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GOVERNMENT OF INDIA



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भाग IV
PART IV

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

श्रम विभाग
अधिसूचना

दिल्ली, 15 नवम्बर, 2021

सं. 15(52)/लैब/2021/4506.—दिल्ली दुकान और प्रतिष्ठान अधिनियम, 1954 (दिल्ली अधिनियम 1954 का 7) की धारा 47 की उप-धारा (1) में प्रदत्त षक्तियों का प्रयोग करते हुए, दिल्ली दुकान और प्रतिष्ठान अधिनियम, 1954 में संशोधन करने के लिये प्रारूप नियम दिल्ली राजपत्र असाधारण भाग-4 में अधिसूचना संख्या 15(52)/लैब/2021/3618-3626 दिनांक 24 सितम्बर 2021 द्वारा अधिसूचित किया गया, जिससे इससे प्रभावित होने की सम्भावना वाले व्यक्तियों की जानकारी के लिये और यह सूचना दी गयी कि इस अधिसूचना के प्रकाशन की तारीख से 15 दिनों की अवधि के समाप्ति के बाद, इसके संबंध में निर्धारित अवधि तक प्राप्त आपतियों और सुझावों के साथ इसे विचार किया जायेगा।

उक्त 15 दिनों की अवधि में कोई आपति या सुझाव प्राप्त नहीं हुआ और उक्त प्रारूप नियमों को उपराज्यपाल, दिल्ली, की स्वीकृति के बाद निम्नानुसार समापक किया जाता है।

1. संक्षिप्त शीर्षक और प्रारंभ:—

- (1). इन नियमों को दिल्ली दुकान और प्रतिष्ठान (संशोधन) नियम, 2021 कहा जा सकता है।
- (2). वे दिल्ली राजपत्र में उनके प्रकाशन की तारीख से लागू होंगे।

अन्य भत्ते	ओवर टाइम काम(माह में दिनों की संख्या)	ओवर टाइम वेतन राशि	कोई अन्य राशि/ भत्ता	कुल सकल मजदूरी/वेतन	अग्रिम राशि/ ऋण	लगाया गया जुर्माना की कटौती (यदि हा)	अन्य कटौती जैसे इपीएफ/ईसएसआई/कल्याण	कुल देय राशि	हस्ताक्षर या अंगूठे का निशान	सेवा समाप्ति की तिथि और कारण	टिप्पणी (यदि कोई हो)
14	15	16	17	18	19	20	21	22	23	24	25

नियोक्ता/अधिभोगी/प्रबंधक के हस्ताक्षर _____

हस्ताक्षरकर्ता का नाम: _____

उपस्थिति लेखा

स्थापना का नाम..... स्वामि/अधिभोगी/प्रबंधक का नाम

स्थापना का पता..... प्रबंधक का नाम.....

महिना..... वर्ष.....

क्रमांक मस्टर रोल-सह-मजदूरी का रजिस्टर	कर्मचारी का नाम	दिनांक 1 2 3.....31	दिनों की संख्या (सारांश)	घंटों की संख्या	हस्ताक्षर

यदि कोई कर्मचारी मौजूद नहीं हैं तो दर्ज करने के लिए निम्नलिखित दर्ज करे: (आराम के लिए आर/पेड लीव के लिए एल/अनुपस्थित के लिए ए/ साप्ताहिक छुट्टी के लिए ओ/सार्वजनिक अवकाश के लिए एच/स्थापना बंद के लिए सी)

LABOUR DEPARTMENT

NOTIFICATION

Delhi, the 15th November, 2021

No. 15(52)/Lab/2021/4506.—In exercise of the powers conferred by sub-section (1) of Section 47 of the Delhi Shops and Establishments Act, 1954 (Delhi Act, 7 of 1954), the draft rules further to amend the Delhi Shops and Establishments Rules, 1954, was notified in the Delhi Gazette, Extra Ordinary Part IV vide notification no. 15(52)/Lab/2021/3618-3626 dated 24/09/2021, for the information of the persons likely to be affected thereby and notice was given that the said draft would be taken up for consideration, after the expiry of a period of 15 days from the date of publication of the notification in the Delhi Gazette together with the objections and suggestions received in respect thereto, by the stipulated period.

No Objection or suggestion was received in the aforesaid period of 15 days and the said draft rules after taking approval of Lieutenant Governor, Delhi is finally published as under :-

1. Short title and commencement:-

- (1). These rules may be called the Delhi Shops and Establishments (Amendment) Rules, 2021.
- (2). They shall come into force on the date of their publication in the Delhi Gazette

2. Substitution of New Rule for Rule 3:-

In the Delhi Shops and Establishments Rules, 1954 (hereinafter referred to as “the principal Rules”) for rule 3, the following rule shall be substituted, namely:- “3. **Form of submitting statement and other particulars under sub-section (1) of section 5-** The occupier of the establishment, within 90 days of the commencement of work of his

establishment shall apply for the registration under the Act, online on the Shop and Establishment Portal of Labour Department.

3. Amendment of Rule 4-

In the Principal Rules, for rule 4, the following rule shall be substituted, namely:- **4 Manner of registering establishments and form of registration certificate** – On submission of application online on the Shop & Establishment portal of Labour Department, Government of NCT of Delhi, the registration certificate shall be generated online in Form C.

4. Amendment of Rule 6:-

In the Principal Rules, for rule 6, the following rule shall be substituted, namely:-**6. Form and manner of notifying change-** The occupier shall notify any change in respect of any information under sub-section (1) of section 5 of the Act within 30 days after such change has taken place, online, on the Shop & Establishment Portal of Labour Department, Government of National Capital Territory of Delhi.

5. AMENDMENT OF SCHEDULE - I

In the Principal Rules, the Schedule I is deleted.

6. AMENDMENT OF SCHEDULE - II:-

In the Principal Rules, the schedule II is deleted.

7. AMENDMENT OF FORMS: -

In the Principal Rules, Form 'G' is substituted as under:-

8. DELETION OF FORMS: -

In the Principal Rules, the form 'H' and 'I' are deleted.

By Order and in the Name of Lt. Governor
of National Capital Territory of Delhi,
S. C YADAV, Addl. Secy. (Labour)

Form G

REGISTER OF WAGES / DEDUCTIONS / OVERTIME/ ADVANCES

For the month_____

Name of the Establishment /Shop	
Address of Establishment /Shop	
Nature of Establishment / Manufacturing Process / Business etc.	

Sl. No.	Name of the employee (ID/Token No. if any)	Age/ Date of Birth	Address	Educa- tion / Skill	Sex (M/F)	Father's/ husband's Name	Designation/ category / nature of work performed	Total No. of days worked	Category of Leave	Leaves availed (No. of days)	Leaves rejected	Total Balance Leaves
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Other allowances	Over time worked (Number of hours in the month)	Amount of over time wages	Any other amount (Please mention)	Total / gross wages / earnings	Amount of advances / loans if any and purpose of advance	Deductions of fines imposed. If any.	Other deductions like EPF / ESI /Welfare. Fund etc. (if any)	Net amount payable	Signature / thumb impression	Date of termination and reason	Remarks, if any
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)

Signature of the employer / occupier/manager _____

Name of signatory _____

ATTENDANCE REGISTER

Name of Establishment _____ Name of owner/Occupier/Manager _____

Address of Establishment _____ Name of Manager _____

Month- _____ Year _____

S.No.in Muster roll-cum-register of wages (Form III)	Name of Employee	Date 1 2 3.....31	Summary no. of days	No of Hours	signature

In case an employee is not present the following to be entered: (R for Rest/L for Paid Leave/A for absent/O for Weekly Off/H for Holiday /C for Establishment Closed)