	20	21	22	23

IV. CLASSIFIED ABSTRACT OF CONTINGENT EXPENDITURE OF THE ..... PROGRAMME  
EXPENDITURE

Serial	Voucher No.	Bill No.	Date	Place	Community necessity		
					Creche	Nursery School	
						N. R.	R.
1	2	3	4	5	6	7	8

Tailoring classes	R. E. S.		Home Industries	Subsidiary occupations for women	Sewing Machines	Reading Rooms Centres
	N. R.	R.				
9	10	11	12	13	14	15

Libraries Centres	Workers Education	Entertainment and other				Exhibition
		Music and Socials etc.	National Special Days	Dramas and Drama Festivals		
16	17	18	19	20	21	22

Visual Instruction Cinema Show	Recreation			Games and Sports			
	Scouts and Guides	Excursions and Tours	Conveyance and refreshment	Matches			
				Entry Fees	First Aid	Prizes	
23	24	25	26	27	28	29	30

OFFICE/CENTRE ..... FOR THE MONTH OF ..... 19

Facilities for conducting programme

Games materials	Repairs to play Appn. and play grounds	N.R.	Annual Sports, Sports and Miscellaneous	Furniture	Electricity and lighting	
					N.R.	R.
31	32	33	34	35	36	37

Rent, rates and taxes	Postage Exchange and Bank Commission	Printing and Stationery		Vehicles	
		N.R.	R.	N.R.	R.
38	39	40	41	42	43

SPECIAL ITEMS

Other miscellaneous						
Replacement of radios and musical instruments	Other Miscellaneous	Home Nursing	Conveyance	Daily wages		Maintenance of Buildings and Repairs
44	45	46	47	48	49	50

Repairs	Administrative contingency			Provident Fund Contribution	Gratuity Payment	Loans and Advances
51	52	53	54	55	56	57

Investigation of claims	Legal	Grant-in-aid		Total		Initials Clerk/Supdt.
58	59	60	61	62	63	64

V. CONSOLIDATED ABSTRACT OF PAY

	Serial No.	Voucher No.	Date	Bill No.
	1	2	3	4

Central Office, Bombay .....  
 Divisional Office, .....  
 Development Zone Office, .....  
 Development Zone Office, .....  
 Circle Office, .....  
 .....  
 .....  
 .....  
 .....  
 .....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments ..... } Debit  
 ..... } Credit

Progressive expenditure upto .....

ALLOWANCES FOR THE MONTH OF ..... 19 .....

Officer		Leave Salary Provision		Supervisory-cum-administrative staff		Programme administrative staff	
Pay	Allow.	Pay	Allow.	Pay	Allow.	Pay	Allow.
5	6	7	8	9	10	11	12

Community necessities and educational staff		Total	
Pay	Allow.	Pay	Allow.
13	14	15	16

Central Office, .....  
 Divisional Office, .....  
 Development Zone Office, .....  
 Development Zone Office, .....  
 Circle Office, .....  
 .....  
 .....  
 .....  
 .....  
 .....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit  
 } Credit

Progressive expenditure upto .....

T. A. for staff		T. A. for members of the Board	Leave Travel Concession	Total each Voucher	Initials	
On tour	On transfer				Clerk	Supdt.
17	18	19	20	21	22	23

VI. CONSOLIDATED ABSTRACT OF CONTINGENT PROGRAMME

	Serial No.	Voucher No.	Bill No.	Date	Place
	1	2	3	4	5
Central Office, .....					
Divisional Office, .....					
Development Zone Office, .....					
Development Zone Office, .....					
Circle Office, .....					
.....					
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.....					

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit  
 } Credit

Progressive expenditure upto .....

EXPENDITURE FOR THE MONTH OF ..... EXPENDITURE

Creche	Community necessity		Tailoring Classes	R. E. S.		Home Industries	Subsidiary Occupation Women	Sewing Machines	Reading Rooms at Centres
	Nursery School			N. R.	R.				
	N. R.	R.							
6	7	8	9	10	11	12	13	14	15
							Libraries at Centres	Workers Education	
							16	17	

Central Office, .....

Divisional Office, .....

Development Zone Office, .....

Development Zone Office, .....

Circle Office, .....

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Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit  
 } Credit

Progressive expenditure upto .....

Entertainment and other recreation

	Music and socials etc.	National	Dramas and drama festivals	Exhibition	Visual Instruction Cinema show	Scouts and guides	Excursions and tours
	18	19	20	21	22	23	24
							25

Games and Sports

				Matches		First Aid	Prizes
				Conveyance and refreshment	Entry fees		
		26		27	28	29	30

Central Office, .....

Divisional Office, .....

Development Zone Office, .....

Development Zone Office, .....

Circle Office, .....

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Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit  
 } Credit

Progressive expenditure upto .....

OFFICE/CENTRE ..... FOR THE MONTH OF ..... 19

## Facilities for conducting Programme

Games material	Repairs to play appn. And play grounds	N. R.	Annual Sports and Misc.	Furniture	Electricity and lighting	
					N. R.	R.
31	32	33	34	35	36	37

Rent, rates and taxes				Postage Exchange and Bank Commission	
38				39	

Central Office, .....

Divisional Office, .....

Development Zone Office, .....

Development Zone Office, .....

Circle Office, .....

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Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit  
                  } Credit

Progressive expenditure upto .....

Printing and Stationery		Vehicles	
N. R.	R.	N. R.	R.
40	41	42	43

Other	
Replacement of radios and musical instruments	Other Miscellaneous
44	45

Central Office, .....

Divisional Office, .....

Development Zone Office, .....  
 Development Zone Office, .....  
 Circle Office, .....  
 .....  
 .....  
 .....  
 .....  
 .....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit  
 } Credit

Progressive expenditure upto .....

Miscellaneous				Maintenance of building and repairs	Repairs			
Home Nursing	Conveyance	Daily wages						
46	47	48	49	50	51			
				Administrative Contingency		Provident Fund Contribution	Gratuity Payment	
				52	53	54	55	56

Central Office, .....  
 Divisional Office, .....  
 Development Zone Office, .....  
 Development Zone Office, .....  
 Circle Office, .....  
 .....  
 .....  
 .....  
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Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit  
 } Credit

Progressive expenditure upto .....

Loans and Advances	Investigation Claims	Legal fees	Grant-in-aid			Total	Initials
57	58	59	60	61	62	63	64

## VII. FEES REGISTER FOR TAILORING CLASSES

YEAR: 19

Serial No.	Name of student	Deposit	Rates of fees	April	May	June	July	August
		Rs.	Rs.					
							Examination fees	Total amount of fees paid
							Rs.	Rs.

## VIII. INDIVIDUAL DEPOSIT ACCOUNT OF TAILORING SECTION

Serial No.	Particulars of students		Year of deposit	Receipts		
	Name	Address		D.A.R.	Receipt No. and date	Amount
1	2	3	4	5	6	7
Initials	Withdrawals			Initials		
	Voucher No.	Amount				
8	9	10		11		

IX. DEPOSIT ACCOUNT FOR THE WORKERS CLUB  
OF LABOUR WELFARE CENTRE AT .....

Dr.

Date	Voucher	Particulars	Reference No.	Amount	Initials
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Cr.

Date	Particulars	Reference No.	DAR No.	Amount	Initials
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X. UNPAID ACCUMULATIONS ACCOUNT VIDE SECTION 3(1) OF THE ACT  
FOR THE MONTH OF ..... 19

## Payments

Date	Particulars	Name of the persons	Payment made from amounts received during quarter	L. F.	V. No.	Amount
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Period and Particulars (wage period)	2nd year			
	Notice board	Newspaper	Notice board	Newspaper
First Quarter ending 31st March, 19				
Second Quarter ending 30th June, 19				
Third Quarter ending 30th September, 19				
Fourth Quarter ending 31st December, 19				
Bonus for the year declared on				
Total				
First Quarter ending 31st March, 19				
Second Quarter ending 30th June, 19				
Third Quarter ending 30th September, 19				
Fourth Quarter ending 31st December, 19				
Bonus for the year declared on				
Total				
First Quarter ending 31st March, 19				
Second Quarter ending 30th June, 19				
Third Quarter ending 30th September, 19				
Fourth Quarter ending 31st December, 19				
Bonus for the year declared on				
Total				

3rd year		Reference to Report to Inspector	Inspector Report No. and date	Remarks
Notice Board	Newspaper			

**XII. REGISTER OF PAYMENTS TOWARDS SETTLEMENT OF CLAIMS TO UNPAID ACCUMULATIONS VIDE SECTION 6**

Name of the establishment ..... Account No. ....

File No. .... Address: Factory/Registered Office .....

Serial No.	Name of the claimant	Refund order No. and date	Voucher No. and date	Payment of unpaid accumulation from receipt					
				As on	Quarter ending	Quarter ending	Quarter ending	Quarter ending	Quarter ending
1	2	3	4	5	6	7	8	9	10
Amount received									
Date of first publication									

Serial No.	Name of the claimant	Payment of unpaid accumulation from receipt							Remarks
		Quarter ending	Quarter ending	Quarter ending	Quarter ending	Quarter ending	Quarter ending	Quarter ending	
1	2	11	12	13	14	15	16	17	18
Amount received									
Date of first publication:									

## FORM 'D'

[See Rule 28(1) (a)]

## REGISTER OF WAGES

Name of the establishment .....

For the month of .....

Serial No.	Name of employees	Ticket and Badge No.	Amounts payable during the month				Bonus
			Occupation	Basic wages	Overtime	Dearness allowance and other allowances	
1	2	3	4	5	6	7	8
Amount deducted during the month		Basic wages	Amount actually paid during the month			Bonus	
Fines	other deductions		overtime	Dearness allowance and other allowances			
9	10	11	12	13	14		
Balance due to the employees							
Basic wages		Overtime	Dearness allowances and other allowances		Bonus		
15	16	17	18				

## FORM 'E'

[See Rule 28(1) (b)]

## REGISTER FOR FINES AND UNPAID ACCUMULATION FOR THE YEAR .....

Name of the establishment .....

	Quarter ending 31st March	Quarter ending 30th June	Quarter ending 30th September	Quarter ending 31st December
1. Total realization under fines				
2. Total amount becoming unpaid accumulations of				
(i) Basic wage				
(ii) Overtime				
(iii) Dearness allowances and other allowances				
Total of (1), (2)				

By order and in the name of the Governor of Goa.

*L. J. Menezes Pais*, Under Secretary (Industries and Labour).

Panaji, 29th January, 1990.

**Notification**

21/15/90/LAB

In exercise of the powers conferred by Sub-section (1) of section 3 of the Goa, Daman and Diu Labour Welfare Fund Act, 1986 (Act 4 of 1987) (hereinafter called the 'said Act'), the Government of Goa hereby constitutes the Labour Welfare Fund for the purposes of the said Act.

By order and in the name of the Governor of Goa.

*Subhash V. Elekar*, Joint Secretary (Labour).

Panaji, 24<sup>th</sup> July, 1991.