

GOVERNMENT OF MEGHALAYA
DEPARTMENT OF LABOUR, EMPLOYMENT & SKILL DEVELOPMENT

NOTIFICATION

Dated Shillong, the 16th January, 2025

No. LE& SD 62/2024/84 :-In exercise of the power conferred by the proviso to clause (b) of sub-Section (1) of Section 66 of Factories Act, 1948 (Central Act 63 of 1948), the State Government of Meghalaya hereby notifies the following conditions in respect of any factory which apply for the exemption for employing women in the factory during night shift i.e. between the hours of 07.00 PM to 06.00 AM, in respect of their Safety and Security, namely:-

- i. No women shall be subjected to sexual harassment at any workplace in the factories.
- ii. For any woman required to work alone in any room or place due to the nature of her job, the Occupier must ensure her safety and security.
- iii. The provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or any other law or any other instructions/ conditions issued in this regard from time to time by the Central Government or State Government shall be complied with by the Occupier of the factory.
- iv. Every Occupier of the factory shall constitute by an order in writing, a Committee to be known as the Internal Committee (IC) as per Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Where the offices or administrative units of the workplace are located at different places or divisional or subdivisonal level, the Internal Committee should be constituted at each administrative units or offices or workplaces separately.
- v. Every Occupier shall prepare and as often as may be appropriate, revise, a written statement of his/her general policy showing his/her commitment with respect to the prohibition of sexual harassment of the women worker at workplace.
- vi. The order regarding constitution of Internal Committee and Policy on prohibition of sexual harassment shall be displayed at conspicuous places at the workplace.
- vii. The Occupier shall provide proper lighting and CCTV cameras not only inside the factory, but also surrounding of the factory and to all places where the female workers may move out of necessity in the course of her work.
- viii. The Occupier shall provide transportation facility to the women workers from their residence and back. Security guards (female), well trained & responsible drivers, proper communication channels shall be provided in each vehicle. Other practical measures such as installation of CCTV cameras, GPS, Security Apps etc. may also be provided in each vehicle to ensure the safety and security of women workers. Provided that in case of the driver employed through outsourcing, the management shall ensure to its satisfaction that the collection of Bio-data and conduct pre-employment screening of the antecedents of the drivers carried out by the service provider.
- ix. Sufficient women security guards shall also be provided at the entry as well as exit point of the factory.
- x. The supervisors or shift-in-charge or other supervisory staff deputed for the women workers working during night shift shall be women.

- xi. Declaration/consent from each women worker including security guard, supervisors, shift-in-charge or any other women staff to work during night shift i.e., between 07.00PM to 06.00AM shall be obtained.
- xii. The Occupier shall provide appropriate medical facilities by engaging a doctor/ female nurse during night shift. Where more than hundred women workers are employed in the shift, a separate vehicle also will be kept ready to meet any emergent situation such as hospitalization, whenever there is a case of injury or incidental acts of harassment etc. Telephone numbers like Police, Hospital, Members of Internal Committee etc. shall be displayed at conspicuous places.
- xiii. The provisions of the Factories Act, 1948 and the Rules of other statutory provisions with respect to the hours of work, rest intervals, holidays, separate canteen or rest room facility for women workers, the provisions of Payment of Equal Remuneration Act and all other Labour Legislations shall be followed by the Occupier of the factory.
- xiv. The women workers working in all shifts shall have a monthly meeting through their representatives with the Occupier as grievance day and the Occupier shall try to comply all just and reasonable grievances.
- xv. The Occupier shall organize workshops, orientation programs and awareness programs at regular intervals for sensitizing the women workers about their rights to protection against sexual harassment at workplace and the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules framed thereunder.
- xvi. The Occupier or Manager shall send a copy of annual report prescribed under Section 22 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 on or before the 31st of January of each year to the Chief Inspector of Boilers and Factories about the details of women workers. An Incident Report shall also be sent to the Chief Inspector of Boilers and Factories and local Police Station as well, whenever there is some untoward incident.
- xvii. Any other condition as may be specified in this regard by the Central or State Government from time to time.
- xviii. State Government, by notification, may add or delete any of the above conditions.

All the above said conditions shall be applicable to the Management/Occupier of the Registered Factories where women workers are working in the factories.

Sd/-


(Shri. C.Songate,IRS)

Principal Secretary to Government Meghalaya,
Department of Labour, Employment and Skill Development.

Copy to:-

1. The P.S. to Chief Minister to the Govt. of Meghalaya for favour of kind information of Hon'ble Chief Minister.
2. The P.S. to Minister in-charge Department of Labour, Employment & Skill Development Department for information of Minister.
3. The P.S. to all Ministers, Meghalaya for favour of kind information of Minister.
4. The P.S. to Chief Secretary to the Govt. of Meghalaya for favour of kind information of the Chief Secretary.
5. P.S to the Principal Secretary to the Govt. of Meghalaya, Department of Labour Employment & Skill Development, & Chairman, Meghalaya Building and Other Construction Workers' Welfare Board, for favour of kind information of Principal Secretary.
6. To the Secretary, Ministry of Labour and Employment, Room No 104, Shram Shakti Bhawan, Rafi Marg New Delhi-110001.
7. P.A to the Secretary to the Govt. of Meghalaya, The Cabinet Affairs Department Labour, Employment & Skill Development Department for kind information of Secretary.
8. Deputy Commissioner of all Districts for kind information.
9. The Labour Commissioner, Meghalaya, Shillong for information and necessary action.
10. To the Chief Inspector of Boilers and Factories with necessary action to circulate to the Registered Factories of the State of Meghalaya.
11. The Joint Secretary to the Govt. of Meghalaya, Department Labour, Employment & Skill Development Department for favour kind information.
12. Cabinet Affairs Department with reference endorsement vide I/D No 6/2025 dated 13.1.2025.
- ✓ 13. NIC to upload in the website and office portal of the Department.
14. All Administrative Departments/ All Heads of Departments.
15. The Director of Printing & Stationery, Meghalaya, Shillong for publication in the next issue of the Meghalaya Gazette with a request to supply 200(two hundred) copies to this Department.

By Order etc.,



Deputy Secretary to the Govt. of Meghalaya,
Department of Labour, Employment & Skill Development
