

**Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963**

**[01 May 1963]**

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**Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963**

**[01 May 1963]**

In pursuance of the provisions of Article 348(3) of the Constitution of India, the Governor of

Uttar Pradesh is pleased to order the publication of the following English translation of Notification No. 2084(LL)/XXXVI-B-489(LL)-1962, dated May 1, 1963. In exercise of the powers under Section 40 of the Uttar Pradesh Dookan Aur Vanijya Adhishtan Adhiniyam, 1962 (U.P. Act No. 26 of 1962), the Governor of Uttar Pradesh is pleased to make the following rules, the same having been previously published as required by sub-section (3) of the said section. Footnote: 1. Vide Noti. No. 2084(LL)/XXXVI-B-489(LL)-1962, dt. 01.05.1963, published in the U.P. Gazette, Extra., dt. 01.05.1963.

## **1. Short Title And Commencement :-**

(1) These rules may be called the Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963. (2) They shall come into force at once 1. Footnotes: 1. The Rules came into force w.e.f. 01.05.1963.

## **2. Definitions :-**

In these rules, unless there is anything repugnant in the subject or context:- (a) "The Act" means the Uttar Pradesh Dookan Aur Vanijya Adhishtan Adhiniyam, 1962; (b) "Financial year" means the period of twelve months commencing on the first day of April; (c) "Form" means a form appended to these rules; (d) "Inspector concerned" in relation to a shop or commercial establishment, means an inspector for the area within which the shop or commercial establishment is situated; (e) "Night" means the period of twelve consecutive hours beginning at 7 p.m.; (f) "Registration Certificate" means a certificate showing the registration of a shop or a commercial establishment; (g) "Register of shops or commercial establishments" means a register maintained for the registration of shops or commercial establishments under Section 4-A of the Act. (h) "Section" means a section of the Act; (i) "State Government" means the Government of Uttar Pradesh; (j) "Restaurant" means any premises in which the business or supply of meals or refreshments on payment to the public or a class of public for consumption on the premises is carried on wholly or mainly by whatever name called; and (k) "Theatre" includes any premises intended mainly or wholly for the exhibition of pictures or other optical effects by means of cinematography or other suitable apparatus or for dramatic or circus performances or for any other public amusement or entertainment.] Footnote: 1. Subs. by Notification. No .4375 (V)/XXXVI-3-712(S)-80, dt. 03.02.1984 (w.e.f. 03.02.1984). 1 [2A - Form of Register to be kept by the Inspector concerned of the shop or commercial establishment and the fees charged for their registration and its validity (1) The register of shops or commercial establishments shall be maintained in Form K. 2 [(2) The owner of every shop or commercial establishment shall within the period as specified in sub-section (1) of Section 4-B of the said Act, make an application in Form "L" to the Inspector concerned for registration of his shop or commercial establishment. The application shall be signed by the owner and accompanied by a Treasury Challan/Bank Draft (crossed) in favour of the Inspector concerned in proof of payment of registration fee as specified below. The maximum number of employees employed in the shop or commercial establishment on any day during the financial year in respect of which the registration is sought will be taken into consideration for deciding the amount of fee leviable.

<b>Part I</b>				
<b>Sl. No.</b>	<b>Category of shop</b>	<b>Fee per financial year or part of the year</b>	<b>Category of commercial establishment</b>	<b>Fee per financial year or part of the year</b>
1	2	3	4	5
		<b>Rs.</b>		<b>Rs.</b>
1.	With no employee	40	With no employee	80
2.	Employing 1 to 5 employees	200	Employing 1 to 5 employees	300
3.	Employing 6 to 10 employees	300	Employing 6 to 10 employees	400
4.	Employing 11 to 25 employees	500	Employing 11 to 25 employees	1000
	Employing more		Employing more than	

5.	than 25 employees	1000	25 employees	2000
<b>Part II</b>				
Sl. No.				Rs.
1.	Commercial establishment which is used as theatre or			1000
2.	cinema or for any other public amusement or entertainment or Barat Ghar or Guest houses			
3.	Hotel up to three-starred standard			2000
4.	Four or five-starred hotels or hotels of like standard			5000
5.	Non-Banking Financial Institution/Adhithan			2000

(3) If the Inspector concerned is satisfied about the correctness of the statement made in the application as provided in sub-section (2) of Section 4-B, he shall register the shop or commercial establishment in the register of shops or commercial establishments and issue a registration certificate in Form M. The registration certificate shall, on demand, by the Inspector concerned be shown to him by the owner. 1 [(4) Every owner of a shop or commercial establishment shall get his shop or commercial establishment registered for five financial years and if it is a case of renewal, renewed for five financial years which may be up to ten financial years at the time of next renewal under this Act on payment of prescribed fee. The shops and commercial establishments which are run on yearly contract basis shall pay the prescribed fee for that financial year only for which the contract has been given. (5) Every registration certificate granted under Section 4-B or renewed under Section 4-C shall remain valid for such number of financial years, as it is registered or renewed for. (6) Amendment of Registration Certificate:- The owner shall communicate in Form N to the Inspector concerned any change in the name and address of the shop or commercial establishment, name or names of the employers or change in the number of employees within 15 days of the date of occurrence of such change together with registration certificate and Treasury Challan/Bank Draft (Crossed) for Rs. 5 in the case of a shop or commercial establishment having no employee and Rs. 10 in the case of others and the amount, if any payable as specified in sub-rule (1) above having regard to the increase in the number of employees. The inspector concerned after being satisfied about the correctness of the change, shall make necessary amendments in the register of shops or commercial establishments and in the registration certificate and issue a fresh registration certificate, if necessary] Footnote: 1. Subs. by Notification. No.1036(I)/XXXVI-3-712(S)-80, dt.20.8.1994 (w.e.f. 20.8.1994). (7) Renewal of registration certificate:- (i) Every application for renewal of a registration certificate may be made on plain paper stating therein the name of owner, name and address of shop/commercial establishment and number of employees, to the inspector concerned and shall be accompanied by the prescribed fee. The renewal of the registration certificate shall be in Form M. (ii) The fee chargeable for renewal of a registration certificate shall be the same as for the grant thereof. 1 [(8) Late fee on application for Registration Certificate and its renewal:- If an application for registration of a shop or commercial establishment is not received within the period specified under sub-section (1) of Section 4-B of the Act or an application for renewal of the registration is not received within the period specified in sub-rule (7) such registration or renewal, as the case may be, shall be made only on the payment of a late fee at the rate of 12-1/2 per cent of the fee of registration or renewal, per month or part thereof, in addition to the prescribed fee. The late fee shall accompany the application.] (9) Transfer of registration certificate:- The registration certificate under these rules shall not be transferable. In case of transfer of ownership of a shop or commercial establishment the new owner shall have to apply afresh and obtain a registration certificate in that behalf on payment of the prescribed fee for it. Footnote: 1. Subs. by Notification. No. 1036(I)/XXXVI-3-712(S)-80, dt.20.8.1994 (w.e.f.20.8.1994). 1 [(10) Issue of duplicate copy of Registration Certificate:- Where a registration certificate issued under Section 4-B or renewed under Section 4-C is lost, destroyed, torn, defaced, mutilated or otherwise becomes illegible, an application to the Inspector concerned for the issue of a duplicate copy thereof shall be made in Form O accompanied by a Treasury Challan/Bank Draft (Crossed) for Rs. 5 or Rs. 10, as the case may be, on account of fee as specified below :- For shops or commercial establishment:- (i) Without employee Rs. 5/- (ii) With employees Rs. 10/- Upon receipt of such application together with the fee, the Inspector concerned shall issue a duplicate copy of the registration certificate duly marked DUPLICATE in red ink.](11) Payment of any fees under these rules through the Government Treasury or State Bank of India shall be credited under the Head of Account "0230--Labour and Employment-- 09--Shops and Commercial Establishments--Nibandhan Fees--800 Miscellaneous Receipts". (12) Closing down of shop or commercial establishment to be communicated to the Inspector concerned:- The owner shall, within 15 days of his closing down the shop or commercial establishment, notify such closure in writing to the Inspector concerned. On receipt of the information and having been satisfied that the shop or commercial establishment has actually been closed down, the Inspector concerned shall remove such shop or commercial establishment from the register of shops or commercial establishments and cancel the registration certificate. The registration fee/renewal fee shall, in no case, be refunded. (13) Display of the registration number in the shop or commercial establishment.--Every owner of the shop or commercial establishment shall display at a conspicuous place in his shop or commercial establishment the registration number on a plate with letters and figures at least 5 cms. high and 1 cm. thick written in white or luminous paint of any colour.] Footnote: 1. Subs. by Noti. No. 1036(I)/XXXVI-3-712(S)-80, dt.20.8.1994 (w.e.f. 20.8.1994).

### **3. Hours Of Business :-**

(1) No employer shall on any day open before 9 a.m. or keep after 8 p.m. any shop, not mentioned in Schedule II of the Act: Provided that in summer the employer may open before 10 a.m. but not before 9 a.m. Explanation For the purposes of the above proviso "summer" means the period from midnight of March 14 to midnight of September 14, in any year : Provided further that shops exclusively or mainly dealing in food grains, pulses and oilseeds may open earlier but not before 8 a.m. (2) No employer shall on any day open before 9 a.m. or keep open after 7 pm. any commercial establishment, not mentioned in

Schedule II of the Act. (3) The shops and commercial establishments wherein only wholesale business of food grains, pulses and oilseeds is carried on, and which are situated in a grain mandi specified in this behalf by the District Magistrate having jurisdiction over the area may open earlier, but not before 6 a.m.

#### **4. Information Of Overtime Work :-**

1 [Whenever any employee is required or allowed to work overtime under this first proviso to sub-section (1) of Section 6, the employer shall within twenty-four hours of the expiry of the period of such work, furnish information giving the name of the employee, and the duration of overtime work to the Chief Inspector and to the Inspector concerned.] Footnote:

1. Subs. by Notification. No. 3044(v)/XXXVI-3-704(v)-72-UPA-26/1962-Rule-1963-AM(2)-77, dt. 03.12.1977.

#### **5. Public Holidays :-**

1 [For the purposes of clause (b) of sub-section (1) of Section 8 and clause (i) of Section 9 the following shall be the public holidays; (1) Republic Day; (2) Holi Parewa; (3) Birthday of Dr. Ambedkar; (4) Independence Day; (5) Birthday of Mahatma Gandhi; (6) Diwali Parewa; (7) Kartiki Poornima; and (8) Idul Fitr.] Footnote: 1. Subs. by Noti No. 2454/XXXVI-3-67(Sa)-86, dt. 28.11.1995 (w.e.f. 28.11.1995).

#### **6. Approval Of An EmployerS Choice Of A Close Day :-**

Every District Magistrate shall, for the area within his jurisdiction, be the authority empowered under sub-section (2) of Section 8 to approve the choice by the employer of a close day.

#### **7. Notice Of Close Day And Notice Of Alteration In Close Day :-**

(1) The notice for the approval of a close day under sub-sections (2) and (3) of Section 8 of the Act, shall be in Form "A". (2) For fixation of a uniform close day for a locality under the first proviso to Section 8 or for altering the close day on a written request of the majority of the employers in a locality, under the second proviso to the said section, the authority appointed under sub-section (2) of Section 8, shall ascertain the views of the majority of the employers in the locality in regard to the proposed close day by calling a meeting of the employers or in such other manner as he may deem fit and shall fix or alter the close day for that locality after considering the views, if any, so ascertained. (3) A copy of the order passed by the aforesaid authority shall be sent to the Chief Inspector and the Inspector concerned, as soon as possible.

#### **8. Notice Specifying Close Day :-**

(i) The notice specifying close days, shall be in Form, "B". (ii) A copy of every such notice shall be sent by the employer to the Inspector concerned within two days of its being first displayed in the shop or commercial establishment.

#### **9. Notice Of Weekly Holiday :-**

Every employer shall exhibit in his shop or commercial establishment a notice in Form "C" specifying the day or days of the week on which the employees shall be given holiday. The notice shall be exhibited before the persons employed cease work on the Saturday immediately preceding the week during which it will have effect.

#### **10. Earned Leave :-**

(a) Every application for earned leave shall be made in writing and in case of leave for more than three consecutive days shall ordinarily be made at least seven days before the date from which leave is required. An application for leave for three days or less shall ordinarily be made at least twenty-four hours before the date from which leave is required: Provided that earned leave shall not be taken more than three times in a year. (b) The earned leave applied for, may be refused by the employer on grounds of exigency of work and reasons for giving refusal shall be recorded in writing and communicated to the employee concerned. (c) The order on an application, either accepting or refusing earned leave shall be passed and communicated to the employee before the date from which leave has been

applied for. (d) Every application for earned leave and the orders of the employer passed thereon shall be retained by the employer for a period of not less than three years. (e) The employer shall at the close of every year, communicate in writing to the employee, on demand made by him, the account of his earned leave including leave carried forward from the previous year, the leave earned during the year, the leave availed during the year and the leave to be carried forward to the next year. (ii) Sickness leave: No application from an employee for sickness leave, in accordance with the provisions of sub-section (2) of Section 10 shall be refused, but if in any case the employer is not satisfied about the truth of the assertion set out therein, the employer may require it to be supported by a certificate from a registered medical practitioner recommending the leave period for. (iii) Casual leave: (a) Every application from an employee for casual leave shall be in writing. The employer shall record his orders on all such applications and shall retain them for at least one year. (b) Ordinarily no application for casual leave for one day in any month, if due, shall be refused by the employer. Where, however, an employee has rendered more than one months service in any calendar year, he may apply for a part of the whole of the casual leave due to him, provided that such leave does not exceed one day for every month of service rendered by him in that calendar year. (c) An employer may after recording his reasons in writing refuse an application for casual leave from an employee on grounds of exceptional pressure of work requiring his attendance on the day or days in respect of which casual leave has been asked for: Provided that leave shall not be refused where it has been asked for on account of accident, physical injury to the employee, death in the family or sickness of the employee, his wife or child. (d) Where an application has been made on grounds of physical injury or sickness of the employee, his wife or child, an employer may get the employee or the wife or child of the employee, as the case may be, examined at his (employers) own expense by a registered medical practitioner for the purpose of verifying the facts mentioned in the application for leave and may grant or reject the application on the basis of the certificate of such medical practitioner. (e) The medical certificate shall be retained by the employer for at least one year. (f) Where an application for casual leave is refused by an employer under clause (c) the employer shall, there for, grant equivalent leave to the employee in the same calendar year. (g) Any casual leave, not applied for, by an employee during a calendar year, shall lapse.

## **12. Xxx :-**

## **13. Register Of Fines :-**

(1) Every employer shall maintain a register of fines and realization thereof in Form "E". (2) At the beginning of the register shall be entered serially numbered approved purposes for which the fines realised can be expended.

## **14. Utilisation Of Fines For Beneficial Purposes :-**

(1) The Chief Inspector shall be the authority empowered under sub-section (2) of Section 17 of the Act, by the State Government to approve the purposes on which recoveries of fines may be applied. (2) The Chief Inspector may, by general or special order, direct that the recoveries of fines shall be expended in whole or part within such reasonable time as may be specified by him.

## **15. Acts Constituting Misconduct :-**

The following acts or omissions shall constitute misconduct for purposes of sub-section (2) of Section 19: (a) Willful insubordination or disobedience whether alone or in combination with another of any lawful order of a superior; (b) Striking work either singly or with any other employee without giving due notice prescribed by any law for the time being in force; (c) Inciting, whilst in the shop or commercial establishment, any employee to strike work; (d) Theft, fraud or dishonesty in connection with the employers business or property; (e) Taking or giving bribe or any illegal gratification whatsoever; (f) Habitual absence without leave; (g) Drunkenness, fighting, riotous or disorderly behaviour or conduct likely to cause a breach of peace, or conduct endangering the life or safety of any other person or any act subversive of discipline and efficiency and any act involving moral turpitude, committed

within the shop or commercial establishment; (h) Habitual negligence or neglect of work; (i) Threatening or intimidating any employee in the shop or commercial establishment; (j) Disclosing to an unauthorised person any information in regard to the working process of the shop or commercial establishment which comes into the possession of an employee during the course of his work; (k) Gambling within the shop or commercial establishment; (l) Sleeping while on duty; and (m) Insubordination, malingering, deliberate delaying of production or carrying out of orders. Explanation:- No act of misconduct which is committed on less than three occasions within one year or a lesser period shall be treated as "habitual".

#### **16. Maternity Benefit :-**

(1) The maternity benefits payable to a woman employee under Section 26 shall be at the rate of her average daily wages calculated on the total wages earned on the day when fulltime work was done during a period of three months immediately preceding the date on which she has given notice under sub-section (1) of Section 24 or at the rate of Re. 1 per day, whichever is more. (2) The payment of maternity benefit accruing to a woman employee shall be made to her at any time not later than one week after the date of her delivery: Provided that if a woman dies during this period, the maternity benefit shall be payable only for the days up to and including the day of her death. (3) The amount payable to a woman employee as maternity benefit in accordance with the foregoing rules shall for the purpose of its recovery be deemed to be part of her wages. (4) Payment in respect of a claim of maternity benefit shall be made by the employer to the woman employee concerned or to a person nominated by her in writing or acting on her behalf, or in case of her death to the person who undertakes the care of the child and if the child does not survive her, to her legal heir.

#### **17. The Notice Under Sub-Section (1) Of Section 24 Shall Be In Form "F" :-**

This form shall be made available by the employer to the employee concerned at any time during working hours.

#### **18. Maintenance Of Register, Record, Etc :-**

(1) Every employer shall:- (a) Employing up to ten employees shall also maintain a register in respect of attendance, and payment of wages, deductions and leave facilities in Form CC. (b) Employing employees exceeding ten but not exceeding twenty-five shall maintain the register of attendance and wages in Form G and also maintain a register of leave in Form H. (c) Employing employees exceeding 25 shall be required to maintain a register of attendance and wages in Form G, a register of leave in Form H, a register of deductions from wages in Form D. (2) Every employer employing more than 25 employees shall exhibit in his shop or commercial establishment a notice containing such extracts of the Act and these rules in Hindi, written in Devnagri Script, as the Chief Inspector may direct. (3) Any notice required to be exhibited under these rules shall be exhibited in such manner that it can readily be seen and read by any person whom it affects and shall be in Hindi, written in Devnagri Script. Every such notice shall be renewed promptly, whenever it becomes defaced or otherwise illegible. (4) In any register or record which an employer is required to maintain under these rules, the entries relating to any day shall, as far as possible, be made on that particular day. (5) The registers and notices to be kept by the employers relating to any year shall be preserved for six years after the expiry of the year to which they relate and shall be produced before an Inspector.] Footnote:- 1. Subs. by Noti. No. 1036(I)/XXXVI-3-712(S)-80, dt. 20.8.1994 (w.e.f. 20.8.1994).

#### **19. Manner Of Entry Into Premises And Examination Of Records And Registers, Etc :-**

(1) An Inspector making entry under Section 30 may interrogate such persons as he may consider necessary. (2) The Inspector may also call for any information, document or record relevant to his examination and obtain a copy thereof. (3) Before seizing any register, record or document the Inspector shall record in writing his reasons for such seizure and shall as soon as may be after the seizure grant a receipt for the same and shall retain the

same only for so long as may be necessary for examination thereof for prosecution. (4) After entry and on examination, the Inspector shall record an inspection note, in duplicate and shall furnish one copy thereof to the employer. The inspection note shall state any defects or defaults that may come to light at the time of examination. (5) An Inspector may require an employer to produce at his own expense a certificate of age in Form "I" of a registered medical practitioner in respect of any employee whose age he may have reason to doubt and whom he considers to have been employed in contravention of the provisions of the Act.

## **20. Inspectors Visit And Inspection Book :-**

Every employer shall maintain an Inspectors Visit and Inspection Book in his shop or commercial establishment and shall produce the same before the Inspector on demand. The book shall contain all Inspection notes recorded or issued by Inspector in respect of that shop or commercial establishment.

## **21. Where The Chief Inspector Is Satisfied That The Maintenance Of Any Register :-**

in the form prescribed in these rules will entail particular hardship in the case of any shop or commercial establishment or class of shops and commercial establishments, he may allow the employers thereof to maintain the register in such modified form as may be determined by him.

## **22. Xxx :-**

(1) Whenever the Collector is satisfied in respect of a shop that it deals exclusively or mainly in the material needed for burial, funeral and cremation purposes, he shall issue a notification in Form J in respect of the shop. (2) The notification shall be published by-- (a) Delivering a copy thereof to the employer of the shop and another to the Inspector concerned; and (b) Being displayed on the notice-board of the office of the Collector. (3) A notification under sub-rule (1) may, for reasons to be recorded, be cancelled by the Collector after allowing the employer of the shop an opportunity to show cause against the proposed cancellation.

### SCHEDULE 1

Form A

[See Rule 7]

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963)

Notice of Weekly Close day or an Alteration in Weekly Close Day

Name and address of shop/commercial establishment\*.....

Notice is hereby given that with effect from.....the above shop/commercial establishment\* proposes to observe.....as the weekly close day/alter the existing weekly close day\* from.....to.....

Dated.....20....

Signature of

Employer.

Footnotes:-

\* Strike out the words not applicable.

### SCHEDULE 2

Form B

[See Rule 8(1)]

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963)

Notice Specifying Close Days

Name and address of shop/commercial establishment:

Name and address of employer:

The following days shall be observed as close days (weekly close day and public holidays) with effect from.....by the above shop/commercial establishment.

Weekly close day Public Holidays

Dated.....20.... Signature of

Employer.

Copy forwarded to the Inspector.....for information. Dated.....20.... Signature of Employer.

**SCHEDULE 3**

Form C

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

Notice of Weekly Holiday

Name and address of shop/commercial establishment.....

Name and address of the employer.....

The persons employed in this shop/commercial establishment shall be given a holiday on the day mentioned below in the week following the date of this notice and until further notice.

Serial No. Name of employee Date on which weekly holiday is allowed

Dated.....20....

Signature of

Employer.

[Form "CC"

[See Rule 18(1)(a)]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

Register of Attendance and Wages Register

Name of employee.....Man/Woman/young person/child Father/Husband's

Name.....Address.....

Nature of employment.....

Whether employed on daily, monthly, contract or piece-rate wages with rate.....

Wages period.....Date of Employment.....

Entitlement of Leave and its sanction							
Date	Signature or thumbimpression of the employee	Earned leave unavailed at the beginning of the month	Earned leave availed	Casual leave unavailed at the beginning of the month	Casual leave availed	Medical leave unavailed at the beginning of the month	Medical leave availed
1	2	3	4	5	6	7	8
Hours of work	Wages	Advance	Deductions for absence	Any other deductions	Total Deductions		Total Amount payable at the end of the month
9	10	11	12	13	14		15

Footnote:-

1. Ins. by Noti. No. 1036(I) /XXXVI-3-712 (S)-80, dt. 20.8.1994 (w.e.f. 20.8.1994).

**SCHEDULE 4**

Form D

[See Rules 12(8) and 18(1)(c)]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

Register of Deduction From Wages

(From.....to.....)

Name and address of the shop/commercial establishment.....

Serial No.	Name of employee	Rate of wages including dearness allowance	Deduction imposed		Reason for deduction if for damage or loss-- mention the nature of the damage or loss caused with date
			Date	Amount	
1	2	3	4	5	6
If deduction is for damage or loss, mention whether the employee showed cause against the deduction and, if so, the date of it	Number of Instalments if any	Date	Amount	Remarks	Signature of employee
7	8	9	10	11	12

Footnote:-



**SCHEDULE 5**

Form E

[See Rule 13]					
(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)					
Register of Fines and Realization Thereof					
Name and address of the shop/commercial establishment.....					
Serial No.	Name of employee with number in register of employees	Rate of wages	Act or omission for which fined	Date	Amount
1	2	3	4	5	6
Date	Amount realized	Amount remitted	Rate of realization or disbursement	Amount realized	Reference to serial number (Col. 1)
7	8	9	10	11	12
Amount disbursed	Object for which disbursed	Amount in hand in the Fund	Remarks	Signature of employer or of his agent	
13	14	15	16	17	

**SCHEDULE 6**

Form F

<b>[See Rule 17]</b>	
(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963) Notice under Section 24(1) of the U.P. Dookan Aur Vanijya Adhishthan Adhiniyam, 1962	
Name of employer:	
I,.....wife/daughter, a woman worker in the.....shop/commercial establishment hereby given notice to my employer that I accept to be confined within six weeks, from.....I will be absent from the shop/commercial establishment from this date and that I shall not work in any employment during the period for which I receive maternity benefit.	
Dated.....20....	Signature of Employer.

**SCHEDULE 7**

Form G

[See Rule 18(1)(b) and (c)]								
(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)								
Register of Attendance and Wages								
Name of employee.....Man/Woman/Young Person/Child Father/Husband's name.....Address.....Nature of employment.....Whether employed on daily, monthly, contract or piece-rate wages with rate.....Wage period.....Date of Employment.....								
Date	Work begins	From	To	Work ends	Overtime worked	Basic	D.F.A.	Overtime
1	2	3	4	5	6	7	8	9
Signature or thumb-impression of employee	Amount	Advanced	Amount Balance	recovered	Fines or other deduction vide Forms D and E	Net Amount due	Signature or thumb-impression of employee	
10	11	12	13	14	15	16	17	

**SCHEDULE 8**

Form H

[See Rule 18(1)(b) and (c)]	
(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)	
Register of Leave	
Period from.....to.....	

Name of employee.....Nature of employment.....Father's name.....Date of employment.....						
Earned leave				Sickness leave		
Balance carried forward	Date on which leave applied for	Date of availing leave		Balance due	Date of availing leave	
		From	To		From	To
1	2	3	4	5	6	7
Casual leave						
Balance due	Date of application	Whether application granted or refused	Date of availing leave		Balance due	Signature of employer
			From	To		
8	9	10	11	12	13	14

Signature of Employer.

Footnote:-

1. Subs. by Noti. No. 1036(I)/XXXVI-3-712(S)-80, dt. 20.8.-1994 (w.e.f. 20.8.1994).

#### SCHEDULE 9

Form I

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963)	
Form of Certificate	
I hereby certify that I have personally examined (name).....son/daughter of.....(caste, etc.), residing at.....and that he/she has completed his/her twelfth/seventeenth year, His/her description marks are.....	
Dated.....20....	Medical Practitioner.

#### SCHEDULE 10

Form J

(Uttar Pradesh Dookan Aur Vanijya Adhishtan Niyamavali, 1963)	
Notification	
Name and address of the shop.....	
Name and address of the employer.....	
It is hereby notified that the above shop deals exclusively/mainly in material needed for burial, funeral and cremation purposes.	
Dated.....20....	..... Collector,
District.....	

#### SCHEDULE 11

Form K

<b>[See Rule 2-A(1)]</b>					
<b>Part I--Shops</b>					
<b>Part II--Commercial Establishments</b>					
<b>Register of Shops or Commercial Establishments</b>					
Region.....					
Class of shops or commercial establishments.....					
Serial No.	Registration certificate, number and date of registration	Name of the shop/commercial establishment	Location and address	Name of the owner with address	
1	2	3	4	5	
Name of the Partner(s) with address	Name of the Manager with address	Nature of business	Date of commencement of business	Name of member(s) of employer's/Owner's family who are not employed within the meaning of Section 2(6)	No. of other persons occupying managerial, confidential or supervisory positions within the meaning of Section 3(1)(a)

Male 6	Female 7	Young persons 8	10	11	12
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#### SCHEDULE 12

Form L

[See Rule 2-A(2)/Section 4-B(1)]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

Application for registration--Statement of facts 1. Name of the Shop/Commercial Establishment.

2. Location and Postal Address.

3. Full name of the owner, including fathers/husbands name and his/her residential address.

4. Full name of the manager, if any, including his fathers/husbands name and his/her residential address.

5. Names of the partner(s), if any, and the residential address of each (if a partnership concern).

6. Nature of business.

7. Date of commencement of business.

8. Names of members of owners family employed in the shop/commercial establishment.

No. Relationship Male Female Young persons

Total

9. Names of employees:

(1) In managerial, confidential and supervisory capacity.

(2) Others (categorywise).

10. Total number of employees.

No. Male Female Young persons

Total

11. Previous Registration Certificate Number (Certificate to be attached to this application).

12. Year for which renewal is required.

13. Details of remittance [enclose Treasury Challan obtained from Treasury or Indian Postal Order (Crossed) or Bank Draft (Crossed)].

Name of Treasury or Post Office or Bank Treasury Challan/Indian Postal Order (Crossed)/Bank Draft Amount paid by way of Fee Penalty Total (Crossed) No.--Date--

I hereby declare that the details given above are correct to the best of my knowledge and belief.

Place

Date Signature of the Owner.

#### SCHEDULE 13

Form M

[See Rule 2-A(3)/Section 4-B(3)]

(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)

Registration Certificate of Shop or Commercial Establishment

1. Name of the shop or commercial establishment.

2. Full postal address and location.

3. Name of the owner.

4. Nature of business.

5. Number of employees.

6. Registration number.

It is hereby certified that the shop/commercial establishment, the particulars of which have been given above, has been registered under the U.P. Dookan Aur Vanijya Adhishthan Adhiniyam, 1962 on this day.....20.....

Signature of the Chief Inspector of Shops and Commercial Establishments,  
Uttar Pradesh

Renewals			
Date of renewals	From	To	Signature of the Chief Inspector of Shops and Commercial Establishments
1	2	3	4
1.			
2.			
3.			

#### SCHEDULE 14

Form N

**[See Rule 2-A(6)]**

**(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)**

**Notice of Change**

Name of the shop/commercial establishment already registered.

Name of the owner.

Registration Certificate Number.

Address.

Dated this.....day of....., 20....

To,

The Chief Inspector,

Shops and Commercial Establishments,

Sir,

Notice is hereby given that the following change has taken place in respect of information forwarded to you in Form 'L' which please note.

The registration certificate and Treasury Challan/Indian Postal Order (Crossed)/Bank Draft (Crossed) No....., dated....., for Rs.....are enclosed.

**Signature of Owner.**

Note:- The notice of change in this form shall be sent together with such fee as prescribed.

**SCHEDULE 15**

Form O

**[See Rule 2-A(10)/Section 4-D]**

**(Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963)**

**Notice of loss of registration certificate and application for issue of duplicate**

**certificate**

Name of the shop/commercial establishment

Address

Registration number To,

The Chief Inspector,

Shops and Commercial Establishments,

Sir,

This is to inform you that the registration certificate of the shop/commercial establishment has been lost/torn/destroyed/damaged/defaced due to..... (here specify the reasons or circumstances).

Kindly issue a duplicate certificate. Treasury Challan/Indian Postal Order (Crossed)/Bank Draft (Crossed) No....., dated....., for Rs.....is enclosed.

**Yours faithfully.**

**Signature**

**of Owner.**