

**AMENDMENTS TO BE UPLOADED UNDER TAMIL NADU
PLANTATIONS LABOUR RULES, 1955**

In the said Rules,

(1) in rule 82,-

(i) for sub-rule (1), the following sub-rule shall be substituted, namely:-

“(1)(a) Every employer shall maintain-

- (i) an Employee Register in Form No.29;
- (ii) a Register of Employment in Form No.30;
- (iii) a Register of Wages in Form No.31; and
- (iv) a Register of Leave and Social Security Benefits in Form No.32;

(b) The registers referred in clause (a) shall be maintained either electronically or manually;

(c) Where the registers referred in clause (a) are maintained in electronic form, the layout and presentation of the registers may be adjusted without changing the integrity, serial number and contents of the columns of the registers.”;

(ii) in sub-rule (4),-

(a) clause (b) shall be omitted;

(b) in Clause (c), for the expressions “rupee one” and “Register of Service Book”, the expressions “rupees ten” and “Employee Register” shall, respectively, be substituted;

(2) Form Nos. 12, 13, 14, 14-A, 14-B and 26 shall be omitted.

(3) after Form No.28, the following forms shall be added, namely:-

FORM No.29
Employee Register
[see rule 82(1)(a)(i)]

Name and Address of the Plantation :
Name and Address of the Employer :
Registration Certificate No. :
Plantation Area (in Hectares) :

(1)	Serial Number.
(2)	Name of the employee.
(3)	Employee Identity No.
(4)	Gender.
(5)	Father/Spouse Name.
(6)	Date of Birth.
(7)	Date of entry into service.
(8)	Category (Highly skilled / Skilled / Semi-skilled/Unskilled)
(9)	Designation.
(10)	Present Address.
(11)	Permanent Address.
(12)	Employees Provident Fund Number.
(13)	ESI Corporation Number.
(14)	Aadhaar Number
(15)	Date of issue to the employee.
(16)	Date on which received for making entry and date on which returned.
(17)	Date of receipt of application for duplicate copy and date on which duplicate copy issued.
(18)	Date on which completion of 480 days of service.
(19)	Date on which made permanent.
(20)	Period of suspension if any.
(21)	Bank A/C Number, Name of Bank, Branch (IFSC).
(22)	Photo.
(23)	Mobile Number
(24)	Specimen Signature / Thumb Impression.
(25)	Date of Exit.
(26)	Reason for Exit.
(27)	Remarks.

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Approval P
al Holidays

Festival Holidays Approval Proceedings No. and Date:
Approved Festival Holidays

(1)	(2)	(3)	(4)	(5)

(1)	Serial Number.
(2)	Name of the employee.
(3)	Employee Identity No.
(4)	Time at which work commences.
(5)	Rest Interval.
(6)	Time at which work ends.
(7)	Daily Hours of Work Including overtime (if any). 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
(8)	Total Days Worked
(9)	Total Hours Worked
(10)	Number of Days on Loss of Pay
(11)	Benefit availed for working on National Holiday.
(12)	Benefit availed for working Festival Holiday.
(13)	Remarks.

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Total number of persons employed:

Men	Women	Male adolescent	Female adolescent

Wage Period from.....To.....(Monthly/Fortnightly/Weekly/Daily/Piece Rated)

	Serial Number.
	Name of the employee.
	Employee Identity No.
	Number of days worked.
	Basic Wage.
	Dearness Allowance.
	House Rent Allowance.
	Other Allowances (nature may be specified).
	Overtime Wages.
	Leave Wages.
	Gross Wages.
	Provident Fund.
	Labour Welfare Fund.
	Advances
	Advance paid.
	Advance recovery pending at the beginning of the month
	Advance Recovery
	Pending Recovery
	Deductions
	Deduction imposed on Damages, Loss or Fines.
	Deduction recovery pending at beginning of the month.
	Deduction made on Damages, Loss or Fines.
	Pending Recovery.
	Any other Deductions.
	Total Deductions.
	Net Wages.
	Date of Payment.
	Unpaid accumulations.
	Rate at which subsistence allowance calculated and amount paid.
	Receipt by Employee / Bank Transaction Identity and Date.
	Remarks.

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Year.....

Serial Number.	Name of the employee.	Employee Identity No.	Earned Leave				Medical Leave			Maternity Benefits					Gratuity Benefits		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
			Leave at the beginning of the month.	Leave earned during the period.	Leave availed during the month.	Leave balance at the end of the month.	Leave at beginning of the month.	Leave availed during the month.	Leave balance at the end of the month.	Date of giving notice of pregnancy / delivery.	Amount of maternity benefit paid in advance of expected delivery and date of payment.	Subsequent payment of maternity benefit and date of payment.	Amount paid as Medical Bonus and date of payment.	Leave with wages as per section 9 or 10 under Maternity Benefit Act, 1961.	Whether nomination received from the employee.	Amount paid as Gratuity in case of exit of the employee.	Remarks.