



## CONSTRUCTION SITE MANUAL

# TRF LIMITED

A **TATA** Enterprise

April 2008

**P.P.DESHMUKH**  
Chief, BMHS Division

**TRF LIMITED**  
11, Station Road, Burmamines  
JAMSHEDPUR-831007  
Phone Fax : (0657) 2271618  
Email: ppd@jsr.trfltd.com

## FOREWORD

I am happy to release this revised and up-dated version of the "Construction Site Manual", which is prepared with a view to bring in consistency in operations and controls for construction activities at sites in line with the Company's policies and objectives.

In this new edition, we have elaborated the construction procedures along with clear guidelines of financial powers and authorities invested in the Site Managers. Also, we have taken into account the newer requirements to be met with respect to "Statutory Compliance" at Construction Sites, which has necessitated due to amendments from time to time in various Statues applicable to Construction Industry. Further, we have incorporated a detail chapter on safety procedures to be followed at all project sites.

I am thankful to Mr S S Chand, DGM (Construction) for updating this manual by taking into consideration all the above aspects of Construction Management.

I also wish to extend my special thanks to the entire team of Mr P K Tibdewal, Chief of BMHE, Mr Ashim Roy, GM(F&A), Mr Arvind Kumar, Sr DM(P&A) and Mr.D.Dutta Gupta, ADM (IA), for their valuable inputs in this Manual.

I am confident that this Manual will be useful for executing various projects at sites and will bring about uniformity of operations across all the Divisions of the Company.

( P.P.Deshmukh)

Jamshedpur  
3<sup>rd</sup> June, 2008

## **TABLE OF CONTENTS**

### **PART A - GENERAL PROCEDURES**

<b>Reference No.</b>	<b>Title</b>	<b>Page Nos.</b>
NIL	Foreword / Table of Contents	1-5
CSM-GP-00	Introduction to Site Manual	6-7
CSM-GP-01	Role, Responsibility & Powers of Site-In-Charge	8-10
CSM-GP-02	Procedure for Site Opening	11
CSM-GP-03	Guidelines for Site Operations/ Activities	12
CSM-GP-04	Procedure for Handing over / taking over of Site	13-15
CSM-GP-05	Procedure for Closing of Site	16-20
CSM-GP-06	Reporting Guidelines	21
CSM-GP-07	General Guidelines for Safety at Site	22

### **PART B - DETAILED PROCEDURES / INSTRUCTIONS**

Reference No.	Title	
NIL	Cover Sheets / Table of Contents	23-24
CSM-AI	Instructions for Administrative Activities & control	25-30
CSM-SI	Instructions for Statutory Compliance	31-51
CSM-PI	Instructions for Personnel Matters	52-56
CSM-OI	General Instructions for Site Operations	57-62
CSM-BI	Instructions for Banking/ Accounting Activities	63-69
CSM-RI	Instructions for Reporting Activities	70-78

### **PART C :DETAILED SAFETY PROCEDURES / INSTRUCTIONS**

CSM-FI	Safety instructions	79-145
--------	---------------------	--------

### **PART D - ANNEXURES**

NIL	Cover Sheets / Table of Contents	146-147
Annexures A to Z	Pertaining to Personnel Matters & Statutory Compliance	148-179
Annexures AA to AR	Pertaining to Statutory Compliance	180-209
Annexure – 1	ED's Circular no. RCN: 146 dated Aug. 3, 2007	210-215
Annexure 1, 2 and 3 of Annexure AQ	Pertaining to Statutory Compliance	216-218
Annexures BA to BM	Pertaining to Banking & Accounting Matters	219-233



# **CONSTRUCTION SITE MANUAL**

## **PART A**

### **GENERAL PROCEDURES**

# **TRF LIMITED**

**A TATA Enterprise**

**TABLE OF CONTENTS:**

**PART A - GENERAL PROCEDURES**

Reference No.	Title
CSM-GP-00	Introduction to Site Manual
CSM-GP-01	Role, Responsibility & Powers of Site-In-Charge
CSM-GP-02	Procedure for Site Opening
CSM-GP-03	Guidelines for Site Operations/ Activities
CSM-GP-04	Procedure for Handing over / taking over of Site
CSM-GP-05	Procedure for Closing of Site
CSM-GP-06	Reporting Guidelines
CSM-GP-07	General Guidelines for Safety at Site

## **CSM:GP:OO : Introduction to Site Manual**

### **0. INTRODUCTION**

#### **0.1. PURPOSE:**

The purpose of this Manual is primarily to bring consistency in information, activities, and controls required for operations at Construction /Erection Sites, commensurate with overall Company Policies and Objectives.

#### **0.2. APPLICABILITY:**

This Manual is applicable in full to the Site In Charge, and appropriately in relevant extracts to other functional staff at the site, on permanent, temporary or under sub contract basis, as applicable.

#### **0.3. DATE OF IMPLEMENTATION:**

This Manual has been updated with respect to Rules and Policies applicable as of 1<sup>st</sup> April 2008.

#### **0.4. SCOPE:**

This Manual is applicable to site staff of all Divisions namely,

Bulk Material Handling Systems Division,  
Port and Yard Equipment Division, and  
EPC/ EPCM Division.

#### **0.5. STRUCTURE OF MANUAL :**

This Manual has been sub divided as follows:

#### **Part-A : General Information:**

<u>Sl.No</u>	<u>Activity</u>
i)	Introduction to Site Manual
ii)	Role, Responsibility, & Powers of Site In Charge
iii)	Procedure for Site Opening
iv)	Guidelines for Site Operations/ Activities
v)	Procedure for Handing over /Taking over of Site
vi)	Procedure for Closing of Site
vii)	Reporting guidelines
viii)	General Guidelines for Safety at Site

All above procedures are cross-referenced with relevant detailed Instructions as given in the documents listed below in Part-B. Site In charges are advised to completely read all sections/sub-sections of these Instructions even if they are not specifically referred to in the Procedures given in Part-A.

**Part-B : Detailed Instructions:**

<u>Sl.No</u>	
i)	General Procedures etc.
ii)	Instructions for Administrative Activities and Control
iii)	Instructions for Statutory Compliance
iv)	Instructions for Personnel Matters
v)	General Instructions for Site Operations
vi)	Instructions for Banking/ Accounting Activities
vii)	Instructions for Reporting Activities
viii)	Safety Instructions

06. ISSUANCE:

Head of Construction posted at Jamshedpur is responsible for issuance of this Manual and that of its subsequent amendments/modifications after appropriate approval from Chief of BMHS Division (hereinafter called “ Head of Projects” ). Any request for modification/amendment may therefore be forwarded in writing to the Head of Construction who after initial scrutiny of such request will get necessary approval as deemed fit by the Head of Projects. It will be the responsibility of the Head of Construction to ensure that every volume of this Manual is appropriately and consistently updated.

0.7. USAGE:

All Site-in-charges are advised to strictly abide by the stipulations of this Manual. Deviations in practice, from the stipulations must have prior approval of the appropriate authority. In case some stipulation is amended for a particular application or site, the site-in-charge will ensure compliance to such amended instruction(s).

0.8. CLARIFICATIONS :

In case of any doubt in the interpretation of any of the stipulations of this Manual, clarifications may be obtained from Head of Construction at Jamshedpur who will arrange for such clarification and/or necessary amendment if required.

It may be noted that designations of various executives mentioned in this Manual, and the administrative controls specified herein apply and pertain specifically to BMHS Division. These may be appropriately altered to suit the organizational structure and division-specific practices of and applicability to each of the other two operating divisions viz. P &YE Division and EPC/(M) Division, without in any way diluting the intended purpose and degree of control.

## **CSM-GP:01 : Role, Responsibility and Powers of Site Incharge**

### **1. Role, & Responsibility**

The key role and responsibility of the Site In Charge include the administration and control of the following areas relevant to Construction/ Site Activity:

- a) Adherence to Contractual Requirements
- b) Legal Strategy Aspects
- c) Financial Activities and Controls
- d) Operational Operations/Controls
- e) Quality
- f) Administrative activities

The Site In Charge is vested with adequate authority in all the above responsibilities within appropriate limits as defined in this Manual.

### **Reporting Structure**

The Site In Charge reports administratively to the Head of Construction at Head Office, and functionally to the Project Manager of the concerned Project nominated by the Head of Projects.

### **2. Powers**

Specific limits of powers for Resident Engineers for areas where these are to be exercised shall be in line with the Circular No. RCN: 146 dated August 3, 2007, issued by Executive Director, which is annexed. (Refer Annexure 1). In principle the following norms shall be followed:

<b>Sl.No.</b>	<b>Activity</b>	<b>Powers assigned</b>
1	Placement of Field Purchase Orders	Within specified limits, for items whose procurement from site is necessitated due to urgency of the Project.
2	Payments to Contractors	Progress payments as per work certification by concerned supervising engineers. Advance and Final payments are excluded.
3	Settlement of Extra Claims	To be done by Head office
4	Advances to Site Staff	For tours and cash purchases within specified limits only.
5	Advances to Head Office Staff	As per Company wide practice, based on Circulars issued from time to time.
6	Retention of collections at site	As per limits specified by Head Office



Sl.No.	Activity	Powers assigned
7	Entertainment	As per budget provided to site for this purpose
8	Repair & Maintenance	As per budget/ and up to limits specified
9	Car Hire	As per budget provided
10	Transportation	As per budget provided
11	Printing & Stationery	As per budget provided
12	Advertisement	As per specific advice of Head office
13	Donations	To be approved by Head office only.
14	Disposal of Scrap	Within limits, as per laid down procedures
15	Incentive payments	As per specific approval from Head office

### 3. Other Powers

Powers for local purchases/ other activities shall be as follows:

Sl. No	Item	Approximate value	Approving Authority
1	Fuel/lubricants for vehicle, construction equipment	As per financial powers vested in Site In charge vide ED's Circular referred above.	Monthly Budget to be approved by Head of Construction
2	Staff welfare items (tea, snacks etc.)		
3	Paints / hardwares for project use		
4	Consumables like electrodes, gases, etc.		
5	Pipes, G.I. sheets, A.C sheets, fittings, hoses, G.I. wires		
6	Spares for vehicles construction equipment		
7	Tyres, tubes, batteries for vehicles equipment		
8	Emergency repairs of vehicles/ construction equipment		
9	Tarpaulins, stacking items like sleepers etc.		
10	Electrical fittings for site office		
11	Transporter's payment against L.R		
12	Demurrage		
13	Client entertainment - party etc.		
14	Client entertainment - train / air tickets, providing hired car / providing any gift / service in any other form		

15	Medical reimbursement	As per financial powers vested in Site In charge vide ED's Circular referred above	Monthly Budget to be approved by Head of Construction
16	Repairs of furniture / fittings / office equipment / spares for repairs of P.C, etc.		
17	Printing & stationary items		
18	Advertisement in local news papers		
19	Misc. Expenditure for payment collections from clients, lodging fir with police and other agencies		
20	Purchase of gum boots, umbrellas, rainwear, winter wear etc.		
21	Any other item not covered above		

**CSM-GP-02 : Procedure for Site Opening**

Sl. No.	Activity	Supporting Document(s)
1	Arrange suitable Power of Attorney to carry out work on behalf of the Company	Section 1 of CSM –OI
2	Report to client’s nominated representative at site with necessary introduction from Head Office	Introduction Letter to be issued by Head of Construction as per specific requirement
3	Obtain financial data from Head Office related to Site activity, namely CFDS provision, Revenue Budget as well as planned duration of site activities from Head Office.	Section 2 of CSM-OI
4	Planning for site/ mobilization	Planning for site mobilization to be discussed by Site in charge with Head Of Construction and strategy finalized before commencement of work.
5	Open Bank Account	Section 4 of CSM-BI
6	Obtain license under Contract Labour Act (R&A) 1970.	Section 2 of CSM-SI
7.	Recruit temporary staff as approved.	Section s 1 & 2 of CSM-PI
8.	Arrange for accommodation of site employees	Section 6 of CSM-AI
9.	Arrange for communication facilities (fax, telephone, etc.)	Section 5 of CSM-AI
10.	Construct site office building/ stores, fabrication yard and install power distribution system	Head of Construction to decide the Class of Site Office and other infrastructure to be provided to site.
11	Initiate a document/file/record control system	CSM-OI
12	Obtain Sales Tax Registration Number / E.D Registration No.	As per contract.
13	Obtain ESI/ Group Insurance as applicable	Section 9 and 13 of CSM-SI
14	Mobilization of mobile/ plant & machinery & vehicles	Section 4 of CSM-AI

### **CSM-GP-03 : Guidelines for Site Operations / Activities**

The major activities of the site In charge include, interalia, the following:

Sl.No.	Activity	Supporting Document(s)
1	Close liaison with customers' representative/ local administrative bodies	CSM-S1
2	Personnel Planning/recruitment/handling/payments	CSM-PI
3	Ensuring adherence to P.F/EST/Insurance rules	CSM-SI Sections 12 & 13
4	Adherence to Statutory Regulations	CSM-SI
5	Site administration including of contractors	CSM-AI/CSM-SI CSM-GP-00
6	Revenue Budget administration/ control	CSM-GP-00/
7.	Stores administration	CSM-OI
8	Asset management	CSM-OI
9.	Local purchases	CSM-OI
10	Engagement of contractors	Section 2 of CSM-OI and Section 3 of CSM-SI
11	Drawing/document control	As per rules of Customer' premises
12	Site work/progress	CSM-OI
13	Bill Certification	CSM-OI
14	Site billing/collection	CSM-OI
15	Reports to Head Office	CSM-RI
16	Control of Bank documents	CSM-BI
17	Control of Records	Section 4 and 19 of CSM-SI
18	Disposal of scrap	CSM-OI

**CSM:GP:04 – Procedure for Handing over / Taking over of Site**

It will be the responsibility of the in-coming Site In charge to ensure that he has correctly taken over all records and documents strictly as per for the format given in CSM-GP-04. In case of any dispute between incoming and out-going site-in –charges in any matter relating to smooth taking over, it will be the responsibility of the in-coming in-charge to report the matter to Head Office, if necessary to ensure that handing over has been done to the desired level of correctness and completeness

The incoming Site In charge will take over from the outgoing Site in charge the following documents / registers duly signed by both of them in the format given below:

**CSM:GP-04 : Procedure for Handing over / Taking over of Site**

		<b>Updated Till</b>	<b>Signature of Incoming R.E.</b>
1	Approval / appointment letter / termination letter file of all the temporary staff / staff on contract basis, if any.		
2	Original lease agreements of houses taken on lease from private landlords / permits, if any taken for quarters allotted by clients along with security deposit money receipts etc.		
3	Security deposit money receipts for A) Telephone B) Labour license C) Sales tax / excise duty D) Oxygen / DA E) Cooking gas F) Electrical installations G) Court cases H) Any other (not specified above)		
4	Records/registers/deposit slips of temp.staff on TRF rolls A) Provident fund B) E.S.I. C) Muster rolls D) Contract Labour (R&A) Act 1970		
5	Same as above for sub-contractors labour A) Provident fund B) E.S.I		

	C) Muster rolls D) Half yearly/annual returns E) Workmen's Compensation Policy F) Contract Labour (R&A) Act 1970		
6	Pending legal notices / court cases or any other disputes under industrial disputes act		
7	Records / registers of A) Sales tax B) Excise duty		
8	Insurance claim files lodged by site, if any, towards A) Accident of vehicle B) Fatal accident if any C) Claims under marine insurance D) Any other claim		
9	History sheets of sub contractors A) Details of work done B) Details of payment made C) Details of extra work done D) Details of pending bills E) Details of debit notes F) Details of retention G) Details of recoveries H) Details of Bank guarantee I) Any other details		
10	Debit notes of sub contractors Debit notes against hire charges		
11	Cash advances register Paid to permanent staff Paid to temporary staff		
12	Unpaid bonus to temporary staff		
13	Updated log books of A) Vehicles B) Cranes C) Tractor trailer D) Other equipment E) Telephone		
14	List of tools and tackles		
15	List of furniture and fixtures		
16	List of capital items		
17	List of guest house items, if any		
18	Stores registers A) Issue B) Receipt		

	C) Goods receipt notes		
19	Claims registers – claims on clients		
20	Payment received from clients Billing made to clients Other items, if any		
21	Unpaid bills – (pending for payment) against Local purchases		
22	Hire charges of construction equipment Recoveries register Payment register		
23	Power of attorney (original / copies available at site, if any issued from HO)		
24	Any other document not listed above		
25	Cash balance duly reconciled with site imprest cash ledger		
26	Up to date Bank Reconciliation Statement		
27	Certificate of receipt of un issued cheques		
28	Statement showing disclosure of disputes with and / or claims on / from client or sub-contractor or supplier that are pending and remain unresolved		

Certified that the above documents / registers / records have been handed over by me / taken over by me in the presence of Mr.....today (date).....

.....  
Signature & Name of Outgoing Site-In-Charge      Signature & Name of Incoming Site-.In charge

Date:

Date:

SIGNATURE OF WITNESS .....  
(Name)

DATE.....

### **CSM:GP-05 : Procedure for Closing of Site**

The Site Closing Procedure has two Phases. Phase I consists of transferring vital documents/ records and the accomplishment of certain critical activities as listed below. Phase II consists of De-mobilization of the site establishment as described below under Phase II.

#### **PHASE I**

Sl. No.	List of Documents/ Records to be sent to Head Office in Readable & orderly manner/ or Activity to be completed as Site closing Procedure.
1	History sheet of sub-contractors up to closing of site. A statement showing details of bills raised, cumulative amount, adjustment of debit notes for steel, cement etc. details of advances paid, adjustment if any, duly confirmed by the parties to be sent to H.O.Accounts  a) Bills of sub-contractors and local purchases, pending/outstanding if any up to closing of site.  b) A statement showing material, crane hire charges cement, steel, etc. issued to sub-contractors (for each sub-contractors separately), adjustment made during the year and balance up to closing of site.  c) List of debit notes raised on sub-contractors (consumables, crane hire charges, etc.) from the very beginning and the details of unadjusted debit notes till the date of closing of site.
2	List of advances paid to sub-contractors adjusted, outstanding on the date of closing of site.
3	List of tools and tackles at site.
4	List of furniture and fixtures at site
5	List of capital items at site showing clearly the balance up to closing of site, receipts during the year in the form of purchase and transfers and issues and transfers out during the year and the balance up to closing of site.
6	Full details of steel scrap and other scraps lying at the site giving description, quantity, and current rate.
7	Full details of scrap sold during the year, giving party's name particulars of scrap sold, challan No. weighment slip no., quantity, rate (whether inclusive of sales tax or not), and amount received giving appropriate imprest reference , etc.
8	Off cuts, if any, lying at site giving separately the off cuts to be disposed off along with scrap and off cuts usable at site (description, quantity and current rate).



--	--

Sl. No.	List of Documents/ Records to be sent to Head Office in Readable & orderly manner/ or Activity to be completed as Site closing Procedure.
9	Details of surplus materials, if any, at site (description, quantity and value to be stated). Indicate whether these are to be returned to H.O. or disposed off at site.
10	<p>a) A statement showing month-wise earnings for the whole year in respect of those temporary employees who have worked at the sites for not less than 30 working days (not necessarily continuous). Earnings for the purpose of this statement will include only basic salary and dearness allowance. Overtime wages and house rent are not to be included.</p> <p>The statement indicate in respect of each employee his name designation, number of days worked, gross salary drawn (i.e. basic + D.A. before deduction of PF and other dues)</p> <p>b) A list of retrenched temporary employees who have been paid bonus @ 8.33% at the time of their final settlement during the year.</p> <p>c) Please also arrange to send us a list of unpaid bonus of previous/current year.</p>
11.	<p>Details of employee-wise and month-wise rent, electricity, water charges and other charges paid to clients/ others indicating against each item the corresponding recovery made from the site staff concerned (giving appropriate reference).</p> <p>Where private accommodation has been arranged, full address of the Land Lord.</p> <p>A certificate to the effect that water and electricity, charges up to closing of site for the quarter/houses occupied have been paid and fully recovered from the employees.</p>
12	Details of recoveries made or awaited from clients for service rendered to TRF at site e.g. crane hire charges, etc.
13	List of travelling advances and other advances paid, permanent and temporary employees adjusted and remaining unadjusted up to closing of site.
14	Xerox copy of log books upto site closed, cars, jeeps, crane etc. being used at your site.
15	Bank statement and Bank certificate up to last bank transaction, as well as the No. of the last cheque issued by you.
16	Retrenchment procedure to be followed and the records kept - Temporary and Contractors employees.
17	Declaration from the Contractor regarding posting of permanent employees with evidence.
18	Termination of house lease(s) and refund of security deposits.
19	Surrendering of telephone and retrieval of deposit(s).

20	Termination of services of hired vehicles
21	NOC for TRF vehicles
22	Clearance certificate to be issued from Resident Engineer (For transferring employees)
23	Surrendering of Gate passes and getting clearance from Security department of the client.
24	Surrendering of Labour license and withdrawal of Security deposit.
25	Notice to DLC / ALC regarding closure of work on prescribed format.
26	PF clearance
27	ESI clearance ( if applicable)
28	DLC / ALC clearance.
29	List of pending cases of compensation and related documents on account of accident of employees to be sent to Head Office.
30	List of pending Court cases and related documents to be sent to the Head Office.
31	All pending files of Sales Tax and Excise to be sent to Head Office.
32	Unpaid wages details.
33	Imprest to be sent to Head Office Accounts.
34	Asset Register to be sent to Head Office.
35	Outstanding advances / debit notes.
36	Ensure completion of warranty / Guarantee obligations
37	Joint verification of pending extra work/ modification for substantiating claims
38	Supply / Handing over of spares, lying at site as per contract
39	Documentation (FAC) for release of retention amount including submission of “as built” drawing and equipment manuals.
40	Obtain certificate from customer for credential / Reference purpose
41	Collection of pending TDS and CST from client
42	Shifting of all company’s properties appropriately

43	Dismantling of site office / store
44	Clearance from customer for removal of surplus materials
45	Disposal of files / documents appropriately.
46	Complete details of technical changes made at site as per actual requirement Vs. as indicated in the drawings, giving full scope of work executed, expenditure, if any extra incurred and claims to be lodged on Clients at appropriate level.

### PHASE II

Once the closing down activities have been accomplished, the final activity will be demobilization of site establishment as per the procedure suggested hereunder (Note: There may be some duplication in the activities as listed under Phase I and Phase II of the Procedure. Phasing is not too important. It is more important to ensure that any of the activities are not missed during the site Closing operations.

<b>Sl. No</b>	<u>Activity</u>	<b>To be done by</b>
1	<p>Disposal Of Site Office-Cum Stores Building</p> <p>A) In case it is possible to dispose off the site office cum stores building to any existing party within the site premises, quotations to be obtained and sent to H.O. for approval in principle</p> <p>B) On receipt of approval disposal activity (transfer of office / stores shed) will be made through Challan.</p> <p>C) As far as possible, before transfer of office / shed, sale price will be collected in advance.</p> <p>D) Sales tax as applicable will be borne by the purchaser</p> <p>E) One set of approval / sale letter / transfer challan / payment document (copy of cheque / DD) to be sent to H.O. for records and relevant adjustment in Accounts</p> <p>F) In case transfer of site office cum store building in as it is condition is not possible, site in charge to explore the possibility of disposing off the salvageable items (bricks, trusses, sheets, doors and windows , fittings) at site to interested parties. Quotations to be obtained and sent to H.O. for approval.</p> <p>Where (A) and (G) are not possible, Site in charge to shift the items to H.O.with due approval of H.O.</p>	<p>Site In charge</p>       <p>Construction Div. at H.O.</p>       <p>Accounts Division</p>

--	--	--

Sl. No	Activity	To be done by
2	<p><b>Transfer Of Company's Assets (Cranes, Plant &amp; Machinery, Project Surplus Items Etc.)</b></p> <p>A) Site office will obtain quotations from local transporters for transportation of above to H.O. or any other destination as may be specified by H.O. Quotations / CSQ to be sent to Construction Division for approval / making P.O. / advice to site.</p> <p>B) H.O. will also parallelly obtain quotations for transportation for comparison / final decision before making the P.O.</p> <p>C) Transportation activity will be completed by Site Incharge within the scheduled timeframe. It will be ensured that proper road permits are available before effecting despatch (of different states).</p> <p>D) Project surplus items will be transferred to H.O. after specific approval of the Project Manager</p> <p>E) Items which are not worthy for use at H.O. / other sites Will be disposed off at site with specific approval of H.O.</p> <p>F) Site in charge will ensure that items justifying the transportation charges will only be transferred to H.O. Junk items must be disposed off at site with H.O. consent.</p>	<p>Site In charge</p> <p>Construction Div</p>
3	<p>All important files / documents / registers to be properly numbered and transferred to H.O. (Construction Division ) by way of proper Challan.</p> <p>All such records / registers / files will be kept in Construction Stores properly for reference, if any, at a later date.`</p>	Site In charge
4	<p>Original Documents like Security Deposit Slips / Labour Licenses / Any other important document to handed over to Construction Division</p> <p>Imprest Statement (final) alongwith Bank Reconciliation statement to be submitted to Construction Division by RE after reporting at Site.</p> <p>Cheque Book(unused leaves) to be handed over to Construction Division by way of proper memo. Money Receipt Book to be handed over to Construction Div at H.O.</p> <p>Cash balance to be handed over to Accounts (Cash Sec) through proper memo. for closing down the cash imprest account.</p> <p>H.O. Accounts will take action to close down the Company's Bank Account(s) as per management's decision.</p>	Site Incharge
5	<p>Vehicle to be surrendered to Construction Division alongwith statutory documents like Tax token , RC Book, Insurance, Fitness certificate etc. Site in charge to obtain proper</p>	Site in charge

	acknowledgement from Construction Division after handing over the same.	Construction Division at H.O.
--	---	-------------------------------

**CSM:GP:06 : Reporting Guidelines**

In order to maintain constant communication with the Head Office, to comply with statutory regulations, and to facilitate adequate controls, it is essential that periodic reports be submitted to Head office and other agencies in accordance with a regular plan ( see CSM-RI for details).

## **CSM:GP:07 : GENERAL GUIDELINES FOR SAFETY AT SITES**

**The company considers Safety at Site to be of vital importance and expects the Site-In-charge and his team to be extremely careful of maintaining strict adherence to all safety Rules as described in detail in CSM-SI which forms a part of this Manual.**

The Site In Charge will ensure that Safety norms as required under law and prevalent in the customers' premises are strictly followed.

At no cost will the norms be allowed to be ignored or not followed. Each employee at site will be given exposure to safety requirements before engagement on the job.



# **CONSTRUCTION SITE MANUAL**

## **PART B**

### **DETAILED PROCEDURES / INSTRUCTIONS**

**TRF LIMITED**

**A TATA Enterprise**

**TABLE OF CONTENTS:**

**PART B - DETAILED PROCEDURES**

CSM-AI	Instructions for Administrative Activities & control
CSM-SI	Instructions for Statutory Compliance
CSM-PI	Instructions for Personnel Matters
CSM-OI	General Instructions for Site Operations
CSM-BI	Instructions for Banking/ Accounting Activities
CSM-RI	Instructions for Reporting Activities



## **CSM-A1- INSTRUCTIONS FOR ADMINISTRATIVE ACTIVITIES & CONTROL**

### **SECTION**

- 1 Attendance/ Leave / LTC/ Staff Grievances etc.
2. Tour Approvals and processing of Travel Expense Statements
3. Travel Arrangements for Visiting Officials from H.O / other places
- 4 . Car Running & Repairs
5. Telephone / Mobile / Internet / Fax facilities at construction sites.
6. Accommodation for Site employees / Signing of Lease agreements / Co's Guest House
7. Medical Expenses / Reimbursement to employees
8. Entertainment to Business Associates, Clients, Police & Govt. Officials
9. Donations to clubs, charitable organisations, unions and other agencies
10. Staff Welfare Expenses
11. Appointment of Consultants for specific works at Construction sites.

## **CSM AI : Instructions for Administrative Activities & Control**

### **1 Attendance/ Leave / LTC/ Staff Grievances etc.**

- 1.1. Attendance Registers/ Leave applications (up to 10 days) shall be approved by RE/ Site in charge in respect of all staff working at site. Leave applications will be forwarded to H.O. along with attendance sheets. Leave applications beyond 10 days will be routed through RE and approved by Head of Construction. As far as possible, leave application by the employee will be submitted in advance. Every effort will be made to avoid granting of Post Facto leave,

Site offices will also fax on the last working day of the month the no.of days worked by each gradeless staff for calculation of Site Allowance to such gradeless employees. The fax will be sent to Time Office directly.

Leave of RE/Site in charge will be approved by Head of Construction. LTC applications will be GM F&A directly. LTC will be paid along with salaries of the next month.

Resident Engineer / Site in charge will ensure that Attendance Register complete with leave applications etc. reaches Head Office within 10<sup>th</sup> of succeeding month without fail.

### **2. Tour Approvals and processing of Travel Expense Statements:**

- 2.1 Tour Approvals will be sanctioned by RE / Site in charge as per Travel Rules of the Company. Tour approval of RE/Site in charge shall be approved by Head of Construction / Head of Projects.
- 2.2 Approval Request for Tours beyond 15 days will be forwarded to H.O. for obtaining approval from Executive Director. In no case, post facto approval for tours beyond 15 days will be sought by RE.
- 2.3 Travel Expense Statements (TES) will be checked by Site Accountant strictly as per rules and the individual's entitlement and approved by RE for payment. H.O. will however reserve the right to check the TES at H.O. once it is received through site imprest statement and may disallow any expenditure which might have been wrongly passed by Site. Such over payments will be recovered from the individual's next salary with due information.
- 2.4 Travel Advance : Travel advance will be paid against written request from person going on tour. Only after approval of the RE, cash advance will be paid by site accounts. RE will be responsible for ensuring that in no case amount disproportionate to the anticipated travel expenses are paid. TES will be submitted within 7 days of return to headquarter. Unutilised money, if any, shall be deposited by the individual within 2 days after return to headquarter. No money will be paid as travel advance unless the previous advance is settled by the individual. TES must be accompanied by tour report in all circumstances.

**3. Travel Arrangements for Visiting Officials from H.O / other places.**

- 3.1 RE will provide necessary assistance for travel arrangements of visiting officers / client's officials or any other concerned from H.O or other places as may be advised by H.O. in specific cases.

This will generally include:-

Railway / Air Ticket bookings

Providing transport to from Rly.Station / Air port, wherever requested.

Booking Accommodation in TRF G.H. / Client's G.H. / Hotel

Any other arrangement as may be required.

As far as possible, the visiting guest will be required to pay for his expenses directly. In exceptional cases and only if authorized by H.O. expenses will be paid from site imprest. All expenses will be booked to relevant exp. Code and information given to Head of Construction.

**4. Car Running & Repairs**

- 4.1. Site may be provided with Company's vehicle / hired vehicle to take care of transport needs of site personnel as approved by the Management. If hired car is to be engaged, RE will forward at least 3 quotations from local car owners and forward to H.O. for P.O. Only after the P.O. is released, engagement of Car will be made by site.
- 4.2. It will be the responsibility to RE to maintain the vehicle (if provided by the Company ) in its best condition.
- 4.3. Log book on daily basis will be maintained. Log book will be signed by the user and each column of the log book will be filled in clearly. This is applicable for both company's vehicle as well as hired vehicle. Log book will be countersigned by RE at the end of the day.
- 4.4. Vehicle will be used strictly for company's business and for official works only. In no case company's vehicle will be utilised for personal work by employees of any rank and file. Vehicle will be parked at RE's residence or at any other place as may be decided by RE ensuring safety.
- 4.5. RE will ensure that necessary documents as required under Motor Vehicle Rules (Driver's licence, insurance, RC Book Road Tax payment, permits etc.) are maintained by site for CO's owned vehicle. Such compliance will also be ensured for hired car. Wherever vehicles are transferred from one state to another, NOC will be obtained.
- 4.6. In case of accident of the Co's vehicle / or any damages by the vehicle to any third party, RE will inform H.O. immediately. Insurance company will also be informed immediately by H.O. or site (if the insurance policy has been taken from site.). Whenever driver / vehicle is seized by the Police, RE will ensure that prompt action for bail etc. is obtained and vehicle released at the earliest. In case of hired vehicle, RE shall keep H.O. posted about the incident and subsequent action.

**5. Telephone / Mobile / Internet / Fax facilities to be established at site.**

- 5.1 Telephone / fax connections at site / residence will be need-based and with prior approval of Head of Construction.
- 5.2 Telephone/ fax connection, if approved by HO, will be taken by RE in Company's name. Form for telephone connection / transfer / surrender etc will be signed by RE for submission.
- 5.3 Telephones will be taken generally with STD facility. However, RE will ensure that misuse of telephone facility is avoided.
- 5.4 Wherever telephone connections are not taken on company's name, RE may fix up a local PCO office to serve as our agents for receiving fax messages / communications. The charges for the local PCO office will have to have prior approval of Head of Construction. Log books for telephone calls to be maintained in the company's standard log book format.
- 5.5 Payments to PCO / P&T authorities against their bills will be paid by crossed cheque only against computer printed bills will be demanded from PCO booths.
- 5.6 Telephone will be utilised strictly for company's business. Distance personal calls can be made in case of emergency but the same will have to be entered in the log book and paid for by the employee concerned at actual.
- 5.7 Mobile facilities will also be provided to R.E and other staff members, who, in the opinion of RE are required to be provided with mobile facility for better communication facilities at site. Purchase of Mobile hand set will be done with prior approval of Head Of Construction.
- 5.8 All site offices will have as far as possible Internet facility, either through BSNL or through other service providers, like TATA Indicom, Reliance Communication etc. for proper communication though email and forwarding of documents through e mail facilities, like drawings etc.

**6. Accommodation for Site employees / Signing of Lease agreements / Co's Guest House**

- 6.1 Accommodation for site employees will be provided as per one's eligibility criteria and norms of the company.
- 6.2 Accommodation taken on lease from private landlords will be through Lease Agreements. Lease agreements will be made between the Company and the Landlord on Stamp Paper of required value. All agreements will be signed by RE on behalf of the Company. Lease agreement format will be uniform for all sites. This format will be provided by Company Secretary whose clearance is necessary before entering into any agreement with the landlord.
- 6.3 Accommodation on lease will be taken strictly against prior approval from H.O. RE will forward copies of Lease agreement to Const.Division / Accounts / Co. Secy. Security Deposit, if any paid, towards

advance rent, will be adjusted as per Agreement stipulations. In case any deposit remains unadjusted, RE will be held responsible.

- 6.4 In case accommodation is taken from client, proper documentation will be made. Security deposit receipts, for security deposit made to client, if any, will be forwarded to H.O. and it will be the duty of RE to get the refund obtained at the appropriate time.
- 6.5 Payment to landlord will be made by crossed account payee cheque only against Money Receipt in the standard format of the Company. Cash payment is not permissible. However, till such time company's bank account is not opened, payment of rent shall be made by A/c. Payee Demand Draft..
- 6.6 Electricity / Water / Municipal levies etc are to be borne by the employee occupying the house. These will not be borne by the Company.
- 6.7 Company's Guest House: Wherever required, company may open its Guest House to serve as transit accommodation for staff / officers visiting from H.O. and other places.

Such Guest House will be operated by RE. All furniture / fittings / appliances required for operation of G.H. will be provided by H.O. RE will be required to maintain the G.H as per directions to be issued from H.O. It will be the responsibility of the RE to ensure that all the furniture / fittings/ appliances procured for G.H. are properly maintained and are accounted for at the time of closing of the G.H.

Electricity Bill/ Cable TV/Water Charges/Municipal charges, if any, etc. will be booked to site imprest for such Guest House.

- 6.8. Bachelors' Accommodation : It may be necessary to have one or two houses on lease to service as bachelor's accommodation for site staff, including temporary employees / employees on contract basis as well as Consultants, against specific approval of H.O. Basic facilities, like furniture / linen / bathroom requirements etc. will be provided by site free of cost.

In case bachelor accommodation is provided in Client's G.H/ quarters provided in their colony, and charges for rent, electricity, water etc are being debited to company's account, periodic adjustments will be made by RE to book such expenditure to employees availing accommodation.

## **7. Medical Expenses / Reimbursement to employees**

- 7.1 Medical reimbursement to employees will be made as per rules of the Company.
- 7.2 RE will ensure that proper records of medical reimbursement as per Co. rules are kept at site and misuse is not entertained. Simultaneous treatment of Homeopathy & Allopathy will be discouraged. Homeopathy treatment will be allowed in deserving cases only.
- 7.3 Approvals for medical treatment of special nature will be sought from H.O. in advance. H.O. will ensure that such requests are forwarded to Sr.D.M.P&A / Chief Medical Officer and approvals /regret is communicated to site within 3 days of receiving such communication from site.
- 7.4 Medical expenditure if any claimed and availed by employee beyond the permissible rules will be recoverable from concerned employees salary without notice.

**8. Entertainment to Business Associates, Clients, Police & Govt. Officials**

- 8.1 Entertainment to officials of business associates, clients, and other concerned agencies, will be made strictly against approval from H.O. All parties, get-togethers will be organised after approval from H.O. As far as possible, such parties will be held in the presence of Sr..executives from H.O. Post facto approval will not be entertained.

**9. Donations to clubs, charitable organisations, unions and other agencies**

- 9.1 Donations to clubs, charitable organisations, unions and other agencies will be made against approval from ED.
- 9.2 Approvals for publication in any Souvenir/ Newspaper etc. shall be accorded by ED only. Publication material will also be approved by Head of Projects.
- 9.3 Donations / advertisement in souvenirs / newspapers etc. paid by site without approvals will be disallowed by Accounts and recovered from the salary of RE. Request for post facto approval will not be entertained.

**10. Staff Welfare Expenses**

Staff Welfare Expenses (tea & snacks, and lunch in deserving cases) will be incurred as per budgetary provisions. RE is expected to incur such expenditure carefully and within the approved budget limits only.

## **CSM-S1 - INSTRUCTIONS FOR STATUTORY COMPLIANCE**

### **SECTION**

1. General
  - 1.1. Liaisoning with ALC/DLC/Local Police/Client's labour Cell/Trade Unions
  - 1.2. Compliance with P.F & F.P.S. / ESI/ W.C. Insurance
2. License under Contract Labour (R&A) Act, 1970
3. Engagement of Sub-Contractor
4. Liability of the Contractor/Sub Contractor Under Contract Labour (R&A) Act – Regarding Maintaining Records.
5. Wages
6. Deduction (s) from Wages
7. Other Responsibilities of the Contractor / Sub-Contractor under the Contract Labour (R&A) Act 1970
8. Provisions under the Minimum Wages Act 1948
9. Accidents and Compensation under Workmen's Compensation Act 1923.
10. Working Hours, Holidays, Intervals for Rest
11. Leave with Wages
12. Employees Provident Fund
13. Responsibility under Employee's State Insurance Act 1948
14. Responsibility under the Payment of Bonus Act 1965
15. Retrenchment under Industrial Disputes Act
16. Lay-Off
17. Charter of Demands by the Union
18. Full and Final Settlement of Dues
19. Monthly Labour Report

## **CSM : SI – Instructions for Statutory Compliance**

### **1.0 General**

#### **1.1. Liaisoning with ALC/DLC/Local Police/ Client’s labour Cell / Trade Unions :**

1.1.1 RE will liaison with above officials and ensure healthy relations.

1.1.2 Labour Licence: RE will obtain labour licence as per rules. He will also ensure that such licence is obtained by our sub-contractors as well. Timely renewal of the Licence shall be ensured by RE to avoid any default.

1.1.3. RE will ensure that necessary compliance as per various labour laws is made by TRF site as well as all the sub-contractors without any deviation whatsoever.

1.1.4 In case of any visit by ALC/DLC/PF/ESI/labour cell officials to site, RE will report to H.O. / Sr.D.M.P&A immediately and initiate compliance action with regard to discrepancies noted by the concerned official. Copies of the inspection report along with his compliance action will be sent to Head of Projects/ Sr.D.M.Projects immediately.

1.1.5 In case of any demands / intervention in our affairs by local trade unions, matter will be referred to H.O. In no case any commitment / agreement will be signed by RE without H.O. directions.

#### **1.2. Compliance with P.F & F.P.S. / ESI / W.C. Insurance**

1.2.1 RE will ensure the following:-

- a) RE must obtain sub-contractors’ PF registration documents before allowing them to start work at site. A copy of such certificate shall be sent to Accounts along with sub-contractor’s first bill.
- b) RE must obtain sub-contractors’ ESI registration documents (ESI Code No.) if the area of work is covered under ESI Act 1948, before allowing them to start the work at site.
- c) RE shall be responsible for ensuring deposits of PF/ESI contributions by all the subcontractors on time. Proof of such deposit must be obtained by RE and a copy of the same must be sent to H.O. every month.
- d) RE will ensure that adequate Insurance coverage of the workmen either in the form of Workmen Compensation Policy or any other such policy which is acceptable by law, is available to take care of any contingency in case ESI is not applicable in the area of work.
- e) In case of any accident or any untoward incident, RE will inform H.O. immediately through fax / email giving details. H.O. will ensure that necessary information to Insurance Company or ESI local office as the case may be, is given for compensation, wherever applicable.



## **2. LICENSE UNDER CONTRACT LABOUR (R&A) ACT, 1970**

- a) It is obligatory on the part of the contractor (which includes sub-contractor also) to obtain license before undertaking or executing any work through contract labour from licensing officer appointed by the appropriate government.
- i) Appropriate government means : in relation to an establishment in respect of which the appropriate Govt. is the central government, the central government e.g., Dock, mine, an oil field or Major port etc.
- ii) In relation to any other establishment, the government of the state in which that establishment is situated.
- b) Every application by a contractor / sub-contractor for grant of a license is to be made in Triplicate in Form IV (see Annexure-F) to the licensing officer of the area in which the establishment, in relation to which the contractor is located.
- c) Every application for the grant of a license shall be accompanied by a certificate by the principal employer in Form (see Annexure-G) to the effect that the applicant has been employed by him as a contractor.
- d) Every application shall also be accompanied by a demand draft showing –
- i) The deposit of the Security money.
- ii) The payment of the license fees.
- e) The amount of security is calculated at the rate of Rs.90/- per workman where license is to be obtained from central government.
- f) The fees be paid for grant of a license shall be as specified below, in case the license is being obtained from central government authorities. If the number of workman employed by the contractor on any day.
- |      |                                     |           |
|------|-------------------------------------|-----------|
| i)   | is 20                               | Rs. 15.00 |
| ii)  | Exceeds 20 but does not exceed 50   | Rs. 37.50 |
| iii) | Exceeds 50 but does not exceed 100  | Rs. 75.00 |
| iv)  | Exceeds 100 but does not exceed 200 | Rs.150.00 |
| v)   | Exceeds 200 but does not exceed 400 | Rs.300.00 |
| vi)  | Exceeds 400                         | Rs.375.00 |
- g) Validity of the license – Every license granted or renewed shall remain in force for twelve months from the date, it is granted or renewed.
- h) Amendment of the license : A license issued or renewed can be amended by the licensing officer on application stating the nature of the amendment and reasons therefor by furnishing a demand draft for the amount by which the fees that would have been payable if the license had been originally issued in the amended form exceeds the fees originally paid for the license.
- i) Renewal of license : Every contractor / sub-contractor to whom the license is issued shall apply to the licensing officer for renewal of the license. Every such application shall be in form VII (see Annexure-H) in triplicate and shall be made not less than thirty days before the date on which the license expires.

The fees ( not the security money) chargeable for the renewal of the license shall be the same as for the grant there-of.

If the application for renewal is not received by the licensing officer within the time specified, a fee of 25% in excess of the fee ordinarily payable for the license shall be payable for such renewal.

- j) Refund of Security : On the expiry of the period of license, if it is not intended to have it renewed, an application to the licensing officer is to be made for the refund of the security deposit.
- k) Where the applicant for the license was holding a license in regard to another work and that license had expired, he can on an application made for that purpose in form V A (see Annexure I) by the applicant adjust the amount so to be refunded towards the security required to be deposited in respect of the application for the new license and the applicant need deposit, in such a case, only the balance amount, if any, after making such adjustment – Annexure – I.
- l) Where the establishment is falling under the state government the application for license is to be made to the authorities of the state government. It is to be noted that government of Bihar & Jharkhand have omitted the provision of depositing security money.

### 3. **ENGAGEMENT OF SUB-CONTRACTOR**

- a) Engagement of sub-contractor should be carefully made. It has been experienced that by selecting a contractor with inadequate resources, lot of troubles have been faced at various sites. Such sub-contractors do not pay minimum wages in time, do not maintain various registers and records required under various Acts. & Rules and do not comply with statutory provisions, viz. P.F.,ESI etc. It is therefore necessary that selection of sub-contractor is done carefully and after ascertaining that they have the necessary experience and technical/financial strengths to do the job that they are entrusted with.
- b) It must be ensured that only such contractor should be engaged who are having their own P.F. code and ESI code (In case ESI Act 1948 is applicable in the area of work).
- c) It is also suggested that while reaching an agreement with the client, a provision is made in the contract that client will issue form V under the contract labour (R&A) Act and the Rules framed thereunder in respect of the Sub-Contractors so that Sub-Contractors can directly apply for license under the Act and thereby they will be fully made responsible in maintaining the various records required under the various Acts including contract labour (R&A) Act.

### 4. **LIABILITY OF THE CONTRACTOR/SUB CONTRACTOR UNDER CONTRACT LABOUR (R&A) ACT 1970 – Regarding maintaining records.**

Every contractor / sub- contractor who has been granted license under the contract labour (R&A) Act is required to follow & maintain the following :-

- i) The rates of wages payable to the workmen by the contractor / sub-contractor shall not be less than the rates prescribed for the schedule of employment under the Minimum Wages Act–1948, where applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed.
- ii) In every establishment where 20 or more women are employed as contract labour there shall be provided 2 rooms of reasonable dimensions for the use of their children under the age of six years.

- iii) The licensee shall, within fifteen days of the commencement and completion of each contract work submit a return to the Inspector intimating the actual date of commencement or as the case may be completion of such contract work in Form VIA –(Annexure – J).
- iv) A copy of the license shall be displayed prominently at the premises where the contract work is being carried on.
- v) Register of Persons Employed  
Every licensee shall maintain register in form XIII Annexure – K.
- vi) Employment Cards :  
  
Every licensee shall issue an employment card in Form XIV (see Annexure-1) to each worker within three days of employment of the worker.
- vii) Service Certificate :  
  
On termination of employment for any reason whatsoever the contractor / sub-contractor shall issue to the workman whose services have been terminated a service certificate in Form XV (See Annexure-M).
- viii) Muster Roll  
Every contractor / sub-contractor shall in respect of each work on which he engages contract labour maintain a Muster – Roll in for XVI – (Annexure – N).
- ix) Register Of Wages  
They have also to maintain register of wages in form XVII – (Annexure – O).
- x) Wage-Cum-Muster Roll  
In case the wage period is a fortnight or less, they shall maintain a combined register of wage – cum – Muster Roll in form XVIII – (Annexure – P).
- xi) Wage Slip  
  
Every contractor / Sub – Contractor shall where the wage period is one week or more issue wage slip in form XIX to the workmen at least a day prior to the disbursement of wages – (Annexure – Q).
- xii) Register of Deductions for Damage or Loss  
  
Contractor / sub-Contractor has to maintain a register of deductions for damage or loss in form XX - (Annexure – R).
- xiii) Register of fines :  
  
Every Contractor / Sub-Contractor has to maintain a register of fine in form XXI (Annexure-S).
- xiv) Register of Advances  
  
Contractor / Sub-Contractor has also to maintain a register of Advances in form XXII – Annexure –T.
- xv) Register of over time

Every Contractor / Sub-Contractor shall maintain a register of overtime in form XXIII recording therein the number of hours of, and the wages paid for overtime work, if any – (Annexure – U).

xvi) Half Yearly Return

Every Contractor / Sub-Contractor shall send half yearly return in XXIV (in duplicate) so as to reach the Licensing Officer concerned not later than 30 days from the close of the half year ending on 30<sup>th</sup> June and 31<sup>st</sup> December of every year –(see Annexure –V).

xvii) Abstract of the Act and rules in English and Hindi shall be displayed on the notice Board.

xviii) All registers and other records required to be maintained under the Act and rules, shall be maintained complete and up to date and shall be kept at an office or nearest convenient building within the precincts of the work place or at a place within a radius of three kilometers.

xix) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.

xx) All the registers, records and notices maintained under the Act or rule shall be produced on demand before the Inspector or any other authority under the Act.

xxi) Where no deduction or fine has been imposed or no overtime has been worked during any wage period, a `NIL' entry shall be made across the body of the register at the end of the wage period.

xxii) Notice showing the rates of wages, hours of work, wage periods, dates of payment of wages, names and address of Inspectors having jurisdiction and date of payment of unpaid wages, shall be displayed.

**5. WAGES**

a) The Contractor / Sub-Contractor shall fix wage – periods in respect of which wages shall be payable.

b) No wage – period shall exceed one month.

c) The wages of every Contract Labour where less than one thousand such persons are employed shall be paid before the expiry of the seventh day and in other cases before the expiry of tenth day after the last day of the wage – period.

d) Where the employment of any worker is terminated by or on behalf the Contractor / Sub-Contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.

e) All payment of wages shall be made on a working day at the work premises and during the working time and on a date notified in advance and in case the work is completed before the expiry of the wage – period, final payment shall be made within 48 hours of the last working day.

f) Wage due to worker shall be paid to him direct or to other person authorized by him in this behalf.

g) All wages shall be paid in current coin or currency notes or in both.

h) Wage shall be paid without any deduction of any kind except those permissible under the payment of wages Act 1936.

- i) A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy shall be sent by the Contractor / Sub-Contractor to the principal Employer under acknowledgement.
- j) The Principal Employer shall ensure the presence of his authorized representative at the place and time of disbursement of wages by the Contractor / Sub-Contractor to workmen and it shall be the duty of the Contractor / Sub-Contractor to ensure the disbursement of wages in the presence of such authorized representative.
- k) The authorized representative of the principal employer shall record under his signature a certificate at the end of the entries in the Register of wages or the Register of wages – cum Muster Roll in the following form.

“Certified that the amount shown in column No. \_\_\_\_\_ has been paid to the workman concerned in my presence on \_\_\_\_\_ dated \_\_\_\_\_”.

## **6. DEDUCTION (S) FROM WAGES**

6.1 Deductions from the wages of a workmen can be made under the payment of Wages Act 1936 and may be of the following kinds only :

- a) Fines
  - i) No fine shall be imposed on any workmen except in respect of such acts and omission on his part with the previous approval of the State government or of the prescribed authority.
  - ii) No fine shall be imposed on any workmen until he has been given an opportunity of showing cause against the fine.
  - iii) The total amount of fine which may be imposed in any wage period shall not exceed an amount equal to three percent of the wages payable to him in respect of that Wage – period.
  - iv) No fine imposed shall be recovered after the expiry of sixty days from the date of imposition i.e. from the date of the act or omission.
  - v) All fines shall be recorded in a register in form XXI – Annexure –S – In case no fine is imposed, it should be written “NIL”.
- b) Deduction for damage to or Loss
  - i) No deduction for damage to or loss of goods can be made from the wages of a person unless the goods are expressly entrusted to the employed person for custody, or for loss of money for which he is required to account, where such damage or loss is directly attributable to his neglect or default.
  - ii) Deduction for damage or loss shall not exceed the amount of the damage or loss caused to the employer by the neglect or default of the employed person.
  - iii) Deduction shall not be made until the employed person has been given an opportunity of showing cause against the deduction.

- iv) All deductions and realisations thereof shall be recorded in a register in form XX – Annexure – R.
- v) Where no deduction has been made from the wages of any, employee in a Wage period, a `NIL` entry shall be made across the body of the Register at the end of the Wages period.
- c) Deduction for recovery of advances :
  - i) Deduction for recovery of advances of whatever nature and the interest due in respect thereof, or for adjustment of over-payments of wages can be made from the payment of the employed persons.
  - ii) The details of advances is to be recorded in form XXII – Annexure – T.
- d) Deduction from absence from duty
  - i) If ten or more employed persons acting in concert absent themselves without due notice and without reasonable cause, such deduction from any such person may include such amount not exceeding his wages for eight days.
  - ii) An employed person shall be deemed to be absent from the place where he is required to work if, although present in such place, he refuses, in pursuance of a stay-in-strike or for any other cause which is not reasonable in the circumstances to carry out his work.
- e) Deductions for house accommodation supplied by the employer or by government or any housing board.
- f) Deductions for amenities and services supplied by employer.
- g) Deductions of Income-Tax payable by employed person.
- h) Deductions required to be made by order of a court or other authorities competent to make such order.
- i) Deductions for contribution in the provident fund of the employed person.
- j) Deductions for payments to Co-operative societies approved by the state government with the written authorization.
- k) Deductions made with the written authorization for payment of any premium on his Life Insurance Policy.
- l) Deduction for contributions under Employees State Insurance Act.
- m) Deductions, made with the written authorization of the employed person for contribution to the Prime Minister's National Relief fund.

## 6.2. Total Deduction

The total amount of deductions in any Wage – period from the Wages of any employed person shall not exceed

- i) In cases where such deductions are wholly or partly made for payment to Co-operative Societies seventy five percent of such wages, and
- ii) In any other case, fifty percent of such wages.

**7. OTHER RESPONSIBILITIES OF THE CONTRACTOR / SUB-CONTRACTOR UNDER THE CONTRACT LABOUR (R&A) ACT 1970**

a) Canteen :

- i) Where the employment of Contract Labour is likely to continue for six months and wherein contract labour numbering one hundred or more an adequate canteen shall be provided.
- ii) Canteen shall be maintained by the Contractor or Principal employer, (If contractor / Sub-Contractor fails).
- iii) The charge for food stuffs, beverages and any other items served in the canteen shall be based on “No Profit, No Loss”.

b) Latrines and Urinals

- i) The minimum requirement of latrine is that on every 25 females or 25 males there shall be one latrine each covered and so partitioned off as to secure privacy and shall have proper doors and fastenings.
- ii) There shall be at least one urinal for 50 male or female workers each.

c) Washing Facilities

Separate and adequate screening facilities shall be provided at Washing place for female and male workers.

d) First Aid Facilities :

For 50 workmen the minimum requirements of first-Aid-Box are as under

- i) 6 small sterilized dressings.
- ii) 3 medium size sterilized dressings
- iii) 3 large size sterilized dressings
- iv) 3 large sterilized burn dressings
- v) 1 (30) bottle containing a two percent alcoholic solution of iodine.
- vi) 1 (30 ml) bottle containing Sal Volatile having the dose and mode of administration indicated on the label.
- vii) 1 snake-bite tincture.
- viii) 1 (30 gms) bottle of potassium permanganate crystals.
- ix) 1 pair scissors
- x) A bottle containing 100 tablets (each of 5 grams) of aspirin.
- xi) Ointment for burns.
- xii) A bottle of suitable surgical antiseptic solution

**8. PROVISIONS UNDER THE MINIMUM WAGES ACT 1948**

8.1. Definitions

a) “Employer”

Means any person, who employs, whether directly or through another persons or whether on behalf of himself or any other person one or more employees, in any scheduled employment in respect of which minimum rates of wages have been fixed under this Act.

b) “Employee”

Means any person who is employed for hire, or reward to do any work skilled, or unskilled, manual or clerical, in a scheduled employment in respect of which minimum rates of wages have been fixed; and includes an out worker to whom any articles or materials are given out by another person to be made up, cleaned, washed, altered, ornamented, finished, repaired, adopted or otherwise processed for sale for the purposes of the trade or business of that other person where the process is to be carried out either in the home of the out worker or in some other premises not being premises under the control and management of the other person.

c) “Scheduled Employment”

Means an employment specified in the Schedule, or any process or branch of work forming part of such employment of which includes employment on the Construction or Maintenance of road or in building operations.

d) “Wages”

Means all remuneration, capable of being expressed in terms of money, which would, if the term of the contract of employment, expressed or implied, were fulfilled, be payable to a person employed in respect of his employment or of work done in such employment, and includes house rent allowance but does not include

- i) The value of any house accommodation, supply of light, water, medical attendance, any other amenity or any service excluded by general or special order of the appropriate government.
- ii) any contribution paid by the employer to any pension fund or provident fund or under any scheme of social insurance.
- iii) Any travelling allowance or the value of any travelling concession.
- iv) Any sum paid to the person employed to defray special expenses entailed on him by the nature of his employment.
- v) Any gratuity payable on discharge.

8.2 Fixing of Minimum Rates Of Wages :

The appropriate government (Central or State government under which the Establishment falls) shall notify the minimum wages to be paid to different categories of workers from time to time.

- 8.3 The Resident Engineer / Resident Manager concerned of the site should make arrangement to get the copy of the notification of the government from office of the DLC / ALC from whom the license under the contract labour (R&A) Act is obtained, and implement the payment of minimum wages as per the direction given in the notification.



## 9. ACCIDENTS AND COMPENSATION UNDER WORKMEN'S COMPENSATION ACT 1923.

### 9.1. Definitions

#### a) "Partial Disablement"

Means where the disablement is of a temporary nature such disablement as reduces the earning capacity of a workman in any employment in which he was engaged at the time of the accident resulting in the disablement, and, where the disablement is of a permanent nature, such disablement as reduces his earning capacity in every employment which he was capable undertaking at that time.

#### b) "Total Disablement"

Means such disablement, whether of a temporary or permanent nature or incapacitates a workman for all work which he was capable of performing at the time of the accident resulting in such disablement.

#### c) "Workman"

Means any persons other than a person whose employment is of a casual nature and who is employed otherwise than for the purposes of the employer's trade or business.

### 9.2. Employer's Liability for Compensation

If personal injury is caused to a workman by accident arising out of and in the course of his employment his employer shall be liable to pay compensation.

Provided that the employer shall not be so liable –

- i) in respect of any injury which does not result in the total or partial disablement of the workman for period exceeding three days.
- ii) in respect of any injury, not resulting in death, caused by an accident which is directly attributable to
  - a) in respect of any injury which does not result in the total or partial disablement of the workman for period exceeding three days.
  - b) The willful disobedience of the workman to an order expressly given or to a rule expressly framed, for the purpose of Securing the Safety of workman, or
  - c) The willful removal or disregard by the workman of any safety guard or other device which he knew to have been provided for the purpose of Securing the Safety of workmen.

### 9.3. Amount of Compensation

9.3.1. The amount of compensation shall be as follows :

a)	Whether death results from the injury -	An amount equal to 50% of the monthly wages of deceased workman multiplied by the relevant factor
		or an amount of Rs.80,000.00 whichever is more.
b)	Where permanent total disablement - from the amount injury	an amount equal to 60% of the monthly wages of the injured workman multiplied by the relevant factor or an amount of Rs.90,000.00, whichever is more.

#### Explanation I

For the purposes of Clause (a) and clause (b) 'relevant' factor' means the factor specified in the second Column of Schedule IV against the entry in the first column of that Schedule specifying the number of years which are the same as the completed years of the age of the workman on his last birthday immediately preceding the date on which the compensation fell due; Annexure – W.

#### Explanation II

Where the monthly wages of a workman exceed two thousand rupees, his monthly wages for the purposes of clauses (a) and (b) shall be deemed to be two thousand rupees only.

- c) Where permanent Partial disablement from the injury.
- 1) In the case of an injury specified in part II of Schedule –I, such percentage of the compensation which would have been payable in the case of permanent total disablement as is specified therein as being the percentage of the loss of earning capacity caused by that injury (Annexure – X)
  - 2) In the case of an injury not specified in schedule 1, such percentage of the compensation payable in the case of permanent total disablement as is proportionate to the loss of earning capacity (as assessed by the qualified medical practitioner) permanently caused by the injury.
- d) Where temporary disablement whether total or partial results from the injury.
- A half monthly payment of the sum equivalent to twenty five percent of Monthly wages of the workman, to be paid.

9.3.2. The half monthly payment shall be payable on the sixteenth day –

- i) from the date of disablement where such disablement lasts for a period of twenty eight days or more, or

- ii) after the expiry of a waiting period of three days from the date of disablement where such disablement lasts for a period of less than twenty eight days; and thereafter half monthly during the disablement or during a period of five years, whichever period is shorter.

Provided that there shall be deduction from the entitlement the amount received by way of compensation except the payment received towards his medical treatment.

#### 9.3.3. Compensation to be paid when due and penalty for default

- i) The compensation shall be paid within one month from the date it fell due. In case of default the compensation commissioner may direct simple interest on the amount due. If the Commissioner is not satisfied with the justification for the delay of sum not exceeding fifty percent of such amount shall be imposed by way of penalty.

#### 9.3.4. Payment of compensation :

- i) No payment of compensation in respect of a workman whose injury has resulted in death shall be made otherwise than be deposit, with the compensation Commissioner and no such payment made direct by an employer shall be deemed to be a payment of compensation.
- ii) In cases where the employer does not accept the liability for compensation to the extent claimed, he shall be bound to make provisional payment based on the extent of liability when he accept and such payment shall be deposited with the Commissioner, without prejudice to the right of the workman to make any further claim.
- iii) An employer compensation with the Commissioner in respect of a workman whose injury has resulted in death, shall furnish therewith a statement in form 'A' – Annexure-Y and shall obtain a receipt in form B – Annexure – Z. In other case of deposit with the Commissioner the employer shall furnish a statement in form AA Annexure – AA and shall obtain a receipt in form B – Annexure – Z.
- iv) When any accident takes places in a factory / Mines, the manager shall forthwith send notice by telephone, special Messenger telegram to the Inspector and if the accident is fatal, or a such a serious nature that it is likely to prove fatal, notice shall also be sent to
  - a) District Magistrate or Sub-Divisional Officer, and
  - b) The Officer-in-charge of the nearest police station, and
  - c) Nearest relatives of the deceased / injured person.
- v) The notice so given shall be confirmed to the above mentioned authorities within 12 hours of the occurrence by sending them a written report.
- vi) Where in any factory / Mines an accident occurs which causes death or which causes any bodily injury by reasons of which the person injured is prevented from working for a period of forty-eight hours or more a notice in form 17 A of the factories Rules be sent to the Inspector. Annexure –AB.
- vii) A supplementary notice of accident be sent after the worker returns to work in form 17B of the factories Rules – Annexure – AC.
- viii) A Register of accident is to be maintained in form 23 of the factories Rules – Annexure – AD.

## **10. WORKING HOURS, HOLIDAYS, INTERVALS FOR REST**

### **10.1. Register of adult workers**

A Contractor / Sub-Contractor working inside factory has to maintain Register of Adult workman in form no. 12 Annexure –AE as per the provision of Factories Act 1948.

### **10.2 Hours of work**

No adult worker shall be required or allowed to work in a factory for more than 48 hours in any week and more than 9 hours in any day.

10.3. The ordinary limits on working hours of adult may be relaxed for the worker engaged on urgent repairs etc.

10.4. Except in the case of urgent repairs, the relaxation shall not exceed the following limits :

- a) The total number of hours of work in any day shall not exceed ten.
- b) The total number of hours of overtime work shall not exceed 50 for any one quarter.
- c) The spread-over inclusive of interval for rest shall not exceed 12 hours in any one day.

### **10.5. Weekly holidays**

No adult worker shall be required or allowed to work on the first day of the week (Sunday), unless he has or will have holiday for a whole day on one of the three days immediately before or after the said day.

### **10.6 Intervals for rest**

The period of work of adult workers each day shall be so fixed that no period shall exceed 5 hours before he had on interval for rest of at least half an hour.

## **11 LEAVE WITH WAGES**

- a) A Contractor / Sub-Contractor has to maintain leaves with wage Register in form no. 15 Annexure-AE under the provision of Factories Act 1948. (if the working place is inside any factory)
- b) Every worker who has worked for a period of 240 days or more in a calendar year, shall be allowed during the subsequent calendar year leave with wages for a number of days calculated at the rate of one day for every twenty days of work performed by him during the previous calendar year.
- c) A worker, whose services commences otherwise than on the first day of January, shall be entitled to leave with wages if he has worked for two third of the total number of days in the remainder of the calendar year.
- d) If a worker is discharged, or dismissed or retrenched from service during the course of the year, he shall be entitled to wages in lieu of the leave earned till the date even he has not worked for

240 days in that year and shall be paid the amount payable in respect of the leave not taken and such payment shall be made before the expiry of the second working day ( along with full and final payment of dues).

## **12. EMPLOYEES PROVIDENT FUND**

### 12.1. Definitions

#### a) 'Employee'

Means any person who is employed for wages in any kind of work, manual or otherwise, in or in connection with the work of an establishment, and who gets his wages directly or indirectly from the employer and includes any person employed by or through a contractor.

An employee who is employed, becomes member of the Provident Fund from the very first day.

### 12.2. Contribution

The contribution by the employer to the fund shall be 3.67% of the basic wages and dearness allowance payable to each of the employees whether employed by him directly or by or through a contractor and employees' contribution shall be 12% of the Basic + DA payable by the employer in respect of him.

12.3. The amount of contributions (both) for meeting the cost of administering the fund payable by an employer in respect of employee employed by or through a contractor may be recovered by employer from the contractor.

12.4. The contractor shall recover the contribution payable by employee and shall pay to the principal employer the amount of member's contribution, together with the amount of employer's contribution and also administrative charges.

12.5. It shall be the responsibility of the Principal Employer to pay both the contributions payable by himself in respect of the employees directly employed by him and also in respect of employees employed by or through a contractor and also administrative charges.

### 12.6. Duties of contractors / sub – contractors

Every Contractor / Sub-Contractor shall, within seven days of the close of every month, submit to the principal employer a statement showing the recoveries of contributions in respect of employees employed by or through him and shall also furnish to him such information as the principal employer is required to furnish to the Commissioner.

### 12.7. Employees pension scheme 1995

From and out of the contribution payable by the employer a part of the contribution representing 8.33% limited to the pay of Rs.5000/- per month only shall be deposited by the employer on the account of Employee Pension Scheme.

### **13. RESPONSIBILITY UNDER EMPLOYEE'S STATE INSURANCE ACT 1948**

- a) The Central Government may, by notification in the official gazette, bring into force the provisions of this Act for different States or for different parts thereof.
- b) Resident engineer is required to find out whether the area where the site is operated, is covered under the Government notification or not.
- c) Establishment where ESI Act 1948, is applicable, workmen's compensation Act 1923 is not applicable.
- d) If applies to factories and Establishment where 10 or more employees are employed drawing wages up to Rs.10,000/- (Basic + DA + HRA + Fixed allowance etc.)
- e) Where this act applies, the employer's contribution will be 4.75% of the wage of an employee, while the employee's contribution will be 1.75% of his wages.
- g) The members are entitled the following benefits under the Act.
  - i) Sickness benefit
  - ii) Maternity benefit
  - iii) Disablement benefit (temporary and permanent total disablement)
  - iv) Dependents benefits

- h) Employer's share as well as employee's share will be paid in an authorised bank branch of the town through a prescribed challan in quadruplicate on or before 21<sup>st</sup> of every following months.
- i) The following registers and records are to be maintained under ESI Act 1948 as per the format
  - i) Declaration form – Form 1 ... Annexure – AG
  - ii) Change in family declaration form – Form 1B ... annexure – AH

An insured person shall intimate all changes in the membership of the family as defined under the act to the employer within 15 days of such changes and employer shall forward particulars in Form 1B within 10 days of the date on which the particulars of the changes were furnished.

- iii) Return of declaration form – Form 3 .. Annexure – A1

The employer shall sent to the appropriate ESI Office declaration forms with returns in Form 3 within 10 days of the date on which the particulars for the declaration form were furnished.

- iii) Return of contribution – Form 6 ... Annexure – AJ.

Every employer shall sent a return of contribution in quadruplicate in Form 6 along with receipted copies of challan to the amount deposited in the Bank to the appropriate ESI office by registered post, so as to reach that office within 30 days of the termination of the contribution period to which it relates.

- v) Register of Employees – Form7 ... Annexure – AK

Every employer shall maintain a register in Form 7 in respect of every employees of his factory or establishment

- vi) Accident report – Form 16 ... Annexure – AL

Every employer shall send a report in Form 16 to the nearest local ESI office and the nearest Insurance Medical Officer

1. Immediately if the injury is serious
2. In any other case within 24 hours of the time when the accident came to the notice of the employer or other officials under whose supervision, the insured person was employed at the time of accident.

#### **14. RESPONSIBILITY UNDER THE PAYMENT OF BONUS ACT 1965**

- a) “Employee”

Means any person (other than an apprentice) employed on a salary of wages not exceeding Rs.10,000/- (Rs.Ten Thousand only) per mansem in any industry to do any skilled or unskilled, manual, supervisory, managerial, administrative, technical or clerical work of hire or reward, whether the terms of employment be expressed or implied.

- b) The payment of Bonus Act applies to

- i) every factory; and
- ii) every other establishment in which twenty or more persons are employed on any day during an accounting year.

- c) A contractor is a person who, in the pursuit of an independent business, undertakes to do specific jobs of work for other persons, without submitting himself to their control in respect to the details of the work.

- d) Every employee shall be entitled to be paid by his employer in an account year, bonus, provided he has worked in the establishment for not less than thirty working days in that year.

- e) An employee is not entitled to receive bonus if he is dismissed from service for (i) fraud (ii) riotous or violent behaviour (iii) theft, misappropriation or sabotage of any property of the establishment.

- f) Every employer shall be bound to pay to every employee in respect of the accounting year, a minimum bonus which shall be 8.33 percent of the salary or wages earned by the employee or one hundred rupees, whichever is higher, whether or not the employer has any allocable surplus in the accounting year.

#### **15. RETRENCHMENT UNDER INDUSTRIAL DISPUTES ACT**

##### **15.1. Definitions**

- i) “Retrenchment”  
means the termination by the employer of the service of a workman for any reason whatsoever otherwise than as a punishment inflicted by way of disciplinary action.
- ii) “Continuous service”

- a) A workman shall be said to be in continuous service for a period if he is for that period in uninterrupted service, including service which may be interrupted on account of sickness or authorized leave or an accident or a strike which is not illegal, or a lock-out or a cessation of work which is not due to any fault on the part of the workman.
- b) Where a workman is not in continuous service as mentioned above for a period of one year, he shall be deemed to be in continuous service for a period of one year, if the workman, during a period of twelve calendar months, actually worked for not less than two hundred and forty days (240) in any other case.

### **15.2. Conditions precedent to retrenchment of workman**

No workman employed in an industry who has been in continuous service for not less than one year under an employer shall be retrenched by that employer until –

- a) the workman has been given one month's notice in writing indicating the reasons for retrenchment and the period of notice has expired or the workman has been paid in lieu of such notice, wages for the period of the notice.

No such notice shall be necessary if the retrenchment is under an agreement, which specifies a date for the termination of service.

- b) The workman has been paid, at the time of retrenchment compensation which shall be equivalent to fifteen days' average pay for every completed year of continuous service or any part thereof in excess of six months.
- c) Notice in form No. 'P' is served on the appropriate Government – Annexure – AM.
- d) Where notice is given to the workman, the notice of retrenchment shall be sent to the appropriate Government within three days from the date on which notice is given to the workman.
- e) Where no notice is given to the workman and he is paid one month's wages in lieu thereof, notice of retrenchment shall be sent within three days from the date on which such wages are paid.

### **15.3. Procedure for Retrenchment**

- a) Where any workman is to be retrenched and he belongs to a particular category of workman, the employer shall ordinarily retrench the workman who was the last person employed in that category.
- b) The employer shall prepare a list of all workmen in the particular category from which retrenchment is contemplated arranged according to the seniority of their service in that category and paste on a notice board in a conspicuous place in the premises at least seven days before the actual date of retrenchment.

### **15.4. Re-employment of retrenched workman**

- a) Where any workman is retrenched, and employer proposes to take into his employment any person, he shall give an opportunity to the retrenched workman to offer themselves for re-employment and such retrenched workmen who offer themselves for re-employment shall have preference over other persons.



- b) At least ten days before that date on which vacancies are to be filled, the employer shall arrange to display on a notice board in a conspicuous place the details of those vacancies and shall also give intimation of those vacancies by registered post to every one of all the retrenched workmen eligible to be considered, to the address given by him at the time of retrenchment or at any time thereafter.
- c) Where the number of such vacancies is less than the number of retrenched workman, it shall be sufficient if intimation is given individually to the senior most retrenched workmen being double the number of such vacancies.
- d) Where the vacancy is of a duration of less than one month, there shall be no obligation to send intimation of such vacancy to retrenched workman.
- e) If a retrenched workman, does not offer himself for re-employment on the date specified in the intimation sent to him, the employer may not intimate to him the vacancies that may be filled on any subsequent occasion.

## **16. LAY-OFF**

- 16.1. a) "Lay-off" – means the failure refusal or inability of an employer on account of shortage of coal, power or raw materials or the accumulation of stock or the break-down of machinery or natural calamity or for any other connected reason to give employment to a workman whose name is borne on the muster-rolls of his industrial establishment.
- b) The workman who presents himself of work at the time appointed for the purpose during normal working hours on any day and is not given employment within two hours of his so presenting shall be deemed to have been laid-off for that day.
  - c) If the workman instead of being given employment at the commencement of any shift for any day is asked to present himself during the second half of the shift for the day and is given employment then he shall be deemed to have been laid-off only for one-half of that day.
  - d) If he is not given any such employment even after so presenting himself, he shall not be deemed to have been laid-off for the second half of the shift for the day and shall be entitled to full basic wages and D.A. for that part of the day.

### **16.2. Right of workman laid-off for compensation**

- a) Whenever a workman (other than badli & casual) who has completed not less than one year of continuous service is laid-off, whether continuously or intermittently, he shall be paid for all days during which he is so laid-off, except for weekly holidays, compensation which shall be equal to fifty percent of the total of the basic wages & D.A that would have been payable to him had he not been so laid-off.
- b) If during any period of twelve months, a workman is so laid-off for more than forty five days, no such compensation shall be payable in respect of any period of the lay-off after the expiry of the first forty-five days.
- c) The workman can be retrenched after the expiry of forty-five days of the lay-off and any compensation paid to the workman for having been laid off may be set off against the compensation payable for retrenchment.

### 16.3. Workman not entitled to compensation in certain cases

No compensation shall be paid to the workman who has been laid-off –

- a) If he refuses to accept any alternative employment with the same employer within a radius of five miles which that workman can do.
- b) If he does not present himself for work at the appointed time at least once a day.
- c) If such laying off is due to a strike or slowing down of production in another part of the establishment.

### 17. CHARTER OF DEMANDS BY THE UNION

As soon as the charter of demands is received by the Resident Engineer from union he should examine the following:

1. Whether the union is registered under the Trade Union Act 1926 and what is its Registration Number.
2. Whether the union is recognized by the client.
3. If not recognized by the client, whether the client is agreeable that we should deal with that union.
4. Whether the Charter of demands is addressed to the sub-contractors engaged, for whose workman it is meant.
5. If the Charter of Demand is received in TRF site office by any chance and it is meant for the workmen of the sub-contractors, it is to be sent to the sub-contractors with the intimation to the union that they should deal with the sub-contractors on the issues raised in the Charter of Demands.
6. Resident Engineer may guide indirectly the sub-contractor as to how they should deal with the union in respect of the Charter of Demand.
7. If the union insists, Resident Engineer may assist in reaching the settlement between the sub-contractors and union.
8. Parties to the settlement must be the sub-contractors and union representatives/ worker's representatives but in no case TRF should become the party of the workmen engaged by the sub-contractors.
9. At best on insistence, TRF may sign the settlement as specifically written as WITNESS.
10. Resident Engineer may guide the sub-contractors in categorizing the demands, mainly in the following heads:
  - a) Statutory demands such as payment of minimum wages, Provident fund contribution, fulfilling the requirement of the provisions of the Contract Labour (R&A) Act, Earned leave, workman compensation, etc.
  - b) Such demands which are not statutory but it is prevalent in the vicinity for Construction Labour.
  - c) There may be another set of demands which are added only to increase the number of demands for which union is not very much concerned.

- d) The demand which falls under any statute must be fulfilled.
- e) Other demands can be bargained and settled with the union.
- f) The terms of settlement should be clear and unambiguous.
- g) It is desirable to fix a period of time during the settlement shall remain in force. This period preferably should be the completion of work.
- h) It may be advisable to specifically state in the settlement that such and such demands are not pressed in consideration of the agreement reached on the other issues, and that these demands will not be reagitated during the period of operation of the settlement.
- i) The memorandum of settlement shall be drawn in form 'H' of the Industrial Disputes rules – Annexure – AN.
- j) If the bipartite settlement is reached between the sub-contractors and union representatives, otherwise in the course of conciliation proceeding, the parties of the settlement shall jointly send a copy thereof to the appropriate government for registering the settlement.
- k) The bipartite settlement should be signed by the sub-contractor himself and President and Secretary of the union and witnessed by two persons.
- l) The tripartite settlement is signed by the conciliation offer in addition to the parties concerned and two witnesses.

#### **18. FULL AND FINAL SETTLEMENT OF DUES**

- a) At the time of making full and final settlement of dues in case of retrenchment of worker due to completion/ reduction of work, the form shown in ANNEXURE - AO should be used.
- b) At the time of making full and final settlement of dues in case of dismissal, discharge or termination due to disciplinary action, the form shown in ANNEXURE - AP should be used.

#### **19. MONTHLY LABOUR REPORT**

In order to have better compliance of statutory provisions and its monitoring, different formats have been developed and Resident Engineer/ Site In charge are required to send the following monthly reports as per the format to Head Office so as to reach us by 10<sup>th</sup> of every succeeding month:-

1. Statutory Compliance Report As per Annexure – AQ, along with its Annexure 1, II and III..

## **CSM-P I:-INSTRUCTIONS FOR PERSONNEL MATTERS**

### **SECTION**

1. Manpower Planning
2. Recruitment
3. Discipline

## **CSM : P1 Instructions for Personnel Matters**

### **1. Manpower Planning**

As soon as a new site is proposed to be opened, it is desirable that manpower planning is properly made. The Resident Engineer / Site In charge should make out a list of positions in different categories that are required to be recruited for the work. The same should be put up for approval of the management through proper channel in format mentioned in Annexure-A.

#### **1.1 Temporary staff**

- 1.1.1 Recruitment of staff on temporary basis / contract basis will be made strictly against written approval from H.O. No person will be engaged on company rolls without proper authorisation. Engagement of casual labours will also be made against written approval from H.O. Approval for engagement of Temporary Staff / Contract Staff shall be accorded by Head of Construction / Head of Projects only.
- 1.1.2 Appointment letters to staff engaged will be issued as per format Annexure-C. Generally, appointments will be made for initial 3 or 6 months and extensions will be made thereafter as per job requirement as per the format Annexure-E. Approval for appointment will be given by H.O. for a specific period only. After expiry of this period, RE will be required to seek fresh approval in advance. Appointment letter will be signed by RE.
- 1.1.3 RE will maintain proper records of such appointments and ensure that wages, P.F. deduction, bonus, special allowances and ESI deposits etc. are regularised as per standard rules of the company. All registers as required under the various laws will be maintained without any deviation.
- 1.1.4 On termination of service of such employees, final settlement payment will be made as per rules under various laws. In case of any doubt, matter may be referred to Personnel Dept. for clarifications.
- 1.1.5 Service certificate will be issued as per format Annexure-M. RE will ensure that PF/FPS withdrawal forms are also got filled up and sent to H.O. once an employee is terminated from service. PF settlement from H.O. will be generally made within 3 months from the date of submission of PF form or earlier.
- 1.1.6 In case where a temporary employee is terminated/ retrenched from any of our sites and appointed in another site following procedure should be followed:
  - (a) If any temporary employee joins another site immediately after his retrenchment/ termination from a site within 60 days, he should not be allowed by RE/ Construction Division to withdraw his PF accumulations.
  - (b) If the same employee joins after being retrenched from other site to any site after 60 days, his old PF No./ Identification No. should be intimated by RE/Construction dept. to H.O. Accounts to facilitate issuance of fresh PF No./ Identification No.

- 1.1.7 Staff grievances, such as short payment of wages, non-payment of any perks or unauthorised recoveries from salaries by Accounts will be referred to Head of Construction through RE by the concerned individual. H.O. will take prompt action and inform RE / concerned individual within 7 days about the action taken.

## **2. Recruitment :**

- a) The work at construction site is essentially of temporary nature and, therefore, the workers are normally appointed on temporary basis. It is advisable that before the appointment letter is issued, an application for recruitment is obtained from the workman concerned in the format mentioned in Annexure-B.
- b) A Temporary workman is a workman who is engaged for work likely to be finished within a limited period. It is, therefore, necessary that every workman who is employed, is issued an appointment letter so that the terms and conditions of contracts of employment is clearly known to the workman concerned. This will be issued by Resident Engineer concerned after getting the approval of the management. Triplicate copy duly signed by the temporary workman in token of having accepted the terms and conditions of employment, will be sent to the Head Office.

A format of model appointment letter in general category is given in Annexure-C. In case of appointment for Cashier, Accountant, Stenographer, Clerk, Peon or Watchmen, the relevant portion of Annexure – D should be mentioned as Sl.No.10 in the appointment letter of general category (Annexure – C).

As far as possible we should engage specialist Private Security agencies for watch and ward and we should avoid engaging temporary watchman on company's roll.

- a) The appointment should be made for a specified period not exceeding six months at the first instance. If the same is required to be extended after the expiry of the specified period in certain cases, where it is must, a fresh letter should be issued extending the appointment for maximum period of another six months after getting the approval of the management. The format of extension letter is given in Annexure – E.
- b) No transfer of temporary workman should be made from one site to another. If the service of any temporary workman from one site to another site is necessary, the workman concerned should be paid full and final settlement of dues at the existing site and appointed afresh at other site by Resident Engineer of that site after giving a gap of at least 10 days and after obtaining a fresh application for appointment from the concerned workman for that site as per Annexure-B. This is to be followed meticulously even when the Resident Engineer is in charge at previous site and the new site is same. A fresh appointment letter should be issued as shown in Annexure - C.

## **3. Engagement As “Consultants”**

Resident Engineer, if required, may engage persons having sufficient experience, knowledge and expertise in technical field as Consultant.

For engagement of such person(s) as Consultant at sites, RE will forward application of the concerned consultant along with recommended Service Charges, and other facilities to be provided to the Consultant at site. Such application will be forwarded to Head of Construction for approval.

Once approval is accorded, the Consultant will be engaged at site by way of an Agreement as “Consultant” in the format enclosed as Annexure – AR.

### **3. DISCIPLINE**

- 3.1. a) It is the prime responsibility of the Resident Engineer to maintain discipline at the work place.
- b) If any workman commits ‘misconduct’ a charge sheet is to be issued by the concerned sub-contractor to the workman, specifying clearly the acts and omission committed by the workman and asking explanation from him within 3 days as to why disciplinary action should not be taken against him. If the workman is charged with serious misconduct, he may be suspended forthwith pending enquiry.
- c) After receipt of the explanation it is to be examined whether the reply given by the workman is satisfactory or not.
- d) In case it is satisfactory, a caution letter is to be issued to the workman to be careful in future.
- e) If it is not satisfactory, an enquiry is to be conducted by a competent officer of the contract in which the workman concerned should be given reasonable opportunity to defend his case including production of witnesses as per the principles of natural justice.
- f) After receipt of the findings of the Enquiry Officer the contractor concerned should decide, if the workman is found guilty, as to what punishment should be given to the workman concerned, and communicate the same in writing to the workman.
- 3.2. Following are some of the acts and omission, which constitute “Misconduct”.
- i) Willful insubordination or disobedience, alone or in combination with another, of any lawful and reasonable order of a superior or refusal to receive or reply to a communication sent by a superior.
  - ii) Striking work in contravention of any law either singly or with others or inciting any employee while within the premises of the works or offices to strike work.
  - iii) Giving false information of any kind or production of false certificate at the time of seeking employment or for securing any facility or privilege.
  - iv) Habitual negligence or neglect of duty or work.
  - v) Habitual indiscipline
  - vi) Sleeping on duty
  - vii) Willful absence from duty
  - viii) Habitual late attendance or habitual absence without leave.
  - ix) Causing willful damage to work in process or to Company’s property, process and production
  - x) Theft or attempted theft of employees property or theft, fraud, dishonesty in connection with company’s property.
  - xi) Absence without permission

- xii) Participation or inciting others to participate in activities detrimental to company's interest.
- xiii) Corrupt practices
- xiv) Drunkenness, fighting or riotous or disorderly or indecent behaviour in premises.
- xv) Unauthorized entry at the work place or offices
- xvi) Smoking where it is prohibited
- xvii) Interference with any safety devices
- xviii) Collection or canvassing for the collection of any money for the purposes not sanctioned by the management
- xix) Distributing or exhibiting in or about the work places newspaper, pamphlets, hand bills, posters or the like without approval.
- xx) Habitual breach of rules, reasonable orders, instructions and the like as issued from time to time.
- xxi) Conviction in any court of law if any and criminal offence involving maral turpitude.
- xxii) Gambling at the work place
- xxiii) Slowing down of work
- xxiv) Failure to inform the occurrence in his house of a notifiable disease viz- cholera, small-pox, chicken pox, plague, tuberculosis, typhoid, enteric fever, mumps, measles, etc.
- xxv) Carrying on money-lending or any other private business at the work place.
- xxvi) Refusal to work on another job or on another machine
- xxvii) Organizing, holding, attending or taking part in any meeting at the work place
- xxviii) Threatening or intimidating or assaulting any person at the work place or due to reasons connected with employment outside the work place.
- xxix) Sexual harassment to women employee and unwelcome sexually determined behaviour whether directly or by implying such as physical contact and advances or request for sexual favours, sexually coloured remarks, showing pornography and any other unwelcome physical, verbal or non verbal conduct of sexual nature.
- xxx) Insolvency
- xxxi) Writing of anonymous letters or to communicating to papers or pamphlets or leaflets etc.



## **CSM-OI - GENERAL INSTRUCTIONS FOR SITE OPERATIONS**

### **SECTION**

1. Power of Attorney :
2. Revenue Budget
3. Construction Plant & Equipment
4. Maintenance of Files / Confidential Documents
5. Wage Payment to Contractors' Workmen
6. Purchases, Stores Maint. Other activities and their control
7. Transfer of Company's assets to other sites / H.O.
8. Equipment on Hire to outside agencies
9. Lending Equipment/ tools & tackles / machinery / cranes etc. to sub contractors for boosting work progress
10. Disposal of raw /Scrap Steel, other materials, obsolete items etc. from site office
11. Extra work claims

## **CSM:01 : General Instructions for Site Operation**

### **1. Power of Attorney :**

Wherever necessary RE will be provided with Power of Attorney to carry out work on behalf of the Company. Such Power of Attorney will be issued by M.D. It will be the RE's responsibility to return this document to H.O. after his withdrawal from site or cessation of responsibility as head of the site. RE will be fully responsible for the powers exercised . He will use utmost caution before signing papers on behalf of the company.

### **2. Revenue Budget**

- 2.1 RE will forward site budget forecast at least 3 months before the beginning of the financial year. H.O. will provide the approved monthly budget and it will be responsibility of the RE to ensure that budget provisions are strictly adhered to without any overruns. RE will monitor the revenue expenditure on Monthly basis and exercise strict control to contain the expenditure within the approved levels. Monthly report of revenue expenditure should be sent to H.O. by 7<sup>th</sup> of each month in the prescribed format.
- 2..2 Under no circumstances, upward revision in the budget shall be possible. The approved budget is however subject to revisions from time to time as per Management's discretion.
- 2..3 H.O. will expect at least 10 to 20% savings in the allocated budget for which the RE will strive and put his efforts.

### **3 Construction Plant & Equipment**

- 3.1 It will be the RE's responsibility to keep the plant & machinery, cranes and other equipment in good condition. Log book for each equipment will be maintained indicating daily use, periodic maintenance done, spare parts utilised and expenditure incurred on spare parts/services utilised for repairs and maintenance of the crane. Any expenditure on repair / maintenance, spare parts will be made with prior approval of GM(P). Under emergency conditions, such expenditure may be incurred and approval obtained from GM (P) within two days of incurring such expenditure.

History Cards. Ownership Book, Insurance Policy & Log books etc. of each equipment shall be maintained as per prescribed format. This will be transferred along with the equipment at the next destination of deployment.

- 3.2 Wherever necessary & as required under various Laws, lifting tools & tackles, devices and Equipment, like cranes etc. will be inspected and tested by competent authority as authorised by Inspector of Factories and local government. No equipment/device shall be used at site without proper certification.

It will be the responsibility of the RE to ensure that timely renewals of such inspection / testing is done to ensure compliance with the laws.

#### **4 Maintenance of Files / Confidential Documents**

- 4.1 RE will ensure that a need based and most practical filing system is evolved and followed at site for quick retrieval of documents / files. All documents / files of confidential in nature will be kept under strict control of the RE.
- 4.2 All files / registers / forms etc. will be maintained as per ISO requirement.
- 4.3 At the time of winding up of site establishment, all such important files will be listed and sent to H.O. for safe custody and future reference with proper acknowledgement.

#### **5. Wage Payment to Contractors' Workmen**

RE will ensure that wage payments and other statutory payments like Bonus, wage arrears due to change in M.W. etc. to the workmen of the contractors is paid timely. In case of any default, he will take up the matter with the contractor in writing and inform H.O.

#### **6 Purchases, Stores Maint. Other activities and their control:**

##### **6.1. Local Purchases**

- 6.1.1 Local purchases for project requirement is not allowed. All supplies are to be requisitioned from H.O. only. Distress purchase of project items will be made against specific approvals from H.O.
- 6.1.2 In the event of emergencies or not becoming possible to make supplies from H.O., site will make local purchases. List of probable items falling under "local purchase" and financial powers of the RE are listed in the enclosed list. (annex-1). Purchase will be strictly as per Purchase norms, i.e. obtaining min. 3 quotations and after evaluation of the quotations, party to be finalised. After such purchase is made, all the quotations, order copy, invoice will be sent to H.O. for regularisation.

##### **6.2. Site Stores - Receipts & Issues**

- 6.2.1 Each site will have covered, uncovered and yard storage facility depending on the needs with one Store Officer as its custodian. Responsibility for operation of site stores and its security arrangement will lie jointly with RE and stores officer.
- 6.2.2 Material will be stored as per standard norms and technical requirements and will be insured.
- 6.2.3 All materials received at site, including materials purchased through local purchase, will be entered in stores registers / ledgers with proper Goods Receipt Notes (GRN).
- 6.2.4 GRN will be made strictly as per ISO procedure and copies circulated to all concerned,.
- 6.2.5 Security of stores and yard will be planned by RE suitably.
- 6.2.6 Issue of materials will be made as per ISO procedure.
- 6.2.7 Stores Officer / RE will be liable for proper reconciliation of items received and issued from stores.

- 6.2.8 Fire fighting devices (fire extinguishers / sand buckets etc.) will be installed both at covered store and outside to combat fire in case of requirement.
- 6.2.9 Store Manual (Ref. Document No,PSP 001) may be referred for detailed stores procedure. This document is available in MMD (Stores) ( attn. Mr.C.J.Sekhar).

## **7. Transfer of Company's assets to other sites / H.O.**

Transfer of company assets, like construction plant and equipment, cranes, heavy equipment etc. will be made as per H.O. instructions. Transfers will be made through proper challans. Copies to be circulated to Contracts Stores, Construction Division for updating records. Sites will ensure that proper road permits are available with them before effecting despatch.

## **8 Equipment on Hire to outside agencies**

- 8.1. Construction equipment / plant and machinery / heavy cranes etc may be given on hire to other agencies (outside agencies not related to TRF work) working within the site premises depending upon the availability of such equipment for providing on hire.
- 8.2 Approval of H.O. will be obtained by Site before issuing any item on hire. Hire charges and other terms to be finalised by RE in advance with H.O. concurrence.
- 8.3 Proper log books to be maintained by site and bills raised at fortnightly / monthly intervals. Log Book / Bills copies to be forwarded to H.O. In case Bills are to be raised by HO, site will forward certified log book.
- 8.4 In all cases, hirer's written acceptance will be obtained by RE for hire charges and the terms of hire before handing over the equipment.

## **9 Lending Equipment/tools & tackles / machinery / cranes etc. to sub contractors for boosting work progress**

- 9.1. No equipment / tools & tackles, machinery, cranes or any other service to the sub-contractor will be provided by TRF unless & until such provision is available in the Purchase Order on the sub-contractor. In case the PO does not specify providing such services, any service provided by TRF will be on chargeable basis. RE will primarily ensure that no such service is provided without written consent from H.O. and finalising the hire charges.

In case any equipment/tools,. machinery is intended to be given on free of charge basis to augment the work and on the condition that such equipment are available at site and can be spared, it will be responsibility of RE to get the order amended or approval obtained in advance before providing such facility to the sub-contractors.

- 9.2. Whenever such services are provided by site, proper log books will be maintained and debit notes raised on monthly basis to be recovered from sub-contractor's immediate next bill.

**10 Disposal of raw /Scrap Steel, other materials, obsolete items etc. from site office**

- 10.1. Site will inform H.O. & Contract Purchase list of disposable items available at site. All such disposable materials will be properly segregated and stacked with proper identification numbers on each lot.
- 10.2 Disposal of unusable raw steel, scrap steel, other surplus/ unusable materials like lubricants, paints, cement, empty paint drums, etc. and obsolete construction machinery, like site vehicles, construction equipment. etc. will be made strictly as per procedure of the company.
- 10.3 H.O./ Site office will float enquiries and all bidders are required to submit EMD. Purchase Order will be finalised at H.O.
- 10.4 Weighment / disposal / handing over will be made in presence of representatives from Purchase and / or Internal Audit Officers.
- 10.5 Proper Invoices will be raised from site effecting Sales Tax as applicable under the rules.
- 10.6 Copies of sale order, delivery challans, weighment slips, invoices and sales tax declaration etc. will be forwarded to Contract, Construction, Internal Audit and Accounts Division.
- 10.7 Reconciliation of deposits (earnest money) and payments made by the purchaser with actual sales will be done. Any surplus money left will be returned to the purchaser from site. In no case, scrap material more than deposits available with TRF will be allowed to be lifted by the purchaser.

**11. Extra Work Claims :**

The manner in which situations of extra work are to handled are given below :

<b>Type of Claim</b>	<b>Response required from R.E.</b>
<b>1. Extra Work Claims by TRF (on Customer)</b>	
1.1. Additional Scope asked to be done by the ultimate customer.	Issue confirmatory letter to Customer, confirming the additional scope requested. Inform Project Manager to take up from H.O. Commence work after H.O. confirmation.
1.2. Claims due to extended stay at site.	To be referred to head office. Instances of idle hours / non-availability of fronts to be registered. Matter also to be taken up with customer, if applicable
<b>2. Extra Work Claims by TRF's Contractors (on TRF)</b>	
2.1. Additional scope transferred to the contractor from the existing scope of another contractor.	Can be undertaken if the situation warrants. Project Manager to be kept informed for regularizing of amendment.
2.2. Additional work arising out of workmanship defects in TRF's products.	Project Manager to be informed about likely costs, and approval obtained from Head Office, after comparing site repair costs vs replacement/ repair at works
2.3. Additional work arising out of Design defects in TRF Products	Project Manager & Design Office to be informed about likely cost of site repair. Work not to start before Head Office concurrence.

2.4. Additional work arising out workmanship / design defects in Bought-out Vendor's products.	Inform Service Deptt of vendor directly about defects. Ask time barred response, failing which costs to be debited. Keep Head Office informed before commencement.
2.5. Additional work arising out of mismatch in size of basic materials /(viz. steel, cables etc.)	Work to be undertaken only after details of mismatch have been furnished to Project manager / Engineering, and concurrence obtained.
2.6. Claims due to unforeseen statutory liabilities on the contractor, not envisaged in the contract.	The imposition of the liabilities to be highlighted to the customer, and H.O. to be asked to look into contractual implications, vis-a-vis customer's liabilities. Settlement to be done in concurrence with H.O, on back-to-back basis

While sending details of extra work to Head Office for amendments, the following details should be invariably be indicated:

Category of Extra Work:

Description of the work done:

Date when clearance obtained from H.O.

Whether and to what extent claimable from Client:

Whether and to what extent claimable from Sub vendor

Whether rates exist in the original order for the extra items of work

If not, details of similar items of work with rates

Estimated value of the job

## **CSM-B1- INSTRUCTIONS FOR BANKING/ ACCOUNTING ACTIVITIES**

### **SECTION**

1. Debit Notes
2. Finalization of Sub-Contractors/ agencies for site work, submission of bills, and payment Procedure.
3. Security Deposits:
4. Accounting, Banking and Allied Activities & their Control

## **CSM:B1 : Banking and Accounting Activities**

### **INSTRUCTIONS FOR BANKING / ACCOUNTING ACTIVITIES**

1. Debit Notes :

Debit notes for materials issued to sub-contractors / other agencies will be raised and proper acknowledgement obtained. Such debit note copies to be forwarded to Site Accounts, H.O. Accounts for recoveries. A register of debit notes to be maintained at site with full details and recoveries made against various bills. Following formats will be used as annexed :-

Annexure BA : Control Register for Issue of Material to sub-contractors on Recoverable Basis.

Annexure BB: Control Register for Services provided to Sub-contractors on recoverable Basis

Annexure BC: Control Register for Material Issued / Service provided by client on Recoverable Basis

Annexure BD: Debit Note

Annexure BE: Control Register for Adhoc Payments/Adhoc Advances to Sub-Contractors.

2. Finalisation of Sub-Contractors / agencies for site work, submission of bills, & payment Procedure

- 2.1. Sub-Contractors / agencies for execution of site work will be fixed up by H.O. Wherever necessary, RE may be involved in negotiations and finalizing the contractor.
- 2.2. Copies of all Purchase Orders for site work will be forwarded to Site by Contract Purchase / Contract Co-ordinator. Only after receipt of LOI/P.O. at site, an agency will be permitted to start the work at site.
- 2.3. RE will ensure that the prospective sub-contractor possesses all statutory documents like labour licence, P.F. registration, ESI registration and is approved by our Clients wherever necessary. No agency will be engaged without valid Licence, PF/ESI registration no. Purchase order should have the clause for Performance Bank Guarantee in addition to Bank Guarantee for advance if any. Contract Performance Bank guarantee will be converted into Performance Bank Guarantee at the end of the job if required.



- 2.4. Bills of sub-contractors duly passed by Site Engineer and RE will be forwarded to H.O. with all Measurement Books / detailed work sheets. Summary Sheet to accompany the Bills giving cumulative figures and debits to be adjusted from the bill value. Each bill should carry a declaration from sub-contractor countersigned by Resident Engineer / Site In charge that the supplier has discharged his PF/ESI liabilities up to date.
- 2.5. Such bills will be forwarded to H.O. (Construction Division) for onward processing and sending to Accounts. Bills should reached H.O. by 20<sup>th</sup> of the month so that payment advice/DD can be sent to site by 27<sup>th</sup> of the month.
- 2.6. Bills not accompanying above requisite documents are liable to be returned back to site. No action will be taken at H.O. on incomplete bills.
- 2.7. Bills from Sub-Contractors will be received on monthly basis. Quantities completed and certified by RE upto 15<sup>th</sup> of the Month will be claimed. RE will ensure that bills & enclosures as required, along with summary sheets etc are received at H.O. by 20<sup>th</sup> of the month.
- 2.8. Accounts department will inform site through fax/memo payment details, clearly indicating the amount passed, recoveries made, debit notes realized and retention kept at H.O. Such payment advice will also contain SAP DOC. No. through which the subject bill has been journalized by Accounts. Payment to sub-contractor will be made only after receipt of such communication from H.O. Accounts. Such communication will be sent to site latest by 30<sup>th</sup> of the month. Wherever payment in the form of Demand Draft is to be released directly in the names of the Sub-Contractor, H.O. Accounts will ensure that such Demand Drafts are issued to Construction Division by 27<sup>th</sup> of the Month. (DD charge is to be deducted from the payment to sub-contractor).
- 2.9. Adhoc payment / sundry advances to contractor will not will not be made by RE.
- 2.10(a) However in case of exigencies when it required to make wage payment to individual labours of sub-contractor directly then the following activities must be carried out :
- (i) When cash payment exceeding Rs.20,000/- is made then the voucher should include a statement prepared in the following manner :

<b>Statement of cash payment made towards labour wages</b>		
Voucher Ref. No. _____ date _____		
Wage payment for the month of _____ has been made to the labours on account of _____ (contractor's name) against P.O. No. _____.		
Sl.No.	Name	Net Amount paid (Rs)
1		
2		
3		
TOTAL :		-----

- (ii) Copy of the wage sheets certified by RE is to be enclosed along with the voucher.
  - (iii) The amount paid to the labours of sub-contractor is to be booked in the name of the contractor as adhoc payments.
  - (iv) These adhoc payments are to be entered in the advance register kept at site (format of adhoc payments / advance register is given in the annexures to the Manual).
  - (v) The amount is to be recovered from sub-contractor's next bill.
  - (vi) 2<sup>nd</sup> adhoc payment will not be made till such time the 1<sup>st</sup> is fully recovered.
  - (vii) If it becomes necessary to make such payments for three consecutive months, the sub-contractor's order would be terminated and his Performance Bank Guarantee would be forfeited.
- 2.11 In case the P.O. needs amendment and the value of work done exceeds the PO value then site in charge must ensure necessary amendment of the PO before certifying the additional work.
- 2.12 Payment will be made to the Sub-contractor / agency only against certified bill. All payment vouchers will accompany Certified Bills.

- 2.12(a) A summary sheet shall be attached to each running bill to show the final value of bill certified by subcontractor after making necessary corrections and one copy of final summary sheet after correction, is to be forwarded to the concerned sub-contractor to know the final value of their bill. (A format of summary sheet is enclosed in Annexures-BF).
- 2.13 Final Bill / Retention Bills will be paid from H.O. RE will certify the final Bill / Retention Bill and forward to H.O. accounts along with one Clearance Certificate as per standard format of the Company. Such clearance certificate will indicate that reconciliation of materials issued to the sub-contractor is made to his full satisfaction and there are no dues from any account. This Clearance Certificate will be signed both by the RE and the Sub-Contractor. Final bill shall also accompany upto date details of payments released to sub-contractor, PF Clearance and ESI Clearance certificate from appropriate authorities.
- 2.14 If any situation so arise where according to the contractor the job required to be done is not within the scope of the PO then the following actions will be followed before the job is undertaken:-
- a) Site In-charge to review the claim of the contractor and ascertain whether the job is within the scope of the PO. If Site In-charge is prima facie satisfied that the job involved is actually modification /rectification/extra work for which contractor is not responsible and or not covered under the scope of the PO then Site In-charge shall make an estimated proposal stating the approximate cost and send to HO for approval.
  - b) Only after obtaining the sanction in principle from HO and after the mutual agreement with the contractor the job can be started.
  - c) The Project In-charge to evaluate whether any extra claim can be lodged with the client and accordingly such claim should be taken up with the client after obtaining due clearance from the Divisional Heads.
- 3.0 Security Deposits :
- 3.1. Security deposits made at site to Land Lords (house taken on lease), ALC/DLC (for labour licence), client (for electricity, quarters and security/fire services etc.), sales tax Officers (for Sales Tax registration), Agencies (for providing equipment/machinery on hire to TRF), P&T

Dept. (for Telephone connections), will be properly recorded by RE in a Register. All Security Deposit Receipts will be kept at site in originals. Copies of such deposits will be forwarded to H.O. by way of imprest statement. All security deposits will be made through crossed draft.

3.2. Redemption of Security Deposits – RE will be liable for realization of security deposits / or adjustments as may be necessary through imprest statement.

4. **Accounting, Banking and Allied Activities & their Control :**

4.1. **Bank account operation**

4.1.1. Company's Bank Accounts : Company will open two separate accounts at site, one being the collection account and the other to serve as site operation account.

4.1.2. Collection account will be used to deposit collections received from clients and other places. This money will be remitted to H.O. in full.

4.1.3. RE is authorized to operate company's cash / bank account on behalf of the company. Bank Account will be operated jointly by RE and site accountant. In some cases, Chief(BMHS) will be nominated in place of site Accountant. H.O. Accounts will complete all documentation.

4.1.4. Payments will be made by crossed a/c payee cheques only.

4.1.5. Funds for operation of site will be remitted from H.O. on monthly basis. Generally, funds will be replenished in the first week of the month, preferably before 5<sup>th</sup> of the month by DD.

4.1.6. RE will fax fund requisition to H.O. by 25<sup>th</sup> of the month in the prescribed format. Bank / Cash balances to be indicated clearly, which will serve as basis for replenishment of funds from H.O.

4.1.7. Imprest statement will be sent to .H.O. in two parts. Imprest for period 1<sup>st</sup> to 20<sup>th</sup> of the Month to be received at H.O. by 25<sup>th</sup> of the month, and for the balance period by 5<sup>th</sup> of the succeeding month. Timely forwarding of imprest statements will be RE's responsibility. H.O. Accounts reserves the right not to replenish any fund in the absence of latest imprest statement.

4.1.8. Unauthorised expenditure and / or expenditure made without approvals / proper documents will be disallowed by Accounts. Such disallowed expenditure will be transferred to RE's personal name.

- 4.1.9. Payment vouchers will be accompanied by Original Certified Bills / Money Receipts in all circumstances.
- 4.1.10. Payment more than Rs.10000/- will not be paid in cash.
- 4.1.11. Funds will be replenished from H.O. against various expenditure heads as per approval of Chief(BMHS). RE will ensure that funds are utilized strictly as per approval received. In no case, diversion of funds for purposes other than sought by RE and approved by H.O. will be allowed.
- 4.1.12 Payments received from Clients : RE will inform H.O. clearly the details like the total value of bill, recoveries made by clients and net amount paid by them. This information will accompany with each collection instrument (DD/Cheque) sent to H.O.
- 4.1.13 Cheque Book : RE will ensure safe custody of the Cheque Book. All counter-foils will be kept in safe custody. Unused cheque book leaves / counter-foils of used cheque book etc. will be handed over to Accounts at the time of closing of site establishment with proper acknowledgement.
- 4.1.14 Theft of Cash : In case of theft / loss of cash from site office, H.O. will be informed immediately with a copy of the F.I.R. Simultaneous information will be sent to Insurance Company.
- 4.2 RE should ensure that monthly Bank reconciliation Statement along with Bank Statement are to be sent to H.O. by 5<sup>th</sup> of the following month.
- 4.3 As far as possible payment against IOU should not be encouraged. However in the case of exigencies, payment against IOU can be made for a maximum period of 7 (seven) days.
- 4.4 Fidelity Insurance at site for cash in transit, cash in safe & risk is to be made in favour of RE & site accountant.

### **CSM : R1 : Instructions for Reporting Activities**

The following reports must be made & submitted as specified in the various formats as listed:

Sl. No.	<b><u>Report</u></b>
1	Monthly progress report
2	Monthly imprest report
3	Half yearly report
4	Annual report (year ending)
5	Statutory Records to be kept (CSM-SI, Section 4, CSM-SI, Section 9.3.4 (viii), CSM-SI Section 10, Section 11, Section 13 (i).
6	Monthly Labour Report (Section 19 of CSM-SI)
7	Manpower Report- Monthly
8	Other reports as may be required as per Contract

**MONTHLY PROGRESS REPORT**

**NAME OF THE PROJECT .....**

**A) BILLING (VALUE IN LAKHS) :**

Item	Scope	Cumulative up to .....	Cumulative up to .....	Programme for Feb.....	Programme for March .....
Civil					
Structural Fabrication					
Structural Erection					
Mechanical Erection					
Electrical Erection					

**B) EXPENDITURE (VALUE IN LAKHS)**

Item	Scope	Cumulative up to .....	Cumulative up to .....	Programme for Feb.....	Programme for March .....
Civil					
Structural Fabrication					
Structural Erection					
Mechanical Erection					
Electrical Erection					

**C. PROGRESS (QTY.) :**

Item	Scope	Cumulative up to .....	Cumulative up to .....	Programme for Feb.....	Programme for March .....
Excavation (Cu.M)					
R.C.C.(Cu.M)					
Structural Fab. (MT)					
Structural Erection(MT)					
Mech. Erection(MT)					

## MONTHLY IMPREST REPORT

### IMPREST FUND REQUISITION SLIP

Funds required for \_\_\_\_\_ Site for the month of \_\_\_\_\_

Sl.No	Expense Head	Fund Requirement		Remarks
		<u>Sought by R.E</u>	<u>Approved</u>	
1	Salary – Permanent			
2	Salary – Temporary Staff			
3	Payment to Contractors			
	a)			
	b)			
4	Conveyance/ Car running			
5	Vehicle Repairs			
6	Construction equipment operation			
7	Construction equipment repairs			
8	Printing and Stationary			
9	Photocopying			
10	Miscellaneous purchase			
11	Staff welfare/Entertainment to client			
12	Travelling Expenses			
13	House rent payments			
14	Staff Medical Expenses			
15	Telephone & Fax			
16	Courier Service			
17	Freight/Demurrage			
18	Repair to Office Equipment			
19	Security Deposits (if any)			
	<b>Total</b>			
	Balance in Cash/Bank			
	Net Amount Approved			

Prepared by

Recommended by

Approved by

Date

Date

Date

Original to : AGM(F&A) cc: Manager (F&A) cc: RE concerned cc: DGM(Elect) file

N.B. To be sent to H.O by 25<sup>th</sup> of each month



## HALF YEARLY REPORT

### INSTRUCTIONS REGARDING CLOSING OF ACCOUNTS AS ON 30<sup>TH</sup> SEPTEMBER

1. Close all transactions on 25<sup>th</sup> September and deposit cash balance at the end of the day into the site Bank Account, if maintained. Please note that Bank and Cash balance as on 30<sup>th</sup> September, must be brought to Nil, if possible, or kept low as far as possible. Planning of expenditure is to be done accordingly.
2. The Imprest statements upto for 25<sup>th</sup> September, must be forwarded to H.O. Accounts by 30<sup>th</sup> September, through a courier.
3. The certificate of Cash Balance and Certificate of Bank balance as on 30<sup>th</sup> September (both in triplicate) must be forwarded along with Bank Statement duly reconciled. This is a must by 5<sup>th</sup> October.
4. One copy of all pending bills of sub-contractors which remain unpaid as on 25<sup>th</sup> September to be forwarded to H.O. Accounts by 30<sup>th</sup> September, duly certified for work done. The original bills on which payment will be made after 30<sup>th</sup> September, are to be retained at sites.

All sub-contractors should be advised to submit their bills for all jobs done by them upto 25<sup>th</sup> September by 30<sup>th</sup> September, and RE should furnish a “job done” certificate for the period 25<sup>th</sup> September to 30<sup>th</sup> September. P.O. list indicating the quantum of work done and % completed if applicable, so that provision can be made for entire work done.

5. Similarly, one copy of all pending bills in respect of local purchases remaining unpaid on 25<sup>th</sup> September to be forwarded to Accounts division by 30<sup>th</sup> September. As advised earlier purchases should be pre-planned and avoided between 25<sup>th</sup> September to 30<sup>th</sup> September.
6. Should some bills be received either from sub-contractors or from local suppliers during 25<sup>th</sup> to 31<sup>st</sup> September, copy of the bills duly certified should be immediately forwarded for making necessary provision, so as to reach H.O. Accounts latest by 5<sup>th</sup> October.
7. Imprest statement for October (both cash and bank) upto 15<sup>th</sup> October, should reach H.O. by 20<sup>th</sup> October.
8. A detailed list of debit notes issued to sub-contractors and recoveries made there against (during April – September) giving debit note reference date and particulars of the debit to be forwarded to H.O. by 30<sup>th</sup> September.

9. The following lists and schedules as on 30<sup>th</sup> September, to be forwarded not later than 5<sup>th</sup> October.
- a) List of tools and tackles at site.
  - b) List of furniture and fixtures at site.
  - c) List of capital items at site showing clearly the balance as on 1<sup>st</sup> April, receipts during the year in the form of purchase and transfers and issues and transfer out during April to September and the balance as on 30<sup>th</sup> September.
  - d) Full details of scrap lying at site giving description, quantity and current rate.
  - e) Full details of scrap sold during the year, giving party's name, particulars of scrap sold, challan no., weightment slip no., quantity, rate (whether inclusive of sales tax or not), and amount received giving appropriate imprest reference etc.
  - f) Off cuts, if any, lying at site giving separately the off cuts to be disposed off along with scrap and off cuts usable at site (description, quantity and current rate).
  - g) Surplus materials, if any, lying at site (description, quantity and value to be stated) indicating whether these are to be returned to H.O. or disposed off at site.
  - h) List of materials received from H.O., consumables and sundry purchases lying in site stores on 30<sup>th</sup> September.
  - i) A statement showing month-wise earnings for the whole year in respect of those temporary employees who have worked at the sites for not less than 30 working days (not necessarily continuous). Earnings for the purpose of this statement will include only basic salary and dearness allowance. Overtime wages and house rent are not to be included.  
  
The statement should indicate in respect of each employee his name, designation, number of days worked, gross salary drawn (i.e. basic + D.A. before deduction of PF and other dues.)
  - j) Details of employee-wise and month-wise rent, electricity, water charges and other charges paid to client/others indicating against each item the corresponding recovery made from the site staff concerned (giving appropriate reference).  
  
Where private accommodation has been arranged, full address of the Land lord is to be furnished.  
  
A certificate to the effect that water and electricity charges up to 30<sup>th</sup> September for the quarter/houses occupied have been paid and fully recovered from the employees also must be furnished.
  - k) Details of debits received or awaited from clients for service rendered to TRF at site e.g. crane hire charges etc.
  - l) List of security deposits with clients and other as on 30<sup>th</sup> September, together with confirmation from clients/other parties.
  - m) List of travelling advances and other advances paid to permanent and temporary employees remaining unadjusted on 30<sup>th</sup> September.

- n) A statement showing material, crane hire charges, cement, steel etc. issued to sub-contractors (for each sub-contractor separately), adjustment made during April to September and balance as on 30<sup>th</sup> September.
10. A list of retrenched temporary employees who have been paid bonus @ 8.33% at the time of their final settlement during April to September for the year . . . . .
11. Please also arrange to send us a list of unpaid bonus for the year 1998-1999.
12. Please arrange to send the ESI statement from 1<sup>st</sup> April to 30<sup>th</sup> September.
13. Salary & wages statement of temporary employees, casual labours for the month of September should be sent for provision.

Please note that each of the above information has to be furnished without any omission. Even where there are no details to be furnished a certificate to this effect may please be given.

### **ANNUAL REPORT (YEAR ENDING)**

### **INSTRUCTIONS REGARDING CLOSING OF ACCOUNTS BY 31<sup>st</sup> MARCH**

1. Imprest statements (both cash and bank) for the period upto 15<sup>th</sup> March to reach to H.O. Accounts by 20<sup>th</sup> March through a courier.
2. Close all transactions on 25<sup>th</sup> March, and deposit cash balance at the end of the day into the site Bank Account, if maintained. Please note that Bank and Cash balance as on 31<sup>st</sup> March, must be brought to Nil, if possible, or kept low as far as possible. Planning of expenditure is to be done accordingly.
3. The Imprest statements for the period 16<sup>th</sup> February to 25<sup>th</sup> March, must be forwarded to H.O. Accounts by 31<sup>st</sup> March through a courier. Please note again that there shall be Cash/Bank transactions after 25<sup>th</sup> March.
4. The certificate of Cash Balance and Certificate of Bank balance as on 31<sup>st</sup> March (both in triplicate) must be forwarded along with Bank Statement duly reconciled.
5. One copy of all pending bills of sub-contractors which remain unpaid as on 25<sup>th</sup> March to be forwarded to H.O. Accounts by 31<sup>st</sup> March, duly certified for work done. The original bills on which payment will be made after 31<sup>st</sup> March are to be retained at sites.

- 6 All sub-contractors should be advised to submit their bills for all jobs done by them upto 25<sup>th</sup> March by 29<sup>th</sup> March, and RE should furnish a “job done” certificate for the period 25<sup>th</sup> March to 31<sup>st</sup> March to 31<sup>st</sup> March. P.O. list indicating the quantum of work done and % completed if applicable, so that provision can be made for entire work done.
- 7 Similarly, one copy of all pending bills in respect of local purchases remaining unpaid on 25<sup>th</sup> March to be forwarded to Accounts division by 31<sup>st</sup> March.. As advised earlier purchases should be pre-planned and avoided between 25<sup>th</sup> March to 31<sup>st</sup> March.
- 8 Should some bills be received either from sub-contractors or from local suppliers during 25<sup>th</sup> to 31<sup>st</sup> March, copy of the bills duly certified should be immediately forwarded for making necessary provision, so as to reach H.O. Accounts latest by 5<sup>th</sup> April. Payment of these bills can be made only after 31<sup>st</sup> March.
9. Imprest statement for April (both cash and bank) upto 20<sup>th</sup> April should reach H.O. by 25<sup>th</sup> April. A detailed list of debit notes issued to sub contractors and recoveries made there against giving debit note reference date and particulars to the debit to be forwarded to H.O by 31<sup>st</sup> March. In the cash of debit notes pending recovery the acceptance of the party must be invariably be obtained. No debit notes are to be raised after 24<sup>th</sup> March.
- 10 History sheet of sub-contractors for the period 1<sup>st</sup> April to 25<sup>th</sup> March, i.e., a statement showing details of bills raised , cumulative amount, adjustment of debit notes for steel, cement etc. details of advances paid, adjustment if any, duly confirmed by the parties to be sent to H.O. Accounts by 31<sup>st</sup> March.
11. The following lists and schedules as on 31<sup>st</sup> March to be forwarded not later than 5<sup>th</sup> April.
  - a) List of tools and tackles at site.
  - b) List of furniture and fixtures at site.
  - c) List of capital items at site showing clearly the balance as on 1<sup>st</sup> April, receipts during the year in the form of purchase and transfers and issues and transfer out during the year and the balance as on 31<sup>st</sup> March.
  - d) Full details of scrap lying at site giving description, quantity and current rate.
  - e) Full details of scrap sold during the year, giving party’s name, particulars of scrap sold, challan no., weighment slip no., quantity, rate (whether inclusive of sales tax or not), and amount received giving appropriate imprest voucher no. and dates reference etc.
  - f) Off cuts, if any, lying at site giving separately the off cuts to be disposed off along with scrap and off cuts usable at site (description, quantity and current rate).
  - g) Surplus materials, if any, lying at site (description, quantity and value to be stated) indicating whether these are to be returned to H.O. or disposed off at site.

- h) List of materials received from H.O., consumables and sundry purchases lying in site stores on 31<sup>st</sup> March.
- i) A statement showing month-wise earnings for the whole year in respect of those temporary employees who have worked at the sites for not less than 30 working days (not necessarily continuous). Earnings for the purpose of this statement will include only basic salary and dearness allowance. Overtime wages and house rent are not to be included.

The statement should indicate in respect of each employee his name, designation, number of days worked, gross salary drawn (i.e. basis + D.A. before deduction of PF and other dues).

- j) Details of employee-wise and month-wise rent, electricity, water charges and other charges paid to client/others indicating against each item the corresponding recovery made from the site staff concerned (giving appropriate reference).

Where private accommodation has been arranged, full address of the Land lord is to be furnished.

- k) A certificate to the effect that water and electricity charges up to 31<sup>st</sup> March for the quarter/houses occupied have been paid and fully recovered from the employees also must be furnished.
- l) Details of debits received or awaited from clients for service rendered to TRF at site e.g. crane hire charges etc.
- m) List of security deposits with clients and other as on 31<sup>st</sup> March, together with confirmation from clients/other parties. Security deposits if adjusted, furnish the reference voucher no. and dates.
- n) List of travelling advances and other advances paid to permanent and temporary employees remaining unadjusted on 31<sup>st</sup> March.
- o) A statement showing material, crane hire charges, cement, steel etc. issued to sub-contractors (for each sub-contractor separately), adjustment made during the year and balance as on 31<sup>st</sup> March.

- 12. A list of retrenched temporary employees who have been paid bonus @ 8.33% at the time of their final settlement during the year.
- 13. Please also arrange to send us a list of unpaid bonus for the year .....
- 14. Please arrange to send the ESI statement from 1st April to 31<sup>st</sup> March.
- 15. Salary & wages statement of temporary employees, casual labours for the month of March should be sent for provision.
- 16. You are advised to send us the photo copy of log books of cars, jeeps, crane etc. being used at your site. Log books for the period from 1<sup>st</sup> April to 31<sup>st</sup> March should be sent to H.O. Accounts positively by 5<sup>th</sup> April. This information is required for audit purpose.

17. Please also arrange to send us a list of earnest money and advance received against scrap sales from party lying unadjusted or invoice raised against that if any, must be forwarded to H.O. by 5<sup>th</sup> April.

Please note that each of the above information has to be furnished without any omission. Even where there are no details to be furnished a certificate to this effect may please be given.

**MANPOWER REPORT**

To Sr Div. Mgr (P&A)

Site .....

For Month of .....

(Fill in the numbers for each category)

Managers, Engineers & Officers (Gradeless)- Permanent	Employees (Unionized)- Permanent	On Contract Service	Temporary	Trainees	Total

**During the month:**

Appoint- ments (*)	Name(s)	Separations (*)	Name(s)	Designation	Date	Reason	Remarks

Separations include Transfers to other Sites (Indicate in Remarks column)

\* Numbers



# **CONSTRUCTION SITE MANUAL**

## **PART C**

### **DETAILED SAFETY PROCEDURES/INSTRUCTIONS**

# **TRF LIMITED**

**A TATA Enterprise**



## CSM-F1- SAFETY INSTRUCTIONS

### SECTION

1. General
2. Structural & Mechanical
3. Electrical
4. Construction Equipment & Tools
5. Safety Rules for Gas cutting
6. Safety Rules for Welding Job
7. Safety Rules for Dismantling Job
8. General Safety Rules
9. Operation Control Procedures (Fab & welding)
10. –Do-(Mechanical)
11. –Do-(Electrical maintenance)
12. Legal Register/Requirements

## **CSM:FI : Safety Instructions**

### **1. GENERAL**

#### **a) Site Clearance :**

- i) Written site safety clearance should be obtained from the premises' owner before starting the job at site.
- ii) Safe place for keeping the materials to be selected.
- iii) Either materials to be properly stacked or to be shifted to appropriate place
- iv) If any electrical connections or service connections are interfering with the site clearance job, they are to be diverted in consultation with the appropriate authority.
- v) Approach to a place of work should be cleared and, preferably, an approach should be provided at least from two sides, so that in case of any interference in one side approach, the job is not disturbed.
- vi) Records should be maintained on issue of personal protective equipment to the individual and their signature/ thumb impression should be recorded corresponding to the date of issue.
- vii) Safety Organization(Safety Committee) at Head Office to be created to overall monitoring of Safety Activities at all sites of TRF.

#### **b) Storage of Construction Materials :**

- i) All materials should be stacked properly. The stack height should not exceed 4 ft. above ground level.
- ii) Safe approach to be provided and maintained from individual stack to place of work. Stacking of materials should not disturb the handling of mechanical, structural or electrical materials stacked nearby.
- iii) No stack of materials should rest against a structure or building wall
- iv) Construction materials should not be kept on the edge of the pits and excavated area
- v) A clear passage should be provided for workers
- vi) Proper drainage should be provided so that the discharge of water, used for washing of materials, etc. does not flow into the pits or make the ground surface slushy.
- vii) Boxes, pallets, containers, ropes, pulleys used for handling and transporting stacked materials should be checked periodically.
- viii) Proper care should be taken for nails while stacking dismantled planks.
- ix) Material should be stored, if any, according to the guidelines from insurance norms/ statutory provisions

#### **c) Excavation :**

- i) All excavated areas should be barricaded and there should be at least one entrance and one exit for every 20' length of excavation.

- ii) Excavated materials should be thrown at least 4 ft. away from the edge of the excavated area. and additional care should be taken during rainy season.
- iii) Excavated material should not be allowed to accumulate in a busy work area but should be removed promptly.
- iv) If work is to continue at night, lighting should be provided around the barricade.
- v) Locations of underground water pipes, gas pipes, fuel pipes, storage tanks, electric cables, telephone lines, etc. should be ascertained by competent authority before commencing excavation of areas. The locations should be marked clearly.
- vi) Adequate protection must be provided for underground pipes, cables, telephone lines, tanks, etc.
- vii) No shovel, crane or dragline should be used to excavate near electric lines. Power should be shut off while excavating near them.
- viii) If excavation is being done by means of picks or paving breakers, care should be taken not to puncture any cable or service line. Preferably, a shut-down of these lines should be taken while excavating near them or they should be well protected.
- ix) Adequate suspension or support should be provided for hanging lines, pipes, etc.
- x) If any excavation is to be carried out in the proximity of any structure, where it is likely to sink/collapse, temporary supports are to be provided to transfer the load of the structure to a firm ground before excavation.
- xi) Any blasting, if required to be done, then it should be as per rules and regulations.
- xii) Any surcharge like slopping ground, track line, building or machine structural if found within 45° from the bottom edge of the pit to be excavated, care should be taken to retain the surcharge load.
- xiii) Heavy structures or the machines to be erected should not be kept within 45° line from the bottom edge of the pit.
- xiv) If any crack of ground near the excavated pit is noticed during the work in the pit in progress, the work must be stopped immediately and brought to the attention of the appropriate authority. Nobody should be allowed to work there till preventive measures are taken.
- xv) Open excavation adjacent to and lower than wall foundations or other footings, structural columns, etc. should be executed by experienced worker with the knowledge of soil. Special care should be taken to prevent undercutting in reclaimed or filled up soil.
- xvi) When excavation is to be done within a building, precautions have to be taken for the existing installations, structures, foundations, etc.
- xvii) Any trench 4 feet or more deep should be provided with ladders, stairways or ramps, so spaced that no worker in the trench should be more than 50 ft. from one of them. Ladders should extend at least 3 ft. above the ground.
- xviii) Pick and shovel men should, during excavation, keep at a safe distance.

- xix) While excavating on the slope whose height is over 10 ft. men should use safety belts.
- xx) For sides of trenches more than 4 ft. deep shoring with timber should be done, where they are sloped to the angle of repose or unless the trench is in solid rock. Bracing conforming to recommended specifications should be used.
- xxi) Safety appliances should regularly be used.

**d) Shuttering and shoring :**

- i) In case the soil is soft, loose, the bonding is loose, the water seepage is observed, subsoil hydrostatic pressure is high or in case superimposed load of structure or shock load, shoring of adequate strength has to be provided during excavation. Shoring should also be done below 4 ft. depth trench.
- ii) Subsoil water accumulation should be pumped out from the excavated area. If slippage of soil is observed, then it should be protected by proper shoring or putting sand bags.
- iii) The inflow of water should be diverted away from the area.
- iv) Under cutting of the soil is strictly prohibited.
- v) Proper cribbing of support should be done and specified/ instructed by appropriate authority, if excavation is done below or close to railway track.
- vi) If under cutting is necessary, then shoring with proper propping should be done as specified or instructed by competent authority.
- vii) Wooden planks or steel sheets of adequate strength should be used for shuttering.
- viii) Planks or sheets should be rigidly fixed with one another by means of clamps, hooks or nails. The joint should be sufficiently strong to take care of load.
- ix) Props used to support the shuttering should be of adequate strength.
- x) While dismantling shuttering, persons working below should be alerted.
- xi) The vertical props should rest on firm base.
- xii) After completion of job, the shuttering should not be left for a long time.
- xiii) For shuttering and shoring, design load should be calculated and approved by the TRF Design Office/ RE.
- xiv) Safety appliances should be regularly used.

**e) Demolition and removal of debris :**

- i) Before demolishing a building or structure, either protect or disconnect the utility services (gas, steam, electricity).
- ii) Remove all fragile and hanging materials from inside the building
- iii) Demolition should be done under competent supervision as per approved plan.

- iv) The area around should be cordoned off and barricaded. Caution boards and red flags should be displayed at places. The distance of cordoning will depend on the height at which demolition is taking place.
- v) Chutes or container cages should be used to lower down debris.
- vi) Proper and tested tackle to be used while lowering heavy materials.
- vii) Trained, experienced, and reliable person should give signal and supervise material handling activities.
- viii) The cages, hoists, tackles should not be loaded above its safe working load.
- ix) Debris should be removed at the earliest.
- x) Safe and easy approach to be provided for quick transport
- xi) Water should be sprayed to control dust wherever required.
- xii) Trucks should not be overloaded or materials should not spill on the way
- xiii) Materials should not project beyond the side or back panels of truck.
- xiv) Before demolishing building with overhung chajjas, etc. they should be properly supported or demolished first before demolishing the super structure of the building.

## **2. STRUCTURAL & MECHANICAL**

### **a) Structural Erection :**

- i) The structural members should be kept in an orderly manner on the ground so that they do not roll down or slide while being handled.
- ii) The structural members should be amenable to be taken out as per sequence of erection without disturbing the stack. At the same time, light structural should not be stacked below heavy structural where they are likely to be damaged.
- iii) Clear passages should be left for easy handling and transportation of structural.
- iv) Plates and structural should be stacked separately. Also loose materials should not be stacked with heavy materials.
- v) While removing any materials from the stack, care should be taken not to disturb the remaining materials of the stack.
- vi) Safety appliances should be regularly used as indicated.
- vii) Suitable standard scaffolding with hand railing and toe board as per the approved design of TRF should be prepared for working. Scaffolding should be used only for the specified load.
- viii) Safe approach to be provided to the scaffolding.

- ix) While work is proceeding on a scaffolding, roofs or other elevated places, precautions must be taken to prevent labour going underneath to avoid injury due to falling objects.
- x) The area below where work is going on should be cordoned off.
- xi) No loose materials to be kept over the scaffolding.
- xii) No materials should be dropped on the ground from a height, instead they should be properly tied and lowered. Loose materials, e.g. muck, debris, etc. should be lowered by filling in gunny bags.
- xiii) Proper signaling arrangement to be made where lifting tackle/ crane is utilized.
- xiv) Tools, e.g. spanner, etc. riveting hammer, etc. should be tied with a rope fixed so that they will not drop on the ground in case of any slip.
- xv) While using a jack, care should be taken to provide wooden block both at the top and at the base of the jack. Also the jack should be tied by means of rope to prevent slippage of jack.
- xvi) If a hydraulic jack is used, the local lifting should rest on wooden block or temporary support to prevent mishap due to the failure of the jack.
- xvii) Only those persons who are skilled in working at height should be engaged for jobs to be done at a height. Persons suffering from diseases, such as epilepsy, blood pressure, etc. or addicted to drug, alcohol, etc. should not be allowed to work at height.
- xviii) Where the job demands physical exertion or working near a gas line or hot atmosphere, workers should be regularly changed to avoid fatigue.
- xix) Care must be taken to fasten the erected members properly and secured by guys, etc. whenever necessary, guy ropes to be used while handling materials overhead.
- xx) Written clearance should be taken from appropriate authority while working near gas line, live electric line, crane gantry, etc. The clearance to be returned in writing after completing the job and removing all men working near the area.
- xxi) For working near live electric line, the programme should be discussed with the Operation Department, Safety Department, Electrical Department and other concerning Department, if any. An agreed procedure is to be decided for doing the job and the clearance to be taken in writing form Electrical Department. In case of electric shock immediate First-Aid, e.g. artificial respiration should be resorted to.
- xxii) If a job is to be carried out in crane gantry, agreed procedure to be worked out in consultation with Electrical, Operation and Safety Departments. Stop blocks should be provided on the gantry on either side at a distance about 20 ft. from working area. In addition, red flag (or at night red light) should be provided to caution the crane driver about men working on the crane gantry. All men working on the crane gantry should be given induction regarding hazards due to clearance of the building, etc. Caution boards wherever required should be provided in appropriate places.
- xxiii) For jobs to be carried out near gas line, steam line, etc. the programme should be discussed with the Operating Dept., Safety Dept., Energy and Economy and any other departments concerned and agreed procedure worked out. Clearance should be taken in writing in the specified form and to be returned after the job is over. Services of Fire Brigade and compressor to provide sufficient fresh air to be made for detection of gas leakage. After the job is over, the clearance to be returned in writing.

- xxiv) While lifting structural, the weight is to be approximately ascertained and proper lifting tackle of appropriate capacity is to be selected.
- xxv) Ropes and slings should be protected by providing padding over sharp edges.
- xxvi) Slings should be done in such a way as to prevent the load from slipping.
- xxvii) All persons should use proper safety appliances.
- xxviii) Proper sequence of erection to be followed as per approved plan of TRF.
- xxix) Any specific note from the danger/ supplier should be followed.
- xxx) Gas cylinders should not be dropped or dragged on the ground. Acetylene (D.A.) cylinder should be kept in vertical position. Lifting magnet or chain should not be used for handling cylinders. Cylinders should be kept away from all sources of contamination, e.g. oil, batteries, fire and heat, etc. Cylinder valves should not be lubricated. Care should be taken not to give additional leverage for opening cylinder valves which is likely to damage it.
- xxxii) For handling of gas cylinder, trolleys and cradles of adequate strength shall as far as possible be used.
- xxxiii) In structural where provision for expansion, free movement, etc. are provided, they should be checked properly.

**b) Mechanical erection :**

- i) Load to be properly ascertained and position of the centre of gravity and load transfer at clinging point to be thought of before handling any equipment. Trial lift/lower to be made before lifting/lowering the job.
- ii) A special check is required regarding fitness of all lifting and haulage tackles, ropes, slings, etc.
- iii) Selection of tommy bars, roller skids, etc., should be made depending on the type of equipment to be handled.
- iv) The common tendency of checking gear meshing lubrication, coupling matching, holes matching etc. by feeling with a finger must be strictly curbed.
- v) Gas cutting of any member should be avoided.
- vi) In case of all installation to be tested and tried, the supplier's instructions should be properly studied and followed during installation and testing.
- vii) A general check on integral or other service system, lubrication system and check on free and easy movement of all moving parts and their safe clearances, to be taken care of before such test.
- viii) All safety features to be checked.
- ix) Regulations, e.g. Boiler Regulation, regulation for explosives, electricity rule, etc. and any other set procedure, e.g., working near gas line, electric line, etc. should be followed.
- x) Attention should be paid to all mechanical safety guards, toe-boards, hand railings, hatchway covers, ladders, etc.

- xi) Grinding wheels should be handled with care. These should be visually inspected/checked by ringing test for possible damage before mounting. Before mounting the wheel, maximum operating speed (marked on tag) should be checked against machine speed. Mounting flanges should be equal and of a diameter at least 1/3 the dia. of the wheel. Wheels should be covered by guard for at least one-half of the grinding wheel and operator should use safety goggles. Wheels should not be tempered for mounting and no materials should be grinded for which the wheels are not designed.
- xii) If work is to be carried out over fragile roof, all men required to work on the roof top should be trained for safe work on the roof top. Crawling boards should be made use of during any work on fragile roof top. Also, caution boards should be fixed up at the ladders leading to the roof top “Danger: do not go on the roof top without permission”.
- xiii) Eye bolts fixed at correct slinging points for heavy machinery parts, motors, generators, turbines, etc. should be utilised for handling.
- xiv) Torque wrenches are provided for taking the correct strain during tightening of nuts on bolts.
- xv) Supplier’s instruction should be strictly followed for special installation, e.g., fixing of friction grip bolts, etc.
- xvi) Safety valves for steam, compressed air and gas requirement and expansion joints should be checked.
- xvii) No lifting tools and tackles should be overloaded.
- xviii) Pulley blocks of proper quality should be used. In no case, pulley block suitable for fibre rope should be used for steel wire rope.

### **3. ELECTRICAL :**

- i) Indian Electricity rules to be followed
- ii) Wires of proper size and of proper insulation to be used.
- iii) It is preferable not to use loose and temporary wiring even for power supply for lighting, machine or to any electrical equipment.
- iv) All electrical equipment, switches, machines, welding machines, drilling machines, etc. should be properly grounded.
- v) Voltage and current rating should be prominently displayed at the installations.
- vi) No rewirable fuses to be used. Instead HRC fuses to be used for all power connections.
- vii) Caution boards should be properly displayed and marking of individual switches to be made.
- viii) All electric lines should be drawn as per the height specified in the Electricity Act and Rules. No live wire should be laid on the ground or wet surface. All electrical joints should be properly insulated.
- ix) Electrical installation should be protected from water and direct flame.
- x) Only competent persons holding a permit issued or recognized by the State Govt. should make electrical connections and installations and attend electrical defects. It is essential to ensure that they



are not only capable of executing/ supervising the job but they also have the necessary competency certificate as per statutory requirement.

- xi) Selection of right safety appliances, tools, materials and instruments for particular jobs must be pre-planned.
- xii) Materials and equipment of correct quality should be used, e.g. : asbestos insulated cables for hot locations, flame proof fittings, switch gear, motors, etc., for oil, gas and other inflammable installation areas where there are hazards of explosion, totally enclosed fan cooled motors in damp and corrosive surroundings, waterproof fittings for under-water installation, etc.
- xiii) Complete understanding and co-ordination should be prearranged with staff authorized to give clearance and staff supervising the job. Particular care should be taken in case of multiple sources of supply to see that all sources are made dead and all grounding precautions and test are done before work commences. Clearances should be exchanged in writing in standard form.
- xiv) Before energizing any installation, testing of the insulation resistances of individual units, proper phasing out and voltage tests, performance of protective and control system, checking of earth resistance of the whole system, checking connection, marking and tagging should be carried out. Safety appliances, e.g. rubber gloves, rubber mat, grounding rod, neon tester, insulated screw driver and pliers, etc. should be used. Installations should be energized only after taking necessary clearance from the appropriate authority.
- xv) Limited switches, interlocks, etc. if provided, should be checked before commissioning any equipment.
- xvi) Proper earth pits should be made and its value should be checked at regular interval. Earth pit must be cross connected and its value of the earth pit must be written.

#### **4. CONSTRUCTION EQUIPMENT AND TOOLS –**

##### **a) Hand Tools :**

These should be checked periodically by the person authorized by the RE and bad tools should be discarded.

- i) Pick, hammer heads, files, screwdrivers, shovels, etc. should be provided with good handles made of approved quality of wood and tested for the purpose it is used.
- ii) The handles should be convenient for grip and smooth. They should fit tightly with the implements.
- iii) Mushroom head chisels, hammers should be discarded.
- iv) Wrenches and spanners, which slip during use, should be discarded.
- v) Drills should be fastened to paving breaker to prevent its flying.

##### **Pneumatic Compressor :**

- i) Compressor should be checked for any crack in the air receiver and pipe connection. Air receiver should also be examined by a competent person(as per the statute) and record should be maintained.
- ii) Safety valves should be checked periodically for their effectiveness.

- iii) Pressure gauges should be checked.
- iv) This should be installed/ placed away from excavation.
- v) Leakage in the line should be avoided and air hoses should be firmly clamped.
- vi) No one should use the compressed air to clean his dress or body. Compressed air should not be directed against any person.
- vii) Supply of compressed air to pneumatic tools should be controlled by valves. Bonding and tying of hoses should be avoided.

**b) Pulleys :**

- i) In no case pulley meant for fibre rope should be used with steel rope.
- ii) Sheaves, shaft, hook, hose pin, packet pin, locking of pins should be checked before use.
- iii) Grooves of the sheaves should be uniform and smooth. The wire rope or fibre rope should run free without touching against the block or suspension parts.
- iv) Sheaves should rotate freely on the shaft
- v) The shaft should be free from crack and should not be worn out.
- vi) Pins and hooks should not be worn out or unused.
- vii) Anchorage should be strong and firm for which load calculations must be made.
- viii) Anti-twister should be used to prevent rubbing of ropes against one another.
- ix) Anti-twister should be used to prevent rubbing of ropes against one another.
- x) This should be examined periodically by the competent person as per the statute and records to be maintained at TRF Construction Stores.

**c) Chain block and chain puller :**

- i) Chain blocks/ puller of proper lifting capacity should be used for lifting known loads.
- ii) Chain block/ puller must be checked, examined periodically by the competent person and inspected before use.
- iii) No cannibalizing should be done on chain blocks.
- iv) Chain blocks/puller with fractured links or cracked links, should be discarded if the elongation of the link is more than 5% or the interlink bearing is more than 1/4".
- v) Chain blocks/puller should be tested for 'slip' by suspending a safe load.
- vi) It should operate freely and the chain should not come out of pulleys
- vii) The anchorage should be strong and rigid.
- viii) They should be checked for cracks, excessive wearing, elongation, etc. Opened out hooks should not be used.
- ix) No chain block/puller which has been tampered in receiving arrangement, should be used unless it is thoroughly checked and tested by a competent person.

- x) Chain block/puller must be checked if stored for a long time, subjected to shock load, slipping of load, and overloading, and jamming of links, etc. observed.

**d) Winches :**

- i) Safe working load with gearing arrangement should be marked on the winch and tested regularly.
- ii) A winch should not be overloaded.
- iii) It should be placed on a firm base and properly anchored.
- iv) The brake, ratchet arrangement, gear and pinion including the meshing, wire rope including clamping arrangement and direction of receiving rope drum, tie rods should be checked before using the winch by the user.
- v) Ratchet arrangement should be kept in position while hoisting a load.
- vi) Tie rods should be so adjusted as not to allow drum movement causing clutch arrangement to slip.
- vii) It should be examined periodically (as per the statute applicable for the site) by the competent person and record of such tests should be maintained by TRF Construction Stores.

**e) Derricks :**

- i) The lifting capacity of the derrick should be ascertained and it should not be overloaded.
- ii) The mast, guy ropes, wire ropes, swivel hook, rope clips, strap blocks, etc. of the derrick should be thoroughly checked before erecting the derrick.
- iii) Depending on the type of derrick, the mast should be firmly fixed by guy ropes/ structure.
- iv) All precautions should be taken so that the base of the derrick does not shift or sink.
- v) Guys of the derrick should be anchored tightly with strong structure/ holdfasts.
- vi) The local being hoisted should not run against the derrick.
- vii) This should be examined periodically as per the statute applicable for the site and records should be maintained with TRF Construction Stores.

**f) Cranes :**

- i) While using overhead crane/job crane, the capacity of the crane should be ascertained.
- ii) A crane should not be overloaded.
- iii) Mobile cranes should be parked on hard soil or strong base. They should not be placed near the edge of the pit or excavation.
- iv) The safe working load of any mobile crane depends on:
  - i) Condition of ground
  - ii) Boom length
  - iii) Radius of rotation while lifting the load and the inclination of the boom to the vertical, and
  - iv) Whether the outrigger is blocked or free.
- v) The safe working load is generally tabulated in the 'Load Chart' of the crane. Sometimes, cranes are derated due to the structural condition, condition of clutch brake, etc.

- vi) The load is the total load hung from the top sheaves of the boom including the weight of the hook block etc.
- vii) Capacity marking, as stated above, should be displayed on the crane.
- viii) Only experienced, trained, medically fit and reliable persons should give signal to the crane operator. He should be very cautious while using more than one crane.
- ix) Standard signaling codes/signals properly understood by the operator and signal man should be used.
- x) Guy ropes should be used while hoisting heavy and bulky materials.
- xi) The brake, boom, hook and wire ropes should be checked before using the crane for hoisting materials by the crane operator.
- xii) The load being lifted should not touch the boom.
- xiii) The boom or any part of the crane should not touch any live electric line/ service line.
- xiv) The boom should not be turned suddenly.
- xv) Jacks bearing (out-riggers) and rail clamp (for loco crane) should be used for handling bulky load, particularly at a lateral angle.
- xvi) Packing of proper quality should be used and the outrigger should rest tightly on the packing.
- xvii) Nobody should stand below the boom or load.
- xviii) The operator should be able to see the hook and load throughout the hoisting period.
- xix) Reeving, clamping of ropes, hook blocks, etc., should be checked before lifting a load.
- xx) Storm clamp or swing locks to be used while using the crane during storm.
- xxi) At least two winding ropes should always be on the wire rope drum of the crane.
- xxii) This should be examined periodically as per the statute applicable for the site and records should be maintained with TRF Construction Store.

**h. Jacks :**

- i) Jacks should not be overloaded.
- ii) Manufacturer's instructions for the use of jaws (particularly hydraulic gears) should be clearly followed before use.
- iii) Some hydraulic gears, due to the position and construction of the non-return valve, are not used in horizontal and inclined positions.
- iv) Load must rest on firm packing after lifting by you, before anybody is allowed to move below the load.
- v) Wooden blocks to be provided below and over the gick and the gick should be tied up by rope to prevent it from slipping.
- vi) Jacks of the same capacity and type should be used while using a number of jacks simultaneously.
- vii) Inspect, clean and release the load after use.

viii) Always use clean oil of proper grade. Standard lever for operating the jack as indicated by the supplier should be used.

**i) Safety appliances :**

i) Safety appliances play a vital role in protecting the workmen from injury during the execution of job. Some of the important safety appliances are given below. They must be in condition and conform to the laid down standard for them.

ii) No worker should be allowed to work at the construction job if he does not wear proper shoes.

iii) Where work is carried out at different levels, all must wear safety helmets.

iv) Men working at a height must wear standard safety belts conforming to BISG, D.G.M.S approved.

v) Persons doing handling jobs, gas cutting, welding or operating paving breakers should wear hand gloves prescribed for respective jobs.

vi) While gas cutting, brick dressing, welding grinding, operating paving breakers and operating machines, men must wear safety goggles recommended for the purpose.

vii) Dust respirators should be provided to those workers engaged in brick cutting, breaking, dismantling concrete work, blasting, etc.

viii) Gas mask must be used while working near gas line or inside old redundant tunnels.

ix) Ear plugs or ear muffs should be provided to those working at places with high sound level.

x) Tight fitting clothes should be used while working near machine or handling chain, etc.

xi) Gum boots should be used while working with chemicals, acids, wet soil, etc.

xii) Asbestos cloth or other suitable gloves should be used while handling hot objects.

xiii) Nobody should wear loose dresses.

xiv) Fire fighting equipment of proper type should be used while working where there is a chance of fire.

**j) Safety in transport :**

i) Materials should be properly loaded considering their weight, dimension, capacity of the carrier, centre of gravity of the load, clearance required for safety, etc.

ii) The load must be properly packed, nudged and bashed before transportation.

iii) The truck, trailer and other transport vehicles should be in safe working condition.

iv) The power vehicles must have efficient brakes, warning hooters or horn and lights.

v) The tyres, the body and deck should be in good condition.

vi) Properly spaced wooden battens or packing should be provided to prevent slipping of load.

vii) The transport vehicles should not be overloaded. No material should project above the height of the side panel or beyond the side panels. Material may be allowed to project a maximum 1.5 m at the back of the deck. Red caution flag, should be displayed on the projected end.

viii) The vehicle should not ply beyond the permissible speed limit.

- ix) The driver should not ply the vehicle during shift changing hours.
- x) The driver should observe instructions for crossing the level crossing, overtaking, taking turn, etc.
- xi) None should get up or get down from a moving vehicle.
- xii) Men should not sit on the sides of the panels or on the top of driver's cabin.
- xiii) Men should not sit near the load where there is a possibility of rolling or shifting due to sudden application of brakes.
- xiv) All must observe the road safety rules.
- xv) If material is transported in wagon, the route should be surveyed, so that the material will not foul with any fixed structure/object/another wagon while negotiating bends and turnouts.
- xvi) Gas cylinders should be transported as prescribed in the gas cylinder rules.
- xvii) Vehicles must be fit as per the Motor Vehicle Act and Rules.

#### **5. SAFETY RULES FOR GAS CUTTING :**

1. The gas cylinders should be kept well away from any fire or hot areas.
2. The rubber pipes, joints, gas torches, valve connections, etc. should be thoroughly checked and leakage of gas, if any, should be stopped.
3. A metal sheet should be used below to arrest any sparks, hot slag, etc. falling on the ground and to prevent burn injury to the persons working down below.
4. While doing gas cutting job near the gas line, wet gunny bags should be wrapped on the gas line and any flange joint near the place of work and water should be kept in the vicinity for use in emergency.
5. The rubber hose should not come in contact with any hot material and it should not be taken through hot areas.
6. The gas torch should be fastened to a fixed overhead structural or with the body of the gas cutter to stop it from dropping down below.
7. The rubber hose should not obstruct the movement of cranes and any vehicles in the plant.
8. The rubber hose with fittings should be lowered down by means of a fibre rope.
9. The gas cutter must use the safety appliances, e.g., gas cutter's goggles, hand gloves, safety shoes, helmets and safety belts D.G.M.S approved quality.
10. While working near gas lines, the representative of the agency doing the gas cutting would arrange to keep the fire fighting equipment for emergency.
11. A written clearance must be taken from the representative of the department concerned daily before starting the job and written clearance given back by the contractor to him after completing the job.

12. There must be effective supervision during entire period of work.
13. Gas cutting at or near a gas or fuel line should never be done without consulting the Resident Engineer who will lay down special procedures for safe execution of the job.

**6. SAFETY RULES FOR WELDING JOB :**

1. An authorized and trained electrician of the contractor shall make the electrical connection from their switch to the welding machine.
2. Correct and proper electric double earthing should be provided for the welding machine, the casing and the job to be welded and these should be electrically checked for any leakage of current.
3. The welding machine should be kept at a dry place and materials should not be kept around it.
4. The welding cable connections should be tight by proper socketing.
5. The cable should be in good condition. The metal wire should not be in an exposed state anywhere.
6. The cable should not lie on the wet surface nor should it pass through water. Gas lines, building structure, or rail, oil or tracks, railings, fuel tanks, etc. should not be used to support welding cables.
7. As far as possible, the cable should not be laid across the passages. It should be taken overhead. In case it has to be taken over a passage, it should be covered with wooden planks.
8. Gas lines and their supporting trestles, track lines, oil or fuel tanks, etc. should not be used for earthing.
9. The welder and the operator should not wear any wet dresses foot wears, hand gloves, etc. These should be dry while working with welding machines.
10. The welder should wear rubber shoes, hand gloves and use welding screens while doing welding jobs.
11. Screen should be used around the welding area to stop welding flashes from affecting others.
12. The welder must check the welding holder thoroughly, before starting the job and should also see that the insulation of the holder is proper.
13. The welding cable and holder, etc. should be fastened to the overhead structures with non-conductors to prevent these from dropping down.
14. Scaffolding made of corrugated sheets should be used below the areas where welding is to be done to prevent sparks dropping down below.
15. While welding in a confined area like inside of tanks, pipes, etc. proper ventilation must be provided with the help of a fan.
16. Welding on a gas or fuel line or tank should never be done without obtaining written permit to work from the Electrical Department, Fire Brigade, and the concerned department.
17. While working at height the welding holder and cables should be lowered down only after switching off the welding machine.
18. While welding in confined area proper exhaust arrangement must be made.

## **7. SAFETY RULES FOR DISMANTLING JOB :**

### 1. Use of safety appliances :

- a) Safety helmets and boots should always be used
- b) Men working at a height must wear safety belts. The safety belts should be in good condition.

The life line which must not be less than ¾” in dia. must be anchored firmly to a rigid structure and the anchoring point should be above the working platform or the scaffolding.

- c) Safety shoes, chappal for rejas, hand gloves and goggles must be used as per the requirements of the job.

### 2. Lifting tools and tackles :

Chain blocks, pulley blocks, wire ropes, manila ropes, slings, etc., must be examined every day before starting the job and the observations must be recorded in a register. Defective tools, tackles, safety appliances, equipment, etc., should not be used.

3. Scaffolding and platforms should be made strong and shall not be overloaded. The standard design for scaffolding and platform approved by TRF Design should be used with the boards and railings.
4. The ground area above which a job is to be done shall be cordoned and red flags should be displayed around the area. Mean should be posted to caution persons approaching the area.
5. Heavy materials are to be handled with the help of cranes and other lifting devices.
6. Scrap, muck and other dismantled materials must be regularly removed from the different levels of the structure being dismantled and also from the area surrounding the place of work on the ground level to maintain good housekeeping and prevent loose materials falling from the top of the building being dismantled.
7. Dismantling job must be carried out as per the plan approved by RE/ Site Engineer. Plan must be explained to all concerned before starting the job.
8. Written clearance regarding electrical, fire, gas and other hazards to operators of the plant must be obtained, wherever necessary, from competent authorities.
9. Heavy materials, before gas cutting them, should be held rigidly and lowered gradually to avoid sudden falling and swinging of heavy structure.
10. Regular safe approach must be used to go to and come from the working area at height. In case such approaches are not provided, the contractor should provide safe means of approach for his men. In no case should existing structures be used for going up or down from the place of work at height.
11. Personnel identity card must always be with the contractor's employees and shall be produced on demand by any authorized officer of the Company to identify the persons in case of accidents.
12. First Aid Box, Accident Report Form and Proforma with the stamp of the contractor should always be kept at the work site.



**8. GENERAL SAFETY RULES :**

1. The Contractor's supervisor shall contact the Resident Engineer one day before starting the job and obtain allocation of the area where the job is to be started.
2. If the job has to be carried out near the crane gantry or near power tracks, written 'Clearance' for total or sectionalized power shut-down for the crane movement should be obtained from the Resident Engineer.
3. In case of the sectionalized power shut-down, the Electrical Department, shall arrange to fix stop blocks on the crane gantry at least 20 ft. away from either end of the working area. The contractor's supervisor as well as the departmental electrical supervisor shall apprise the crane drivers about the above arrangements.
4. The contractor's men shall use the regular approach provided to go to the working areas at height. In case such approaches are not provided, the contractor should provide a safe means of approach to his men.
5. The contractor's men shall not climb a crane or stand near the crane gantry when the crane is in operation. They must use crane walkways as passages.
6. Scaffoldings and platforms should be made as per the approved drawing of TRF Design and shall not be overloaded. The scaffoldings and platforms shall not foul with the moving E.O.T. Cranes.
7. The ground area above which the job is to be done shall be cordoned and red flags should be displayed around the area. Men should be posted to caution others approaching the area.
8. Lifting tackles of adequate strength should be used to lift or lower materials. Dust, loose materials should not be thrown from top, but should be filled in containers and lowered on to the ground.
9. Working tools should be fastened to rigid overhead members or with the body of the employee to prevent them from dropping down.
10. Men working at height must wear safety belts certified by D.G.M.S. The safety belts should be in good condition conforming to standard specification. The lifelines must be anchored firmly on the rigid structures and the anchoring points should be above the working platform or the scaffolding.
11. All cages which carry men must be provided with two separate ropes connected to the cage top operated by two independent winches, which must have their locking and braking systems in perfect order. Each rope from the winch should be able to support the load of cage and men independently.
12. The contractor's employees should use safety appliances, e.g. safety shoes, helmets, hand gloves, safety goggles, etc. during the job.
13. Dismantled scrap materials and spares required for the job should be removed from inside the plant by the end of the day job.
14. Material should not be kept on or near the walkways, track lines, crane gantries, electrical installations or near the working areas.
15. The supervisor shall check the condition of the roof sheets, structural members, etc., before giving clearance to the contractor's supervisor to send his men to work on the top.
16. If the roof sheets are weak or in damaged condition, the contractor's men must use crawler boards, wooden planks or ladders as a means of approach and return from working platforms.

17. While working on roof top, fibre ropes of at least 1” dia should be used as guy ropes across the building for anchoring the lifelines of the safety belts.
18. While lifting or lowering any material to or from the roof top or a point between roof and ground, proper lifting tackles with suitable ropes must be used to ensure that the material does not drop down on the ground or rub or get entangled with any part of the building.
19. The workers shall walk on the purlins instead of walking on the middle of the sheets while going from one place to another on the roof top.
20. Before commencing the job in the morning, the contractor’s supervisor shall give safety talk to the workers. He shall check the safety appliances, tools and tackles, etc. The scaffoldings, platforms, approaches, should be checked by the worker’s supervisor.
21. The supervisor shall exercise strict supervision in the matter of safety of his men.
22. The supervisor shall contact the Supervisor, Building Inspection and Maintenance Department in matters concerning the safety and safe execution of the job.
23. The Supervisor shall make sure that the Safety Rules and Instructions are scrupulously complied with by the Contractor and his employees.
24. The concerning Safety Officer shall visit the site frequently and shall see that the above safety rules are observed strictly by the contractor and his employees.
25. At the end of the day’s job, the contractor’s supervisor must check that all his men are present on the ground and he shall inform the Resident Engineer about the same in writing.

<b>TRF LIMITED</b>	<b>FABRICATION &amp; WELDING OPERATION</b>	<b>O C P (Fab &amp; Welding )</b>	SECTION -9
		TITLE: OHS Hazard Identification & Risk Control (Operation Control Procedure)	REV. NO. 0
		DOC.No. SM/CSM F1	EFFECTIVE DATE: 01/01/2008

1) PURPOSE:	This Operational Control Procedure deals with various OHS Hazards while performing various activities at Fabrication & Welding operation, Safety precautions to be taken during execution of various activities, PPE to be used, responsibility of personnel doing the job and consequences in case of deviation.
2) SCOPE:	This Operational Control Procedure is applicable to all persons working in Fabrication and Welding operation of TRF Limited.
3) REFERENCE:	Procedure No. SM/CSM F1
4) ABBREVIATION:	PPE – Personal protective equipment OHS – Occupational health & safety
5) ANNEXURE:	Nil
6) DISTRIBUTION:	Available as per distribution.
PREPARED BY : NILESH KUMAR RATHAUR.	APPROVED BY : P.K.TIBDEWAL
SIGNATURE :	SIGNATURE :
DATE 01/01/2008	DATE 01/01/2008

TRF LIMITED	FABRICATION & WELDING	Operational Control Procedure (Fab & Welding )			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
Activity	OHS Hazard	PPE to be used	Safety Precautions to be taken	Consequence	Responsibility

<u>Unloading of material from vehicle</u>  <b>Positioning of vehicle</b>	Congested parking space due to parking of more vehicles	Safety Helmet, Safety Shoe, Safety Goggles, Hand gloves	<ul style="list-style-type: none"> <li>• Park the vehicle in the areas marked for Heavy Vehicles</li> <li>• Do not take inside if two vehicles are already present in the area</li> <li>• Keep space on both sides</li> <li>• Do not block the passage</li> </ul>	Physical injury, Property damage	Supervisor Vehicle Driver
	Rolling of vehicle		<ul style="list-style-type: none"> <li>• Park the vehicle on the level floor</li> <li>• Use scotch blocks under the wheels</li> <li>• Put the vehicle in 1<sup>st</sup> gear</li> <li>• Apply hand brake</li> <li>• Stop the engine</li> </ul>		
	<b>Unauthorized vehicle/wrong parking</b>		<ul style="list-style-type: none"> <li>• <b>Clearance form from concerned person of fabrication/welding shop before parking vehicle in the shop floor</b></li> </ul>		
	Hitting of building columns during turning of vehicle		<ul style="list-style-type: none"> <li>• See that the passage to Plate yard is clear</li> <li>• Take turn from the center of the road</li> <li>• Give horn while taking turn</li> <li>• Keep one person to give signal to driver</li> </ul>		

TRF LIMITED	FABRICATION & WELDING	Operational Control Procedure (Fab & Welding )			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
Activity	OHS Hazard	PPE to be used	Safety Precautions to be taken	Consequence	Responsibility

Selection of sling Fixing of sling and job lifting	Improper selection of sling/ chain	Safety Helmet, Safety Shoe, Safety Goggles, Hand gloves	<ul style="list-style-type: none"> <li>• Check the weight and size of the job</li> <li>• Check the size of the sling/ chain from the chart</li> <li>• If the sling/ chain is defective do not use</li> </ul> <p>Natural and synthetic fiber rope slings shall be immediately removed from service, if any, of the following conditions are present.</p> <ul style="list-style-type: none"> <li>○ Abnormal wear.</li> <li>○ Powdered fiber between strands.</li> <li>○ Broken or cut fibers.</li> <li>○ Variations in the size or roundness of strands.</li> <li>○ Discoloration or rotting.</li> <li>○ Distortion of hardware in the sling.</li> </ul> <p>▪ Precautions shall be taken through the use of suitable packing or otherwise to prevent the edges of the load from coming into contact with the sling, rope or chain where this would cause danger.</p> <p><b>When the material is being lifted ,the sling /belt should be held in position only with a hook to avoid trapping of hand I between sling and job</b></p>	Physical injury	Supervisor / Crane operator
	Unbalanced lifting		<ul style="list-style-type: none"> <li>• Trial lift the job see if it is lifting properly or reset the sling/ chain</li> <li>• If it is lifting properly then only hoist and move the job</li> <li>▪ Shock loading is prohibited.</li> <li>•</li> </ul>	Physical injury	
	Over hoisting of material		<ul style="list-style-type: none"> <li>• Check the functioning of over hoisting limit once in a shift</li> <li>• In case of any problem inform IEM</li> <li>• Do not lift above the limit if the limit is not working</li> <li>• Do not lift up to the over hoisting limit if it is not required</li> </ul>	Physical injury, Property damage	Crane Operator

<b>TRF LIMITED</b>	<b>FABRICATION &amp; WELDING</b>	<b>Operational Control Procedure (Fab &amp; Welding )</b>			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Safety Precautions to be taken</b>	<b>Consequence</b>	<b>Responsibility</b>

<b>Movement of crane Lowering and placing the material Material handling by crane</b>	Falling of material	Safety Helmet, Safety Shoe, Safety Goggles, Hand gloves	<ul style="list-style-type: none"> <li>Do not lift the job if there is any loose material on the job</li> <li>Properly lift the job see if it is lifting properly or reset the sling/ chain</li> <li>If it is lifting properly then only hoist and move the job</li> </ul>	Physical injury, Property damage	Shift In-Charge / Crane Operator
	Uneven floor surface				
<b>Movement of crane Lowering and placing the material Material handling by crane</b>	Jamming of sling		<ul style="list-style-type: none"> <li>Use proper packing under the job</li> <li>Properly support the job</li> <li>Do not release the crane until the job is placed in balanced condition</li> <li>Place the job on the packing such that the sling can be removed</li> <li>Properly lift the job see if it is lifting properly or reset the sling/ chain</li> <li>If it is lifting properly then only hoist and move the job</li> <li>Take material through clear space</li> <li>Let one person give signal and the crane operator must be able to see that person</li> <li>The operator should ring bell while moving crane</li> </ul>	Physical injury Property damage	Crane Operator
	Swinging of material during material shifting				
	Wrong signal				
	No bell ringing while crane movement				
<b>Lowering and placing the material</b>	Improper packing	Safety Helmet, Safety Shoe, Safety Goggles, Hand gloves	<ul style="list-style-type: none"> <li>Use proper packing under the job so that sling can be removed</li> <li>A sling shall not be pulled from under a load when the load is resting on the sling</li> <li>Stack the material in the earmarked space</li> <li>Slowly lower the hook</li> <li>Keep away from the hook</li> </ul>	Physical injury Property damage	Crane Operator Shift In charge
	Improper stacking of material				
<b>Releasing of sling</b>	Swinging of sling				
<b>Raw material stacking and providing</b>	Slippage of crow bar for inserting clamp	Safety Helmet, Safety Shoe, Safety Goggles,	<ul style="list-style-type: none"> <li>Place the job on the machine table with proper supports</li> <li>Clamp the job at sufficient number of places</li> </ul>		Supervisor Shift In Charge /
	Stumbling in the structural yard				

<b>TRF LIMITED</b>	<b>FABRICATION &amp; WELDING</b>	<b>Operational Control Procedure (Fab &amp; Welding )</b>			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Safety Precautions to be taken</b>	<b>Consequence</b>	<b>Responsibility</b>

	Slippage of material placed on trolley	Hand gloves	<ul style="list-style-type: none"> <li>Lower the hook and check if the job is secure or not</li> <li>Finally lower the hook and remove sling/ chain</li> <li>Put scotch block under the job to prevent rolling</li> <li>Put scotch block under the trolley</li> <li>Do not project the job outside the trolley</li> <li>Do not over load the trolley</li> </ul>		Crane Operator
	Rolling of trolley				
	Slippage of structural from the lot while inserting sling				
<b>Gas cutting on Tanaka &amp; PGC</b>	Hitting of the machine while loading plates on the machine bed	Safety Helmet, Safety Shoe, Safety Goggles, Respiratory guard, Leg guard	<ul style="list-style-type: none"> <li>Position the plate outside the machine</li> <li>Keep the machine burner arm away from the plate at the end</li> <li>Slowly lower the plate</li> <li>Take burner arm away from the heat</li> <li>The operator should wear PPE</li> <li>Take dry run of the machine before cutting</li> <li>Check the burners before cutting</li> <li>Clean the burner holes daily</li> <li>Do not keep any combustible material near the flame</li> <li>Daily check the pipes and clamps and replace defective ones</li> <li>Take dry run of the machine before cutting</li> <li>See that the hoses are hanging on the hose carrier</li> <li>Use of respiratory guard</li> <li>Before change of job keep the gas cutting bed clear</li> <li>No loose wiring should be allowed near the gas cylinders</li> </ul>	Physical injury Property damage	Supervisor Shift In-Charge / M/c. Operator
	Hot jobs in gas cutting				
	Improper cutting parameters				
	Back fire in burner				
	Open gas cutting flame				
	Leakage of LPG gas from cylinder and pipes				
	Improper lighting up and closing sequence				
	Stumbling on rubber hoses				
	Fumes of gas cutting				
	Hit cut material				
	Bare electrical wiring near gas cylinder area				
<b>Circular Sawing</b>	Job clamping in the machine vice	Safety Helmet, Safety Shoe, Safety Goggles, Hand Gloves	<ul style="list-style-type: none"> <li>Before clamping the job see that it is set properly</li> <li>See that job is clamped properly</li> <li>Use coolant during cutting</li> <li>Support the structural items by crane if it long to prevent falling</li> </ul>	Physical injury	Supervisor Shift In Charge /
	Sharp edge of saw blade				
	Hot metal chips				

<b>TRF LIMITED</b>	<b>FABRICATION &amp; WELDING</b>	<b>Operational Control Procedure (Fab &amp; Welding )</b>			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Safety Precautions to be taken</b>	<b>Consequence</b>	<b>Responsibility</b>

	Falling of structural while loading on the machine				M/C Operator
<b>Saw Grinding</b>	Rotating grinding wheel	Safety Helmet, Safety Shoe, Safety Goggles, Respiratory Guard	<ul style="list-style-type: none"> <li>• Check the grinding wheel before starting the machine</li> <li>• Do not start the machine if the guard is not in place</li> <li>• Use respiratory guard while grinding</li> <li>• See that the job is clamped properly</li> </ul>	Physical injury Respiratory	Supervisor Shift In Charge / M/C Operator
	Unguarded grinding wheel				
	Excess worn out grinding wheel				
	Grinding dust				
<b>Handling of saw blade</b>	Sharp edge of blade	Safety Helmet, Safety Shoe, Safety Goggles, Hand Gloves	<ul style="list-style-type: none"> <li>• Use hand gloves while handling the circular saw blade</li> <li>• Use trolley for transferring the saw</li> <li>• Use crane for lifting the saw blade</li> </ul>	Physical injury Property Damage	Supervisor Shift In Charge / Crane Operator
	Falling of blade				
<b>Drilling on machine</b>	Long and hot chips	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>• See that the job is properly supported on the table</li> <li>• Clamp the job properly</li> <li>• Do not handle the chips by hand</li> <li>• Use hook to remove chips</li> <li>• Do not remove chips when spindle is running</li> </ul>	Physical injury	Supervisor Shift In Charge / M/C Operator
	Placement of job on drilling machine bed				
	Clamping of jobs				
<b>Plate shearing</b>	Clamping unit of the plates	Safety Helmet, Safety Shoe, Safety Goggles, Hand Gloves	<ul style="list-style-type: none"> <li>• Check the Infrared barrier before start of the machine</li> <li>• Inform IEM if it is not working</li> <li>• Check if the plate clamps are working properly</li> <li>• Operate the ram only when guard is put and other operator removes hand</li> <li>• Use hand gloves while handling plates</li> <li>• Check the crow bar before use, discard if defective</li> </ul>	Physical injury	Supervisor Shift In Charge / M/C Operator
	Slippage of crow bar				
	Moving blade of the machine				
	Coordination between operating personnel				
	Sharp edges of cut plates				
<b>Plate bending</b>	Falling of plates	Safety Helmet, Safety Shoe, Safety Goggles, Hand Gloves	<ul style="list-style-type: none"> <li>• Use hand gloves while handling plates</li> <li>• Keep away from moving plate</li> <li>• Do not apply excess pressure at a time</li> <li>• Check the hammer which is being use for manual</li> </ul>	Physical injury Property Damage	Supervisor Shift In Charge /
	Moving plates / structural while rolling				
	Falling of plates Structural while rolling				
	Burrs on plate edges				



<b>TRF LIMITED</b>	<b>FABRICATION &amp; WELDING</b>	<b>Operational Control Procedure (Fab &amp; Welding )</b>			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Safety Precautions to be taken</b>	<b>Consequence</b>	<b>Responsibility</b>

	Breaking of plate while bending Slippage of hammer while bending plates by hammer		bending • Support long plate by crane while rolling		M/C Operator
<b>Riveting</b>	Exposure to noise (Noise level > 90 dbA) Hot rivet during riveting Slippage of snaps while riveting	Safety Helmet, Safety Shoe, Safety Goggles, Ear Plug, Hand Gloves	<ul style="list-style-type: none"> <li>• Use ear plugs while riveting</li> <li>• Check the riveting gun and snaps before use</li> <li>• Use hand gloves while riveting</li> <li>• Check the hose and clamps of the gun</li> </ul>	Physical injury, Hearing loss	Supervisor Shift In Charge / M/C Operator
<b>Perforating</b>	Handling of oily plates Falling of punch while fixing on to ram Falling of plates while handling	Safety Helmet, Safety Shoe, Safety Goggles, Hand Gloves	<ul style="list-style-type: none"> <li>• Properly support the plate while lifting</li> <li>• Use proper plate lifting clamps for lifting oily plates</li> <li>• Use proper tackle for fixing punch to the ram</li> <li>• Stack the plates at the place earmarked</li> </ul>	Physical injury, Property Damage	Shift In Charge / Crane Operator
<b>Fabrication Assembly</b>	Hanging items while fitting and tack welding Slippage of ladder Slippage of hand tools hammer, wedge, punch etc. Handling of hot jobs after gas cutting Grinding with electric hand grinder Falling of jobs while handling with jib crane/ air hoist Working on platform, scaffolding Sharp corner of jobs	Safety Helmet, Safety Shoe, Safety Goggles, Hand	<ul style="list-style-type: none"> <li>• Use proper platform with railing if working at height</li> <li>• Use proper lugs for lifting the items during assembly</li> <li>• Use proper ladder with rubber lugs</li> <li>• Check the hand tools before use and discard defective tools</li> <li>• Use proper grinder with guard and proper wire</li> <li>• Use tested chain block</li> <li>• Use hand gloves while working</li> </ul>	Physical injury       Electric Shock	Supervisor Shift In Charge / Crane Operator

TRF LIMITED	FABRICATION & WELDING	Operational Control Procedure (Fab & Welding )			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
Activity	OHS Hazard	PPE to be used	Safety Precautions to be taken	Consequence	Responsibility
<b>Mechanical Assembly</b>	Hammering of plates/ structure items during assembly	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Use hammer with proper handle and wedge fitted to the handle</li> <li>While handling shaft with support then shift properly then dismantle</li> <li>Do not use slipped spanners</li> </ul>	Physical injury	Supervisor Shift In Charge / FITTER
	Handling of shaft				
	Slippage while tightening bolt and nut				
<b>Arc Welding &amp; CO2 welding</b>	Welding fumes / dust	Safety Helmet, Safety Shoe, Welders Screen, Respiratory Guard, Leg guard	<ul style="list-style-type: none"> <li>Check the welding cables and discard defective cables</li> <li>Properly connect the earth wire to the job</li> <li>Do not throw the electrode stubs on the floor</li> <li>Use respiratory guard while welding</li> <li>Use face guard and apron</li> <li>Keep away from the CO gas flame</li> </ul> <p>Only cable free from repair or splices for a minimum distance of 3.0 m from the cable end to which the electrode holder is connected shall be used, except that cables with standard insulated connectors or with splices whose insulating quality is equal to that of the cable are permitted.</p> <ul style="list-style-type: none"> <li>When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or conducting objects.</li> </ul>	Physical injury  Electric Shock	Supervisor Shift In Charge / Welder
	Arc of Welding				
	Scattered stubs from electrodes				
	Bare welding cables				
	Open Coke oven gas flame during heating of jobs				
Loose earth wire of welding machines					

<b>TRF LIMITED</b>	<b>FABRICATION &amp; WELDING</b>	<b>Operational Control Procedure (Fab &amp; Welding )</b>			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Safety Precautions to be taken</b>	<b>Consequence</b>	<b>Responsibility</b>

<b>CO2 welding</b>	Falling of CO2 cylinders while handling	Safety Helmet, Safety Shoe, Welders Screen, Leg guard	<ul style="list-style-type: none"> <li>Support and tie the CO2 gas cylinders</li> <li>Use respiratory guard while CO2 welding</li> </ul>	Physical injury	
	Hot fumes during welding				
<b>Welding Shop Submerged Arc Welding on lathe</b>	Falling of job during loading	Safety Helmet, Safety Shoe, Safety Goggles, Hand Gloves	<ul style="list-style-type: none"> <li>Check the weight of the job and if it is above SWL of crane arrange proper crane</li> <li>Check the handle and do not use if it is not proper</li> <li>Use apron while working near hot job</li> <li>Use respiratory guard near the machine</li> </ul>	Physical injury Burn injury Respiratory	Supervisor Shift In Charge / Crane Operator
	Slippage of handle while tightening of job				
	Hot job during welding				
	Flying dust/ flux while welding				
<b>Electrical Maintenance of equipment</b>	Temporary and loose wiring	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Do not allow any loose wiring near the machines, inform IEM</li> <li>Inform IEM/mechanical if any protective device is not working</li> <li>Do not allow any agency to work on the machines if Permit to work is not followed</li> <li>Inform IEM in case of oil leakage from welding transformers</li> <li>Do not run welding machine if earth wire is not proper</li> </ul>	Physical injury Electric shock	Sectional Head
	Failure of protective device				
	No adherence to shutdown procedure				
	Oil leakage from transformer type welding machines				
	Loose earth wire of the welding machines				
<b>EOT Crane maintenance</b>	Falling of power rails and collectors from crane	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Do not keep work table under power rail</li> <li>Always take the job through open and clear space</li> <li>Do not carry the job over the machines unless can not be avoided</li> <li>Ring bell while shifting job</li> <li>Stop the crane and inform IEM immediately if pendant not working, crane rolling and oil leakage</li> </ul>	Physical injury Property damage	Sectional Head
	Oil leakage from crane				
	Falling of loose material from crane				
	Rolling of crane while lifting material				
	Control failure of Remote/ pendant controlled cranes				
<b>Grinding operation</b>	Sparks generation from grinding operation	Safety Helmet, Safety Shoe, Safety Goggles Respiratory guard	<ul style="list-style-type: none"> <li>Do not run the wheel if it is broken</li> <li>Use respiratory guard</li> <li>Do not use the wheel if the wheel life has expired</li> </ul>	Eye injury	Supervisor Shift In Charge / Crane Operator
	Generation of dust during wheel dressing			Respiratory	
	Bursting of grinding wheel			Physical injury	

TRF LIMITED	FABRICATION & WELDING	Operational Control Procedure (Fab & Welding )			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
Activity	OHS Hazard	PPE to be used	Safety Precautions to be taken	Consequence	Responsibility
<b>Gas cylinder handling</b>	Falling of gas cylinder while handling and stacking	Safety Helmet, Safety Shoe, Safety Goggles, Hand Gloves	<ul style="list-style-type: none"> <li>Gas cylinders to be placed at locations earmarked for cylinders</li> <li>Full and empty cylinders are to be stored separately</li> <li>All gas cylinders shall be capped when not in use or attached to a system (if the cylinder will accept a cap).</li> <li>Gas cutting job should be carried out at minimum 5 meter distance from the cylinders</li> <li>Gas cylinders should be placed away from the Electrical panels</li> <li>Hose pipes jubilee clamps should be checked periodically</li> <li>Fire extinguisher/ sand bucket should be available within the vicinity</li> <li>While gas cutting at height the cylinders below should be protected from spatter/ hot material</li> <li>All the gas cylinders shall be kept in upright position with chaining to prevent accidental fall.</li> </ul>	Physical injury	Supervisor Contractor Supervisor
<b>House keeping</b>	Stumbling hazard due to poor house keeping Uneven floor condition	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Do not keep the material on the walk ways</li> <li>Mark the walk ways</li> </ul>	Physical injury	Supervisor
<b>Parking of vehicle</b>	Improper driving and parking of vehicle	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Do not park in No- parking area</li> <li>Park the vehicle in the marked area only</li> <li>Keep the walk way clear</li> <li><b>Before entering the vehicle into the shop floor, permission has to be taken from the concerned person in writing in the prescribed format</b></li> </ul>	Physical injury	Concerned Person
<b>Maintenance activity</b>	No clearance form IEM, operation before starting maintenance activity Fixing castings on gas cutting machines bed	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Take clearance from IEM in Form No. EHSMS/WORKS/446/4005 Request for Cutting power</li> <li>Take Permit to work for Individual agency in Form No.</li> </ul>	Physical injury	Supervisor

TRF LIMITED	FABRICATION & WELDING	Operational Control Procedure (Fab & Welding )			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
Activity	OHS Hazard	PPE to be used	Safety Precautions to be taken	Consequence	Responsibility
	Mounting shear blades in plate shearing machine		EHSMS/WORKS/446/4007 <ul style="list-style-type: none"> <li>Display machine under repair board</li> <li>Take precautions while fitting shear blades</li> <li>Do not work on gas cutting machine if the bed is hot</li> </ul>		
<b>Mounting of chain block</b>	Falling of chain block		<ul style="list-style-type: none"> <li>Use tested chain block by MSG (Mech)</li> <li>Get the chain block tested at site</li> </ul>	Physical injury	Supervisor
<b>Replacement of grinding wheel</b>	Breakage of wheel		<ul style="list-style-type: none"> <li>Do not use grinding wheel if the life is expired</li> </ul>	Physical injury	
<b>Use of LPG network</b>	GAS LEAK FROM CYLINDERS AT THE BANK GAS LEAK AT CONSUMING POINTS WHILE GAS CUTTING LEAKAGE FROM TAPPINGS AT DIFFERENT PLACES OPEN TAPPINGS FIRE AT THE CYLINDER BANK	HELMET/SHOES/ GOGGLES/GLOVES/	<p><b>Do not keep the tapping protection box open when gas is not required from it</b></p> <p><b>Do not keep the gas valve open without connection of the gas cutting set</b></p> <p><b>Keep the valve under lock and key when not in use</b></p> <p><b>The person opening individual valve should be identified for better responsibility</b></p> <p><b>Water spray at the LPG bank should be checked daily once by preparation foreman and recorded</b></p> <p><b>No gas cutting /welding should be done near the LPG tappings</b></p>		Supervisor (store) Shift In Charge / Gas-cutter
<b>New Construction &amp; modification jobs</b>	No mechanical, Electrical clearance No barricading of pits and area around the machines Use of improper tools	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Take clearance from Maintenance Dept for Cutting power</li> <li>Take Permit to work for Individual agency.</li> <li>Display machine under repair board on the machine</li> </ul>	Physical injury	Section Head Contractor Supervisor

<b>TRF LIMITED</b>	<b>FABRICATION &amp; WELDING</b>	<b>Operational Control Procedure (Fab &amp; Welding )</b>			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Safety Precautions to be taken</b>	<b>Consequence</b>	<b>Responsibility</b>

<b>P C Operation</b>	Wrong body posture and exposure to radiation while working on PC	Safety Shoe	<ul style="list-style-type: none"> <li>Sit in proper posture</li> <li>Use Ergonomic chair and table</li> </ul>	Eye pain, back pain	Sectional Head
<b>Inspection of gas pipe lines</b>	Falling from height	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Take Permit to work for Individual agency in Form No. EHSMS/WORKS/446/4007</li> <li>Use safety belt</li> <li>Check gas leakage by gas monitor</li> </ul>	Physical injury Respiratory	Sectional Head
	Leakage of coke oven gas				
<b>Manual hammering</b>	Slippage of hammer	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Check the hand tools periodically</li> <li>Discard defective tools</li> </ul>	Physical injury	Supervisor Shift In Charge /
	Loose wedge				
<b>Hand electric Grinding</b>	Breakage of wheel	Safety Helmet, Safety Shoe, Safety Goggles, Respiratory guard	<ul style="list-style-type: none"> <li>Check the wheel before use and discard defective wheels</li> <li>Do not use grinder with loose wiring</li> </ul>	Physical injury Electric shock	Supervisor Shift In Charge /
	Electric current				
<b>Roof sheet changing</b>	No clearance before starting job	Safety Helmet, Safety Shoe, Safety Goggles, Safety belt	<ul style="list-style-type: none"> <li>Take clearance from IEM in Form No. EHSMS/WORKS/446/4005 Request for Cutting power</li> <li>Take Permit to work for Individual agency in Form No. EHSMS/WORKS/446/4007</li> <li>Barricade the area under the place of work and put a display board</li> <li>Keep GC Sheet covered with asbestos cloth while welding/ gas cutting over Machines, CO gas lines, electric cables, switches etc to prevent falling of hot slag on these items</li> </ul>	Physical injury	Section Head Contractor Supervisor
	Falling from height				
	No barrication of the area				
<b>Cleaning of machine pits Disposal of empty aerosol cans in scrap bin</b>	Stumbling hazard No barrication of the area	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Barricade the pit and put men at work board</li> <li>Put on the light inside the pit</li> <li>Remove all the loose material from the pit</li> </ul>	Physical injury	Supervisor Contractor Supervisor
<b>Driving on road</b>	No signal while overtaking, taking turn, entering into main road	Crash helmet, Safety goggle	<ul style="list-style-type: none"> <li>Use proper signal</li> </ul>	Physical injury	Concerned Person

<b>TRF LIMITED</b>	<b>FABRICATION &amp; WELDING</b>	<b>Operational Control Procedure (Fab &amp; Welding )</b>				
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0	
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008	
<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Safety Precautions to be taken</b>	<b>Consequence</b>	<b>Responsibility</b>	

	Over speeding Poor brake No light at night		<ul style="list-style-type: none"> <li>Follow safe speed</li> <li>Keep the brakes in order</li> <li>Keep the lights in order</li> </ul>		
<b>Maintenance of first aid box</b>	Contamination of medicine	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Periodically check the First aid box</li> <li>Remove medicine which has expired the date</li> </ul>	Medicine reaction	Supervisor Trained person in section
	Expiry date of medicine				
<b>Handling of gas cylinder</b>	Falling of gas cylinder	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Transfer gas cylinder on a trolley</li> <li>Check for gas leakage and stop if gas leaks</li> <li>Check and replace defective pipes</li> </ul>	Physical injury	Supervisor Contractor Supervisor
	Leakage of gas				
<b>Changing of pipe line at height</b>	No clearance before starting job	Safety Helmet, Safety Shoe, Safety Goggles, Safety belt	<ul style="list-style-type: none"> <li>Take clearance from Maintenance Dept. Request for Cutting power</li> <li>Take Permit to work for Individual agency.</li> <li>Barricade the area under the place of work and put a display board</li> </ul>	Physical injury	Section Head Contractor Supervisor
	Falling from height				
	No barrication of the area				

<b>TRF LIMITED</b>	<b>FABRICATION &amp; WELDING</b>	<b>Operational Control Procedure (Fab &amp; Welding )</b>			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Safety Precautions to be taken</b>	<b>Consequence</b>	<b>Responsibility</b>

<b>Tea making</b>	Electric current	Safety Shoe	<ul style="list-style-type: none"> <li>Periodically check the heater and get it repaired</li> <li>Do not keep temporary wiring</li> </ul>	Electric shock	Supervisor
<b>Visiting by outsiders/</b>	No induction to visitors Not using PPE	Safety Helmet, Safety Shoe,	<ul style="list-style-type: none"> <li>Check if Safety induction is given if not inform Safety Officer</li> </ul>	Physical injury Hearing loss	Sectional Head



TRF LIMITED	FABRICATION & WELDING	Operational Control Procedure (Fab & Welding )			
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)			REV. NO. 0
		DOC.No. SM/CSM F1			EFFECTIVE DATE: 01/01/2008
Activity	OHS Hazard	PPE to be used	Safety Precautions to be taken	Consequence	Responsibility
trainees	Noise in the shop floor	Safety Goggles	<ul style="list-style-type: none"> <li>• Use PPE required in the area</li> <li>• Use Ear plug in high noise area</li> <li>• <b>Trainees should be accompanied with a guide /instructor while visiting the plan</b></li> <li>• <b>Any visit by trainees should be done after permission from the Head of the Dept. of spares manufacturing</b></li> </ul>		
<b>EOT Crane operation</b>	Total power failure in B & C shift while handling material	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>• Rescue the crane operator from the cabin</li> <li>• Use emergency lights/ torch</li> </ul>	Physical injury	Supervisor (maint.)
<b>Painting</b>	Fumes generation from spray painting operation	Safety Helmet, Safety Shoe, Safety Goggles, Respiratory Guard	<ul style="list-style-type: none"> <li>• Use Respiratory guard</li> <li>• <b>Permission to be taken in proper form daily from supervisor of the section before starting the job</b></li> </ul>	Respiratory	Supervisor Contractor Supervisor
<b>Disposal of used aerosol cans in scrap bin</b>	<b>Explosion fumes</b>	<b>Safety Helmet, Safety Shoe, Safety Goggles, Respiratory Guard</b>	<ul style="list-style-type: none"> <li>• <b>The can to be first punctured to safely release the gas remaining in it before putting it in the scrap bin</b></li> </ul>	<b>Explosion Physical injury</b>	<b>supervisor</b>

<b>TRF LIMITED</b>	<b>BMHE&amp;BMHS DIV.</b>	<b>O C P (Mechanical)</b>	SECTION-10
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.04
		DOC.No. SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

1) PURPOSE:	This Operational Control Procedure deals with various OHS Hazards while performing Mechanical activities, precautions to be taken during execution of various activities, PPE to be used, responsibility of personnel doing the job and consequences in case of deviation.	
2) SCOPE:	This Operational Control Procedure is applicable to all persons working in Mechanical Sections of TRF LTD.	
3) REFERENCE:	Procedure No. SM/CSM F1/ OHS Hazard identification and risk control Annexure- HIRA of Mechanical	
4) ABBREVIATION:	PPE – Personal protective equipment OHS – Occupational health & safety	
5) ANNEXURE:	Nil	
6) DISTRIBUTION:	Available as per distribution.	
PREPARED BY :	N. K. RATHAUR	APPROVED BY : P.K.TIBDEWAL
SIGNATURE :		SIGNATURE :
DATE :	01/01/2008	DATE : 01/01/2008

Activity	OHS Hazard	PPE to be used	<ul style="list-style-type: none"> <li>Safety precautions to be taken</li> </ul>	Consequences	Responsibilities
<b>Taking clearance for maintenance job</b>	No clearance from operation, Electrical Maint. before starting the job	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Take clearance from Electrical Dept. i.e. Request for Cutting power</li> <li>Take Permit to work for Individual agency</li> <li>Display machine under repair board on the machine</li> <li>Positive Isolation to be done before starting the</li> <li>According to procedure for Working in confined space, work permit to be taken for confined space work.</li> </ul>	Physical injury	Supervisor Sr. Technician
<b>Working near machines</b>	Oily platforms, floor plates, floors etc.	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Get the oily platform and floor cleaned before start of the job</li> <li>Sprinkle wooden saw dust on the floor</li> </ul>	Physical injury	Sr. Technician Technician
	Scattered machine parts around the machines		<ul style="list-style-type: none"> <li>Keep the dismantled items in the tray</li> <li>Maintain 1S&amp;2S in the area of work</li> <li>Keep the Walk way clean</li> </ul>		
	Metal chips on the floor		<ul style="list-style-type: none"> <li>Keep the work area clean &amp; free from metal chips</li> <li>Use of chip guard near machines</li> </ul>		
	Poor approach to work place		<ul style="list-style-type: none"> <li>Barricade the area of work and use railing</li> <li>Do not keep any material on the walkway</li> </ul>		
<b>Dismantling of sub assemblies</b>	Improper support to heavy assemblies of machines before dismantling	Safety Helmet, Safety Shoe, Safety Goggles, Hand gloves	<ul style="list-style-type: none"> <li>Provide proper support/ packing under heavy assemblies before dismantling such as machine counterweights</li> <li>Check the item for its secure ness before removing crane</li> </ul>	Physical injury	Sr. Technician Technician
	Slippage of spanner while dismantling, tightening the parts		<ul style="list-style-type: none"> <li>Do not use worn out and defective spanners</li> <li>Do not user slide wrench</li> <li>Replace defective fasteners</li> <li>Discard and replace defective tools</li> </ul>		

	Body posture while loosening the nuts and bolts		<ul style="list-style-type: none"> <li>• Use suitable table/ platform /stand</li> <li>• Balance the body while applying pressure</li> <li>• Use proper tackle to avoid strain</li> </ul>		
	Dismantling/ assembling of spring and other preloaded subassemblies		<ul style="list-style-type: none"> <li>• Use proper fixture for dismantling and assembling springs</li> <li>• Guard the area to prevent spring hitting the persons</li> </ul>	Physical injury	
<b>Cleaning of machine parts</b>	High pressure air jet while cleaning parts	Safety Helmet, Safety Shoe, Safety Goggles, Rubber hand gloves	<ul style="list-style-type: none"> <li>• Use safety goggles while cleaning with high pressure air</li> <li>• Cordon the area while cleaning and do not allow anybody in the area</li> </ul>	Physical injury	Sr. Technician Technician
<b>Working on hydraulic systems</b>	High pressure oil while working on hydraulic systems	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>• Release oil Pressure in the system before dismantling pipes, valves etc.</li> <li>• Check oil pressure before dismantling the parts</li> </ul>	Physical injury	Sr. Technician Technician Jr Technician
<b>Manual lifting of load</b>	Body posture while lifting load	Safety Helmet, Safety Shoe, Safety Goggles, Hand gloves	<ul style="list-style-type: none"> <li>• Keep the load close to the body as possible</li> <li>• Keep your back as straight as possible</li> <li>• Sit near the load, have a firm hold with both hands, don't bow down, give load on your foot to stand up.</li> <li>• Take help of more persons</li> <li>• Use lifting tackle if it is available and possible to use</li> </ul>	Physical injury	Technician Jr Technician
<b>Trial run of machines</b>	Running the machine with loose tool, jobs on machine table, chuck, spindle etc.	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>• Start the machine only when Permit to work for Individual agency is returned</li> <li>• Ensure all spares, tools tackles are removed from moving parts or machines</li> </ul>	Physical injury	Supervisor Sr. Technician Technician
<b>Working in machine pits</b>	Stumbling hazard while working inside machine pits	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>• Keep things arranged so that they don't obstruct movement</li> <li>• Keep the walk way clear of material</li> <li>• Men at work to be displayed on the machine</li> </ul>	Physical injury	Supervisor Sr. Technician/ Technician
	Improper illumination		<ul style="list-style-type: none"> <li>• Use torch light/ hand lamp while working in the machine pits</li> </ul>		

<b>Skoda attachment repair</b>	Unsupported attachment of SKODA while dismantling and assembly	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Use the fixture / stand developed for this purpose</li> <li>Support the attachment before dismantling</li> </ul>	Physical injury	Supervisor Sr. Technician/ Technician
	Slippery floor due to oil spillage		<ul style="list-style-type: none"> <li>Use a tray during dismantling of parts</li> <li>Clean the area in case of oil spillage</li> </ul>		
<b>Handling of material by overhead crane</b>	Un balanced lifting	Safety Helmet, Safety Shoe, Safety Goggles, Hand gloves	<ul style="list-style-type: none"> <li>Place the crane hook at the center of the job</li> <li>Put the sling on the job considering center of the job</li> <li>Slightly lift the job so that job leaves the ground then hoist</li> </ul>	Physical injury Property damage Cut injury	Sr. Technician Technician/ Jr Technician
	Sharp corner of job while lifting		<ul style="list-style-type: none"> <li>Use hand gloves while handling jobs with sharp corners</li> <li>Use pipe guard to protect the sling from damage</li> </ul>		
	Breakage of sling/chain		<ul style="list-style-type: none"> <li>Use proper size &amp; tested sling/ chain</li> <li>Lift the job so that it leaves ground and then hoist</li> </ul>		
	Rolling of material from trolley / hand trolley due to improper scotching		<ul style="list-style-type: none"> <li>Stack the round jobs properly</li> <li>Scotch the round jobs to prevent rolling and falling</li> </ul>		
	Rolling of transfer trolley/ vehicles due to improper scotching		<ul style="list-style-type: none"> <li>After parking the transfer trolley / vehicle at proper place the scotch blocks to be provided.</li> </ul>		
	Falling of components from overhead crane		<ul style="list-style-type: none"> <li>Do not leave loose material on the crane</li> <li>Remove all left out material after maintenance job is over</li> </ul>		

<b>Maintenance of Air compressor</b>	No clearance from operation, IEM before starting the job	Safety Helmet, Safety Shoe, Safety Goggles, Hand gloves	<ul style="list-style-type: none"> <li>• Take clearance from Elect,Maint. in request for Cutting power</li> <li>• Take Permit to work for Individual agency</li> <li>• Display red tag on the main switch</li> <li>• Display machine under repair board</li> </ul>	Physical injury Property Damage	Supervisor/ Sr. Technician Technician
	Improper adjustment of Un loader valve		<ul style="list-style-type: none"> <li>• Set the un loader valve as per the pressure rating</li> <li>• Check its proper functioning</li> </ul>		
	Loose parts in compressor chamber		<ul style="list-style-type: none"> <li>• After the maintenance job in the cylinder crank the compressor manually</li> <li>• In case of any obstruction check the chamber</li> </ul>		
	Improper adjustment of piston end clearance		<ul style="list-style-type: none"> <li>• Adjust proper end clearance</li> <li>• After the maintenance job in the cylinder crank the compressor manually</li> <li>• In case of any obstruction check the piston for proper end clearance</li> </ul>		
	Slippage of spanner while dismantling, tightening the parts		<ul style="list-style-type: none"> <li>• Do not use worn out and defective spanners</li> <li>• Do not user slide wrench</li> <li>• Replace defective fasteners</li> </ul>		
	Oily floor around the compressor		<ul style="list-style-type: none"> <li>• Keep the work area clean</li> <li>• Clean the area in case of oil spillage</li> </ul>		
	Body posture while manual lifting load		<ul style="list-style-type: none"> <li>• Keep the load close to the body as possible</li> <li>• Keep your back as straight as possible</li> <li>• Sit near the load, have a firm hold with both hands, don't bow down, give load on your foot to stand up</li> </ul>		

<b>Pedestal grinder maintenance</b>	No clearance from operation, IEM before starting the job	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Take clearance from Electrical Maint. Request for Cutting power</li> <li>Take Permit to work for Individual agency</li> <li>Display red tag on the main switch</li> <li>Display machine under repair board</li> </ul>	Physical injury	Supervisor/ Sr. Technician Technician
	Unguarded grinding wheels		<ul style="list-style-type: none"> <li>Not to start the Grinding Wheel in unguarded condition.</li> </ul>		
	Not properly supporting the wheel guard while dismantling/ assembling		<ul style="list-style-type: none"> <li>Support the wheel guard properly while dismantling and assembling the spindle</li> </ul>		
<b>Manual press work</b>	Breakage of component on hand press due to wrong assembly	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>Ensure proper assembly of the components before pressing</li> </ul>	Physical injury Property damage	Sr. Technician Technician
<b>Sawing jobs</b>	Breakage of hack saw blade.	Safety Helmet, Safety Shoe, Safety Goggles,	<ul style="list-style-type: none"> <li>Clamp the blade properly in the frame</li> <li>Maintain body balance while hand hack sawing</li> </ul>	Physical injury	Sr. Technician Technician
<b>Walking on shop floor</b>	Stumbling due to uneven/ slippery floor plate	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>The person to be alert while walking on shop floor to avoid stumbling due to uneven floor</li> </ul>	Physical injury	Concerned person
<b>Hammering</b>	Breakage of hammer handle	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>To check hammer handle for breakage and cracks before use.</li> </ul>	Physical injury	Sr. Technician Technician
	Loose wedge in the handle		<ul style="list-style-type: none"> <li>Loose wedge leads to dismantling / flying off the hammer from handle</li> <li>The wedge to be checked before the use of the hammer.</li> </ul>		
<b>Drilling operation using portable drill</b>	Breakage of drill bit	Safety Helmet, Safety Shoe, Safety Goggles, Hand gloves	<ul style="list-style-type: none"> <li>Do not use blunt drill</li> <li>Use proper cutting parameters</li> <li>Support the job properly</li> </ul>	Physical injury	Sr. Technician Technician
	Improper job clamping		<ul style="list-style-type: none"> <li>Clamp the job properly before starting of drilling operation.</li> </ul>		
<b>Cleaning of machine components</b>	Sharp edges of the job		<ul style="list-style-type: none"> <li>De burr and remove sharp edges before cleaning by hand</li> </ul>		

<b>Gas cutting</b>	Back fire in the torch	Safety Helmet, Safety Shoe, leg guard, Gas cutters goggles	• All the ports of nozzle to be cleaned before use jamming of ports causing backfire.	Burn injury Property damage	Supervisor Contractor supervisor
	Gas leakage in the hose, torch, cylinder etc		• The hoses to be checked properly before use		
<b>Arc welding</b>	Arc during welding	Safety Helmet, Safety Shoe, Welders apron, Leg guard	• Use welders screen while looking at welding	Eye pain	Supervisor Contractor supervisor
	Welding fumes		• Use respiratory guard while working in the area	Respiratory	
<b>Pneumatic hoist maintenance</b>	Working at height	Safety Helmet, Safety Shoe, Safety Goggles, Safety belt	<ul style="list-style-type: none"> <li>• While working on platform ensure that the platform has hand railing</li> <li>• Use safety belt while working at height</li> </ul>	Physical injury	Supervisor Sr. Technician Technician
<b>PC Operation</b>	Body posture and exposure to radiation while working on PC	Safety Shoe	<ul style="list-style-type: none"> <li>• Use chairs with back rest such that your feet rest flat on floor</li> <li>• Thigh should be parallel to floor</li> <li>• Back should be straight</li> </ul>	Eye pain, Back pain	Supervisor
<b>First aid box Upkeep</b>	Contaminated medicine	Safety Helmet, Safety Shoe, Safety Goggles	• Keep first aid box in safe custody or under lock and key	Medicine Reaction	Supervisor Trained person
	Medicine with expiry date over		• Check expiry date of medicine, if date is over then discard them and replace with fresh medicines.		
<b>New Construction &amp; modification jobs</b>	No mechanical, Electrical clearance	Safety Helmet, Safety Shoe, Safety Goggles	<ul style="list-style-type: none"> <li>• Make SWP before starting the job</li> <li>• Take Permit to work for Individual agency</li> <li>• Display red tag on the main switch</li> <li>• Display men at work board</li> </ul>	Physical injury	Supervisor Contractor Supervisor
	No barricade of pits and area around the machines		• Barricade the area around workplace		
	Use of Improper tools while working		<ul style="list-style-type: none"> <li>• Do not use worn out and defective tools</li> <li>• Check and discard defective tools</li> </ul>		
<b>Disposal of used aerosol cans in scrap bin</b>	Explosion fumes	Safety Helmet, Safety Shoe, Safety Goggles, Respiratory Guard	• The can to be first punctured to safely release the gas remaining in it before putting it in the scrap bin	Explosion Physical injury	Foreman



<b>TRF LTD</b>	<b>BMHE&amp;BMHS DIVISION.</b>	<b>OCP (EM)</b>	SECTION-11
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC. No .SM/CSM F1/	EFFECTIVE DATE: 1/01/2008

1) PURPOSE:	This Operational Control Procedure deals with various OHS Hazards at E M activities, precautions to be taken during execution of various activities, PPE to be used, responsibility of personnel doing the job and consequences in case of deviation.
2) SCOPE:	This Operational Control Procedure is applicable to all persons working in Electrical Maintenance of TRF LTD.
3) REFERENCE:	Procedure No.SM/CSMF1/ OHS Hazard identification and risk control
4) ABBREVIATIONS :	PPE – Personal protective equipment OHS – Occupational health & safety E M – Electrical Maintenance
5) ANNEXURE:	Nil
6) DISTRIBUTION:	Available as per distribution.

PREPARED BY : N.K.Rathaur	APPROVED BY : P K Tibdewal
SIGNATURE :	SIGNATURE :
DATE : 01/01/2008	DATE : 01/01/2008

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	
		DOC.No.SM/CSMF1/	REV. NO.  EFFECTIVE DATE: 01/01/2008

Activity	OHS Hazard	PPE to be used	Precautions	Consequence	Responsibility
<b>Maintenance of machines</b>					
<b>Working with test lamp</b>	Loose wiring, Exposed leads	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>• Check leads for proper insulation</li> <li>• Check all 3 No, 220V, 40W lamps are fixed properly</li> <li>• Not more than 3mm of lead should be exposed</li> </ul>	Electric shock Burn injury	Supervisor / Technician/ Jr. Tech
<b>Changing switch/contactator/other electrical components</b>	Faulty Tools, Wrong Use of tools		<ul style="list-style-type: none"> <li>• Ensure tools are having correct and non-slippery grips</li> <li>• Don't use worn out or damaged tools</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
<b>Using multi meter for checking</b>	Exposed part of probe, Wrong Use		<ul style="list-style-type: none"> <li>• Set proper range while using</li> <li>• See that the test leads are proper and no loose connection or damaged insulation is there.</li> </ul>	Electric shock	Supervisor/ Technician/ Jr. Tech.
<b>Using megger for insulation checking</b>	Exposed part of probe		<ul style="list-style-type: none"> <li>• Follow proper power shutdown procedure before job.</li> <li>• Ensure that no one is having direct contact to the conductors or cables while meggering</li> </ul>	Electric shock	Supervisor Technician
<b>Using Oscilloscope</b>	Wrong Use		<ul style="list-style-type: none"> <li>• Ensure that the probes are proper for the signal being checked.</li> <li>• Probes must be clean and with proper insulation on grips.</li> <li>• Use necessary clips etc, if not holding the probe by hand. Never keep the probe loose on signal measuring point.</li> </ul>	Electric shock	Supervisor

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Precautions</b>	<b>Consequence</b>	<b>Responsibility</b>
<b>Use of hand lamp</b>	Loose wiring, Exposed leads	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>• Check leads for proper insulation</li> <li>• Use of plug is to be ensured.</li> </ul>	Electric shock Burn injury	Supervisor / Technician/ Jr. Tech
<b>Soldering and de soldering of connections</b>	Loose wiring		<ul style="list-style-type: none"> <li>• Make sure the cables are proper.</li> <li>• Work table should have insulated top</li> <li>• Use proper rating fuse</li> </ul>	Electric shock	Supervisor/ Technician/ Jr. Tech/
	Hot Surface of Iron, Solder		<ul style="list-style-type: none"> <li>• Hold soldering iron only on its handle.</li> <li>• Keep hot soldering iron at a secure non-combustible surface or stand.</li> </ul>	Burn injury	Supervisor/ Technician/ Jr. Tech/
<b>Checking motor on machine</b>	Live part of terminal box		<ul style="list-style-type: none"> <li>• Follow proper power shutdown procedure before job.</li> <li>• If checking online is necessary be cautious, use insulated tools.</li> </ul>	Electric shock	Supervisor
<b>Dismantling &amp; fitting of motor</b>	Faulty Tools	Electrical Safety Shoe Safety Helmet, Safety goggle Hand gloves	<ul style="list-style-type: none"> <li>• Use size spanners</li> <li>• Do not use Slide wrench</li> <li>• Ensure that the bolts and the tools used free of oily surfaces</li> <li>• Change slipped nuts and bolts</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Weight of motor, falling while work.		<ul style="list-style-type: none"> <li>• If using lifting tackle ensure SWL of the arrangement to be above the load to be lifted.</li> <li>• If lifting manually, ensure proper grip, non -slippery motor surface and proper body posture.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech.
<b>Working near machines</b>	Oily platforms, floor plates, floors etc.	Electrical Safety Shoe	<ul style="list-style-type: none"> <li>• Keep the work area, walkway etc clean of oil grease etc.</li> </ul>	Physical injury	Supervisor/ Technician/

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Precautions</b>	<b>Consequence</b>	<b>Responsibility</b>
		Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Spilled oil/ grease should be immediately cleaned</li> </ul>		Jr. Tech.
	Working at height	Electrical Safety Shoe Safety Helmet Safety Belt Safety goggle	<ul style="list-style-type: none"> <li>Anchor the safety belt at a firm support if there is no working platform/ railing</li> <li>Watch for any other moving or falling object work area.</li> <li>Cordon the area below at ground to avoid injuring others.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Stumbling hazard due to scattered machine parts around the machines	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Arrange spares and necessary tools in a tidy manner near workplace.</li> <li>Never keep spares or tools on walkways</li> <li>Barricade the area where the job is being done</li> </ul>	Physical injury	Technician/ Jr. Tech./ Attendant
	Metal chips on the floor	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Use safety shoe while walking on shop floor.</li> <li>Get the area cleaned</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Poor approach to work place	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Arrange work area to make proper access to workplaces</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Working on unguarded machine platforms	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Never work on unguarded machine platforms if they are running</li> <li>Use platform/ scaffolding with hand railing</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Precautions</b>	<b>Consequence</b>	<b>Responsibility</b>
<b>Manual lifting of load</b>	Body posture while lifting load	Electrical Safety Shoe Safety Helmet Safety goggles Hand gloves	<ul style="list-style-type: none"> <li>Keep the load as close to the body as possible</li> <li>Keep your back as straight as possible</li> <li>Sit near the load, have a firm hold with both hands, don't bow down, give load on your foot to stand up</li> </ul>	Physical injury	Jr. Technician/ Attendant
<b>Trial run of machines</b>	Flash from motor terminal/ motor winding	Electrical Safety Shoe Safety Helmet Safety goggles	<ul style="list-style-type: none"> <li>Before switching on megger test the motor terminals. Don't start motor if any fault is found.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Technician
	Flash from panel during trial run	Safety goggles	<ul style="list-style-type: none"> <li>Before starting make sure all fuses are of proper rating and also megger the power lines inside panel in off condition to detect any short circuit.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Technician
	Running the machine with loose tool, jobs on machine table, chuck, spindle etc.		<ul style="list-style-type: none"> <li>Ensure all spares, tools tackles are removed from moving parts or machines.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Technician
	Working on running machine		<ul style="list-style-type: none"> <li>Make sure you are out of the movement span of the machine / moving parts.</li> <li>Ensure proper communication with the operator of the machine.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Technician
<b>Working in machine pits</b>	Poor Housekeeping/ stumbling	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Beware of stumbling hazards</li> <li>Do not keep any material on the walk way</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Technician
	Improper ventilation and Illumination		<ul style="list-style-type: none"> <li>Don't enter areas with poor air circulations and lighting</li> </ul>	Discomfort	Supervisor/ Technician/ Jr. Technician

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	
		DOC.No.SM/CSMF1/	REV. NO.  EFFECTIVE DATE: 01/01/2008

Activity	OHS Hazard	PPE to be used	Precautions	Consequence	Responsibility
<b>Maintenance of EOT Cranes Clearance</b>	Working at height	Electrical Safety Shoe Safety Helmet Safety Belt	<ul style="list-style-type: none"> <li>Anchor the safety belt at a firm support if there is no working platform/ railing</li> <li>Watch for any other moving or falling object work area.</li> <li>Cordon the area below at ground to avoid injuring others.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
<b>Working with test lamp</b>	Loose wiring, Exposed leads	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Check leads for proper insulation</li> <li>Check 3 no, 220V, 40W lamps are fixed properly.</li> <li>Ensure not more than 3mm of lead is exposed</li> </ul>	Electric shock Burn injury	Supervisor / Technician/ Jr. Tech
<b>Changing switch/ contactor/other electrical components</b>	Faulty Tools, Wrong Use of tools	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Ensure tools are having correct and non-slippery grips.</li> <li>Don't use worn out or damaged tools</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
<b>Using multi meter for checking</b>	Exposed part of probe, Wrong Use	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Set proper range while using</li> <li>See that the test leads are proper and no loose connection or damaged insulation is there.</li> </ul>	Electric shock	Supervisor/ Technician/ Jr. Tech.
<b>Using megger for insulation checking</b>	Exposed part of probe	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Follow proper power shutdown procedure before job.</li> <li>Ensure that no one is having direct contact to the conductors or cables while meggering</li> </ul>	Electric shock	Supervisor Technician
<b>Checking motor on machine</b>	Live part of terminal box	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Follow proper power shutdown procedure before job.</li> <li>If checking online is necessary be cautious, use insulated tools.</li> </ul>	Electric shock	Supervisor

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

Activity	OHS Hazard	PPE to be used	Precautions	Consequence	Responsibility
<b>Dismantling &amp; fitting of motor</b>	Faulty Tools	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>• Use size spanners</li> <li>• Do not use Slide wrench</li> <li>• Ensure that the bolts and the tools used free of oily surfaces</li> <li>• Change slipped nuts and blots</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Weight of motor, falling while work	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>• If using lifting tackle ensure SWL of the arrangement to be above the load to be lifted.</li> <li>• If lifting manually, ensure proper grip, non -slippery motor surface and proper body posture.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech.
<b>Crane brake shoe changing</b>	Faulty Tools	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>• Use size spanners</li> <li>• Do not use Slide wrench</li> <li>• Ensure that the bolts and the tools used free of oily surfaces</li> <li>• Change slipped nuts and blots</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Weight of motor, falling while work.	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>• If using lifting tackle ensure SWL of the arrangement to be above the load to be lifted.</li> <li>• If lifting manually, ensure proper grip, non -slippery motor surface and proper body posture.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech.
<b>Changing of crane wheel</b>	Working at height	Electrical Safety Shoe Safety Helmet, Safety Belt	<ul style="list-style-type: none"> <li>• Use safety belt.</li> <li>• Cordon the area below.</li> </ul>	Physical injury	Supervisor/ Jr. Technician/ Attendant

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Precautions</b>	<b>Consequence</b>	<b>Responsibility</b>
	Slippage of spanner	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Use size spanners</li> <li>Do not use Slide wrench</li> <li>Ensure that the bolts and the tools used free of oily surfaces</li> <li>Change slipped nuts and blots</li> </ul>	Physical injury	Jr. Technician/ Attendant
	Slippage of jack handle	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Don't use oily tools. Clean it to make dry before use.</li> <li>Cordon the area below.</li> </ul>	Physical injury	Jr. Technician/ Attendant
	Falling of material from crane	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Cordon the area below crane</li> <li>Ensure no spare is left loose on crane after job is over or before trial.</li> <li>Keep all spares and tools on secure places, so that they don't fall down.</li> </ul>	Physical injury Property damage	Supervisor/ Jr. Technician/ Attendant
<b>Greasing of crane</b>	Working at height	Electrical Safety Shoe Safety Helmet, Safety Belt	<ul style="list-style-type: none"> <li>Use safety belt</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	No power clearance	Safety goggle	<ul style="list-style-type: none"> <li>Take proper power clearance</li> </ul>	Electric shock	Supervisor
	No barricading of the area below crane		<ul style="list-style-type: none"> <li>Cordon the area below crane</li> </ul>	Physical injury Property damage	Supervisor
	Slippage due to oily floor		<ul style="list-style-type: none"> <li>Clean floor after / before job if its oily</li> <li>Spread a layer of sand over it.</li> </ul>	Physical injury	Jr. Technician/ Attendant



<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Precautions</b>	<b>Consequence</b>	<b>Responsibility</b>
	Slippage of hand tools while working		<ul style="list-style-type: none"> <li>Use proper size spanner.</li> <li>Ensure there's no oil / grease on spanners, fasteners or hands.</li> </ul>	Physical injury	Jr. Technician/ Attendant
<b>Working on crane power rail</b>	Falling of power rail, insulator	Electrical Safety Shoe Safety Helmet Safety Belt	<ul style="list-style-type: none"> <li>Secure power rail by tying it with rope to a secure structure before work.</li> </ul>	Physical injury Property damage	Supervisor/ Jr. Technician/ Attendant
	Slippage of spanner while dismantling	Electrical Safety Shoe Safety Helmet Safety Belt	<ul style="list-style-type: none"> <li>Use proper size spanner.</li> <li>Ensure there's no oil / grease on spanners, fasteners or hands.</li> </ul>	Physical injury	Jr. Technician/ Attendant
	Working at height	Electrical Safety Shoe Safety Helmet Safety Belt	<ul style="list-style-type: none"> <li>Anchor the safety belt at a firm support</li> <li>Watch for any other moving or falling object work area.</li> <li>Cordon the area below at ground to avoid injuring others.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Faulty Tools	Electrical Safety Shoe Safety Helmet Safety Belt	<ul style="list-style-type: none"> <li>Use size spanners</li> <li>Do not use Slide wrench</li> <li>Ensure that the bolts and the tools used free of oily surfaces</li> <li>Change slipped nuts and bolts.</li> </ul>	Physical injury	Jr. Technician/ Attendant
<b>Cleaning of cranes</b>	Working at height	Electrical Safety Shoe Safety Helmet, Safety Belt	<ul style="list-style-type: none"> <li>Use safety belt at places where there's a chance of falling down.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Falling of material from crane	Safety goggle	<ul style="list-style-type: none"> <li>Barricade area below crane.</li> <li>Keep all spares, tools etc on gantry on firm and secure places.</li> </ul>		

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Precautions</b>	<b>Consequence</b>	<b>Responsibility</b>
	No power shut down of crane		<ul style="list-style-type: none"> <li>Follow proper power shutdown procedure.</li> </ul>		Supervisor
<b>Working on the crane</b>	Oily platforms	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Clean oil / grease after work.</li> <li>Look for oily and greasy areas and clean them before work / if still the area is slippery, apply sand coating.</li> </ul>	Physical injury	Jr. Technician/ Attendant
	Working at height	Electrical Safety Shoe Safety Helmet Safety Belt	<ul style="list-style-type: none"> <li>Use safety belt</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Poor approach to work area	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Watch out for obstructions on walkways, approach to switch etc.</li> <li>While going to these areas have a firm grip on some sturdy structure to avoid stumbling</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Falling of material from crane	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Barricade area below crane.</li> <li>Keep all spares / tools etc on firm platforms or gantry.</li> </ul>	Physical injury Property damage	Supervisor/ Technician/ Jr. Tech./ Attendant
<b>Manual lifting of load</b>	Body posture while lifting load	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>Keep the load as close to the body as possible</li> <li>Keep your back as straight as possible</li> <li>Sit near the load, have a firm hold with both hands, don't bow down, give load on your foot to stand up</li> </ul>	Physical injury	Jr. Technician/ Attendant

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Precautions</b>	<b>Consequence</b>	<b>Responsibility</b>
<b>Trial run of crane</b>	Flash from motor terminal/ motor winding	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>• Before power on megger the circuit for open circuit / short circuit conditions, if found any rectify them first.</li> <li>• Tighten all connection to avoid loose connection related sparks.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Technician
	Flash from panel during trial run	Electrical Safety Shoe Safety Helmet, Safety goggle	<ul style="list-style-type: none"> <li>• Before power on megger the circuit for open circuit / short circuit conditions, if found any rectify them first.</li> <li>• Tighten all connection to avoid loose connection related sparks</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Technician
<b>Roof light changing</b>	Working at height	Electrical Safety Shoe Safety Helmet Safety Belt Safety goggle	<ul style="list-style-type: none"> <li>• Anchor the safety belt at a firm support if there is no working platform/ railing</li> <li>• Watch for any other moving or falling object work area.</li> <li>• Cordon the area below at ground to avoid injuring others.</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Hit by crane		<ul style="list-style-type: none"> <li>• Take work clearance from the operator</li> </ul>		Supervisor/ Technician/ Jr. Tech./
<b>Over head electric cable changing</b>	Working at height	Electrical Safety Shoe Safety Helmet, Safety belt Safety goggle	<ul style="list-style-type: none"> <li>• Take power clearance before work</li> <li>• Use safety belt</li> <li>• Fix safety belt rope at some sturdy structure</li> </ul>	Physical injury	Supervisor/ Technician/ Jr. Tech./ Attendant
	Falling of material		<ul style="list-style-type: none"> <li>• Cordon the area below work.</li> <li>• Keep all material on flat secure surfaces.</li> </ul>		

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

Activity	OHS Hazard	PPE to be used	Precautions	Consequence	Responsibility
<b>H T Substation maintenance Operating H T Breaker</b>	High voltage electric current & flash	Electrical Safety Shoe Safety Helmet Cool Coat	<ul style="list-style-type: none"> <li>• Receive proper power getting form and power clearance.</li> <li>• Remove all grounding from the outgoing side.</li> <li>• Close the links if any using link rods.</li> <li>• Look that breaker is in proper position and not locked before closing.</li> <li>• Charge spring if any.</li> <li>• Close the breaker</li> </ul>	Fatal	Supervisor
<b>Testing earth resistance</b>	High voltage electric current & flash	Electrical Safety Shoe Safety Helmet Rubber Hand Gloves.	<ul style="list-style-type: none"> <li>• Use proper power shutdown procedure for neutral testing.</li> <li>• Open neutral link before neutral testing.</li> <li>• Check for any voltage by using power tester.</li> <li>• Use rated earth resistance megger for the test.</li> <li>• Close all opened lead connections and links after test.</li> </ul>	Fatal	Supervisor
<b>Working with HT link rod</b>	High voltage electric current & flash	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>• Link rod must be in dry condition.</li> <li>• The handle and body of the rod should be properly checked before use for any dent or damage.</li> <li>• Operate links only on power off or no load condition.</li> </ul>	Fatal	Supervisor

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	
		DOC.No.SM/CSMF1/	REV. NO.  EFFECTIVE DATE: 01/01/2008

Activity	OHS Hazard	PPE to be used	Precautions	Consequence	Responsibility
<b>Working with HT power tester</b>	Electric current and flash	Electrical Safety Shoe Safety Helmet Cool Coat	<ul style="list-style-type: none"> <li>• Test power tester with the battery before use</li> <li>• Confirm its correctness by testing some known live source.</li> <li>• Don't hold it above the marked lines.</li> <li>• Use proper rated tester or proper attachments for rated voltage.</li> <li>• Slowly move it to the line to be tested.</li> </ul>	Fatal	Supervisor
<b>Using multi meter for checking</b>	Exposed part of probe, Wrong Use	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>• Set proper range while using</li> <li>• See that the test leads are proper and no loose connection or damaged insulation is there.</li> </ul>	Electric shock	Supervisor/ Technician/ Jr. Tech.
<b>Battery checking</b>	Acid spillage	Electrical Safety Shoe Safety Helmet Hand gloves Safety goggle	<ul style="list-style-type: none"> <li>• Use funnel while topping up</li> <li>• Do not fill distilled water above level marked</li> </ul>	Acid burn	Supervisor/ Technician/ Jr. Tech./
<b>Breaker overhauling</b>	High voltage electric current & flash	Electrical Safety Shoe Safety Helmet Cool Coat	<ul style="list-style-type: none"> <li>• Receive proper power getting form and power clearance.</li> <li>• Remove all grounding from the outgoing side.</li> <li>• Close the links if any using link rods.</li> <li>• Look that breaker is in proper position and not locked before closing.</li> <li>• Charge spring if any</li> <li>• Close the breaker</li> </ul>	Fatal	Supervisor

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	
		DOC.No.SM/CSMF1/	REV. NO.  EFFECTIVE DATE: 01/01/2008

Activity	OHS Hazard	PPE to be used	Precautions	Consequence	Responsibility
<b>Repairing / overhauling / trial of relay</b>	Wrong Use of tools	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Use proper size spanner.</li> <li>Ensure there's no oil / grease on spanners, fasteners or hands.</li> </ul>	Physical injury	Jr. Technician/ Attendant
<b>Soldering and de soldering of connections</b>	Loose wiring.	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Make sure the cables are proper.</li> <li>Soldering table must be insulated one.</li> <li>Use proper rating fuse.</li> </ul>	Electric shock	Supervisor/ Technician/ Jr. Tech/
	Hot Surface of Iron, Solder	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Hold soldering iron only on its handle.</li> <li>Keep hot soldering iron at a secure non-combustible surface or stand.</li> </ul>	Burn injury	Supervisor/ Technician/ Jr. Tech/
<b>PC Operation</b>	Body posture and exposure to radiation while working on PC	Electrical Safety Shoe	<ul style="list-style-type: none"> <li>Use Ergonomic chair</li> <li>Monitor should be at little below eye height.</li> <li>Distance from screen should be around 16 inches.</li> </ul>	Eye pain, Back pain	Supervisor/ Technician/ Jr. Tech/
<b>Vehicle movement &amp; parking</b>	Wrong parking	Electrical Safety Shoe	<ul style="list-style-type: none"> <li>Park only in designated places</li> <li>Do not park in walk ways</li> <li>Replace flattened/ decayed tyres.</li> <li>Follow traffic rules and signals,</li> <li>Check light horn etc before starting journey.</li> </ul>	Physical injury Property damage	Persons concerned
	Flat tyre	Crash Helmet Safety goggles			
	No or faulty signalling				
	No light in the night				
<b>First aid box Upkeep</b>	Contaminated medicine	Electrical Safety	<ul style="list-style-type: none"> <li>Check first aid boxes periodically</li> </ul>	Medicine	Supervisors

TRF LTD	BMHE& BMHS DIVISION	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

Activity	OHS Hazard	PPE to be used	Precautions	Consequence	Responsibility	
	Medicine with expiry date over	Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Remove medicine having date expired</li> <li>Keep first aid box under lock and key</li> </ul>	Reaction	Trained person	
<b>New Construction &amp; modification jobs</b>	No Electrical clearance before jog starting	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Make SWP for the job</li> <li>Take Permit to work for Individual agency in Form No. EHSMS/WORKS/446/4007</li> <li>Display machine under repair board</li> <li>Barricade the area of work</li> </ul>	Physical injury Electric shock	Contractor supervisor Supervisors	
	No barrication of pits and area around the machines			Physical injury		
<b>EOT Crane operation</b>	Working at height	Electrical Safety Shoe Safety Helmet Safety goggle	<ul style="list-style-type: none"> <li>Operators to follow only designated path with proper railing to the cabin.</li> <li>Watch for any other moving or falling object while moving.</li> </ul>	Physical injury	Crane operators	
	Low height structure over head (Low height roof / beams etc.)			<ul style="list-style-type: none"> <li>Use helmets.</li> <li>Lookout for signs of low height.</li> </ul>		Physical injury
	Total power failure in B&C shift while material handling			<ul style="list-style-type: none"> <li>Don't move until someone comes with light or power resumes.</li> <li>If there is provision of bell – please sound it to let oter know that some one is held up at crane</li> </ul>		Physical injury
	Hitting of material/ machines due to rolling of crane			<ul style="list-style-type: none"> <li>Control rolling by plugging.</li> <li>In case of uncontrollable condition stop the carne and inform maintenance.</li> </ul>		Physical injury Property damage

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Precautions</b>	<b>Consequence</b>	<b>Responsibility</b>
	Poor visibility from cabin due to improper illumination		<ul style="list-style-type: none"> <li>Control rolling by plugging.</li> <li>In case of uncontrollable condition stop the crane and inform maintenance.</li> </ul>	Physical injury Property damage	
<b>Unmanned Substation / switch room operation</b>	Combustible material in substation / switch room.	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Do periodic inspection to ensure no combustible material exists in such places,.</li> <li>Remove such items if any</li> </ul>	Property Damage	Supervisor/ Technician/ Jr. Tech/
	Loose wirings/ Connections		<ul style="list-style-type: none"> <li>Do periodic inspection to ensure no loose wiring/ connection/ loose sockets etc exists in such places,.</li> <li>Rectify any such case immediately</li> </ul>		
<b>Power Distribution Maintenance</b>	Total power failure	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Follow emergency plan.</li> </ul>	Property Damage	Manager, Supervisor, Technician
	Fault in LT/HT switchgears (Breakers, transformers, reactors etc)	Electrical Safety Shoe Safety Helmet, Cool coat	<ul style="list-style-type: none"> <li>Isolate area power supply from respective substation.</li> <li>Follow emergency plan.</li> </ul>		Manager, Supervisor, Technician
	Fault in LT/HT cable/ busbar	Electrical Safety Shoe Safety Helmet, Cool coat	<ul style="list-style-type: none"> <li>Isolate area power supply from respective substation.</li> <li>Follow emergency plan.</li> </ul>		Manager, Supervisor, Technician
	Improper ventilation	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Provide proper ventilation at all substations</li> <li>Regular inspection.</li> </ul>		Supervisor
Crane Maintenance (Ref: JSR/06/D21)	Falling of Lamps from the crane	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>Switch off Crane power</li> <li>Check the screws of the holder</li> <li>Tighten the screws of the holder</li> </ul>	Physical injury Property damage	Supervisor



<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

<b>Activity</b>	<b>OHS Hazard</b>	<b>PPE to be used</b>	<b>Precautions</b>	<b>Consequence</b>	<b>Responsibility</b>
Crane Maintenance (Ref: JSR/06/11431)	Falling of Gong bell	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>• Check the safety chain condition</li> <li>• Check the welding points of the safety chain</li> </ul>	Physical injury Property damage	Supervisor
Transformer maintenance (Ref:JSR/06/2191)	Higher voltage than rated at secondary side	Electrical Safety Shoe Safety Helmet Electrical safety gloves	<ul style="list-style-type: none"> <li>• Identify bare checking point before measuring the voltage</li> <li>• Be aware of live terminals</li> <li>• Identify HT and LT terminals</li> <li>• If tap is to be changed then put off the transformer before tap changing</li> </ul>	Property damage	Foreman
Power supply to Induction Heater	Fire to induction heater due to short circuit	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>• Use EOCR in place of thermal overload</li> <li>• Provide proper setting based on rated current</li> </ul>	Property damage	Manager
Lighting power supply	Fire	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>• Use proper rating fuse in all SFU</li> <li>• Use good insulated cable</li> <li>• Check tightness of all connections</li> </ul>	Property damage	Supervisor
Maintenance of Infra Red sensor in plate shearing machine	Hand Injury	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>• Check the effectiveness of the sensor quarterly</li> </ul>	Personal injury	Supervisor
Testing of ELCB in Welding machine	Shock injury	Electrical Safety Shoe Safety Helmet	<ul style="list-style-type: none"> <li>• Ensure the checking of ELCB with the help of a test lamp, once in a year during annual testing of welding machine by MEDE</li> </ul>	Personal Injury	Supervisor
Puncturing Aerosol Can	Explosion	Electrical Safety Shoe Safety Helmet Electrical safety gloves	<ul style="list-style-type: none"> <li>• Ensure that the puncture is made inside a box so that no release of pressure on the body</li> </ul>	Personal Injury	Supervisor

<b>TRF LTD</b>	<b>BMHE&amp; BMHS DIVISION</b>	<b>Operational Control Procedure (EM)</b>	
		TITLE: OHS Hazard Identification & Risk Control (Operational Control Procedure)	REV. NO.
		DOC.No.SM/CSMF1/	EFFECTIVE DATE: 01/01/2008

Activity	OHS Hazard	PPE to be used	Precautions	Consequence	Responsibility
----------	------------	----------------	-------------	-------------	----------------

TRF LIMITED	BMHS DIVISION	PROCEDURE	SECTION - 12
		TITLE : LEGAL REGISTER / REQUIREMENTS	REV NO: 00
		DOC NO.: SM/CSM F1	EFFECTIVE DATE : 22/04/2008
<p>1. PURPOSE : The purpose of this Document is to describe the Legal issues related to BMHS DIVISION to ensure the compliance with the Environmental, Occupational Health &amp; Safety (EHS) Policy . This document guides the user through the various section and all the relevant laws, requirement of law and prescribed standards to be followed.</p> <p>2. REFERENCE :</p> <p>i) LEGAL REGISTER – EHSMSL/BMHS</p> <p>3. ANNEXURE : Nil</p> <p>4. DISTRIBUTION LIST : Available as per distribution</p>			
PREPARED BY : N.K.RATHAUR		APPROVED BY : P.K.TIBDEWAL	
SIGNATURE :		SIGNATURE :	
DATE : 21/04/2008		DATE : 21/04/2008	

TRF LTD	BMHE DIVISION	PROCEDURE	
		TITLE : LEGAL REGISTER / REQUIREMENTS	
		DOC NO.: SM/CSM F1	REV NO: 00 EFFECTIVE DATE : 22/04/2008

## 5.0 PROCEDURE

### 5.1 Legal Requirements with respect to Environmental Legislation

Sl. No.	Act & its requirements	Refer Doc.
1.0	<b>The Air (Prevention &amp; Control of Pollution) Acts 1981 / Rules 1982</b> 1.1 Comply with prescribed consent conditions	PCB GUIDELINES
2.0	<b>The Environment (Protection) Acts 1986 / Rules 1986</b> 2.1 Allow entry and inspection to Central Government Officials 2.2 Comply with prescribed standards for discharge / emission of pollutants	PCB GUIDELINES
3.0	<b>The Hazardous Waste (Management &amp; Handling) Rules 1989, as amended in 2000</b> 3.1 Ensure proper handling of hazardous waste 3.2 Comply conditions as specified in authorization 3.3 Maintain record of hazardous waste generation at site in prescribed statutory form	PCB GUIDELINES

### 3.2 Legal Requirement with respect to Occupational Health & Safety

Sl. No.	Act & its requirements	Refer Doc.
1.0	<b>Gas Cylinder Rules 1981, including Amendment Rules 1993, 1999</b> 1.1 Ensure prohibition of smoking, firelights and dangerous substances in proximity to a place of storage. 1.2 Any leaking cylinder under Factory premises shall be promptly removed to suitable open area. 1.3 LPG & other cylinders containing flammable & liquefiable gases shall always be kept in <b>upright</b> position and shall be so placed that they can not be knocked out. 1.4 Cylinders used in <b>horizontal positions</b> shall be so <b>secured</b> that they can not roll. 1.5 All electrical installations in the premises for storing flammable gases in cylinder shall be of flame proof construction. 1.6 Cylinder filled with compressed gas shall not be transported by a bicycle or any other two wheeler mechanically propelled vehicle. 1.7 Cylinder valve should be protected by insuring availability of stout metal cap / metal rings.	GAS CYLINDER RULES
2.0	<b>The Static &amp; Mobile Pressure Vessels Rules (Unfired) 1981 and as amended in 1997 (Not applicable to vessels which form part of a processing plant – in which unit processes / unit operations are carried out).</b> 2.1 Ensure hydraulic testing of vessels with proper precaution by a competent person at a pressure marked on the vessel and at frequency, not more than <b>5 years</b> after the first test. In case the test fails, installation should be destroyed, rendered unsuitable under the information to Chief Controller of Explosive. 2.2 Ensure availability of all safety measures including safety valve, vent valves, pressure gauge etc. in the pressure vessels and their upkeep. 2.3 Obtain prior approval before and after any repairs, addition or alteration carried out in the static or mobile pressure vessel	S&MPV RULES

TRF LTD	BMHS DIVISION	PROCEDURE	
		TITLE : LEGAL REGISTER / REQUIREMENTS	REV NO: 00
		DOC NO.: SM/CSM F1	EFFECTIVE DATE : 22/04/2008

Sl. No.	Act & its requirements	Refer Doc.
3.0	<b>The Indian Electricity Act 1910 &amp; Rule 1956</b>	
	3.1 Ensure electric supply lines and apparatus shall be of sufficient ratings for power, insulation & estimated fault current & of the sufficient mechanical strength for the duty which they may be required to perform under the condition of installation and shall be constructed, installed, protected, worked & maintained in such a manner to ensure safety of the persons engaged.	AS PER CONSTRU CTION SITE MANUAL
	3.2 List of competent persons to be maintained for testing, examination & certification of electrical installation.	
	3.3 First Aid boxes or cupboards duly marked and equipped with such content as specified under Factory's Rules 64 shall be provided & maintained in every Sub Stations or Switch Stations.	N.A.
	3.4 Instruction for restoration of person suffering from Electric Shock shall be displayed through CPR (Cardio Pulmonary Respiration Restoration) Chart in local language in every enclosed Sub Stations, Switch Stations & every section of Department. Maintain a list of trained CPR personnel and ensure availability of one such person in each shift.	OK
	3.5 Fire bucket filled with clean & dry sand ready to use to extinguish fire shall be kept in all enclosed Sub Stations & Switch Stations. In addition Fire extinguishers suitable in dealing with electrical fire shall be kept at accessible place duly marked.	OK
	3.6 Only licensed electrical contractors shall be allowed to work on electrical installation under direct supervision of a person holding a certificate of competency.	OK
	3.7 Flexible cable heavily insulated and adequately protected from mechanical injury shall only be used for portable, transportable electrical apparatus & devices such as generator, welding m/c. etc. Metallic covers on such cables shall be suitably earthed. Cable should be of 3 core type for single phase supply and 4 core type for 3 phase supply.	OK
	3.8 All electric supply lines, wire & fittings should be maintained in condition, suitable for safe energy supply.	OK
	3.9 Ensure availability of suitable cut – out or isolating switch in each service line other than an earthen and earthen neutral conductor cable.	OK
	3.10 Ensure availability of proper and identified earth, earthen neutral conductor & regular testing of each resistance and display for same.	OK
	3.11 Display mandatory danger notice and conspicuous positions in HINDI & ENGLISH with a sign of skull & bone in all service voltage lines except low voltage. <b>LOW VOLTAGE <math>\leq</math> 250 V, MEDIUM VOLTAGE <math>\leq</math> 650 V, HIGH VOLTAGE <math>\leq</math> 33 KV</b>	
	3.12 Ensure adequate precautions are being taken while handling conductor / apparatus, including discharge. Every person who is working in supply line & apparatus should be provided with tools & devices such as gloves, rubber shoes, safety belt, ladders, earthing devices, helmet, line tester, hand liners, etc.	
	3.13 No person shall work and assist to work on any live electric supply line or apparatus without authorization.	
	3.14 Ensure availability of isolating switch which can cut off power in one operation, supply to vehicles, traveling cranes and rails that are to be electrically continuous & earthen.	

TRF LTD	BMHS DIVISION	PROCEDURE	
		TITLE : LEGAL REGISTER / REQUIREMENTS	REV NO: 00
		DOC NO.: SM/CSM F1	EFFECTIVE DATE : 22/04/2008

Sl. No.	Act & its requirements	Refer Doc.
	<p>3.15 Ensure clear distinction of different circuits in an installation / Sub Stations and clearly indicate nomenclature of panels / boards.</p> <p>3.16 Ensure circuits &amp; apparatus are arranged in manner so that no accidental charge occurs.</p> <p>3.17 Any person giving clearance to work on electrical installation must have supervisory competency certificates.</p> <p>3.18 The neutral point shall be earthen at two separate and distinct connections with an earth, each having its own electrode.</p> <p>3.19 Every switchboard should comply with provision of clear space in front of one meter and behind (&lt;20 cm. Or &gt; 75 cm. In case of later – passage from both end of height 1.8 meter should be available)</p> <p>3.20 Adequate clearance over ground shall be maintained from the overhead conductor (across street 6.1 meter, along 5.8 meter and at other location 5.2 meter plus 0.3 meter for every 33 kv addition)</p> <p>3.21 Above building 2.5 meters, horizontal 1.2 meter, sag vertical clearance 2.5 meter (for low/medium) and 3.7 meter (for high and extra high).</p> <p>3.22 Adequate clearance shall be maintained when overhead conductor crosses another O/H line.</p>	<p>OK</p> <p>Action initiated to comply the legislation and it will be done in phases.</p>
4.0	<p><b>The Factory Act 1948 (as amended till 1987) &amp; Bihar Factory Rules, 1950</b></p> <p>4.1 Ensure health, safety and welfare of all workers while they are at work in the factory as far as reasonably practicable.</p> <p>4.2 No building, structure, plant machinery, equipment, filter and apparatus shall be provided, operated and maintained in such a manner which is likely to cause any accident or any body injury.</p> <p>4.3 Ensure effective and adequate ventilation of work place and adequate measures to be taken to protect workers particularly in the processes involving excessive temperature.</p> <p>4.4 Ensure effective measures being taken to prevent inhalation of dusts and fumes and to prevent their accumulation in any workroom and to provide exhaust application, if necessary.</p> <p>4.5 Ensure availability of sufficient drinking water point at work place and its distance of six meters from washing place, urinal, latrine, open drain carrying sludge and effluent, is maintained. However, if drinking water point is available in physically secured isolated enclosure, the distance gap may be relaxed.</p> <p>4.6 Ensure availability of striking gear &amp; devices for cutting off power of machinery in case of emergency. Proper locking arrangements shall be provided in device which can inadvertently shift from OFF to ON position.</p> <p>4.7 Ensure no thorough fare or unauthorized entry in and around the area of self acting machine with distance of 45cm from any fixed structure which is not a part of machine.</p> <p>4.8 Ensure secure fencing / guarding of moving machinery or its part like moving part, prime mover, flywheel, stock bars, electric generators, a motor, rotating converter, transmission machinery, etc. &amp; any testing, lubrication, adjustment, examination, movement &amp; shifting of belts may be allowed to carry out by specially trained persons who has been authorized to do so and his name has been recorded in register for the same.</p>	<p>FACTORIES ACT&amp;RULES</p> <p>OK</p> <p>NA</p> <p>NA</p>

TRF LTD	BMHS DIVISION	PROCEDURE	
		TITLE : LEGAL REGISTER / REQUIREMENTS	REV NO: 00
		DOC NO.: SM/CSM F1	EFFECTIVE DATE : 22/04/2008

Sl. No.	Act & its requirements	Refer Doc.						
4.9	Ensure proper casing of machinery driven by power like set screws, bolts & key and any revolving shaft, spindle, wheel or pinion, spun worm and other toothed and friction gear.	SHE VISIT						
4.10	Ensure use of properly maintained thoroughly examined and certified by competent person <b>at least one in a year</b> . Lifting machines, chains, ropes & lifting tackles within the safe working load as has been prescribed & maintained register on the testing and inspection in the prescribed form							
4.11	Ensure use of good quality (in term of mechanical construction, sound material & adequate strength) of hoist and lift & its proper maintenance and thorough examination by competent person <b>at least once in every six months</b> and maintain a register as record of particulars of examination of hoist & lifts.	OK						
4.12	Maximum safe working load shall be displayed on every hoist & lift	AS PER NORMS						
4.13	Safe working load of each lifting tools & tackles shall be displayed and also at the location of storage with each system.							
4.14	Ensure safety of person engaged in O/H traveling cranes, passage, ways, safe access ladders with rest platform, vertical clearance between the floor of the crane, bridge & trolley, foot walks or platforms on traveling cranes and O/H trusses, structural parts or any other permanent fixes shall not be less than 2 meters.	SHE VISIT						
4.15	Ensure restricted access to fragile roof or sloping roof with due precaution in term of permit, availability of sufficient safety devices like ladders, dock ladders, access boards & crawling boards.							
4.16	Ensure mandatory display of maximum safe working peripheral speed for grinding m/c. & effective measures to ensure that safe working peripheral speed is not exceeded.							
4.17	All floors, steps, stairs, passage & gangways shall be properly maintained and kept free from obstruction and in condition preventing slip of persons.							
4.18	No persons shall be allowed to carry/lift or move any load more than as prescribed <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;"><u>Persons</u></td> <td style="text-align: center;"><u>Maxm. Weight of material/appliances</u></td> </tr> <tr> <td>Adult (&gt; 18 years) male</td> <td>55 kg</td> </tr> <tr> <td>Adult (&gt; 18 years) female</td> <td>30 kg</td> </tr> </table>	<u>Persons</u>	<u>Maxm. Weight of material/appliances</u>	Adult (> 18 years) male	55 kg	Adult (> 18 years) female	30 kg	
<u>Persons</u>	<u>Maxm. Weight of material/appliances</u>							
Adult (> 18 years) male	55 kg							
Adult (> 18 years) female	30 kg							
4.19	Ensure protection of eyes by providing goggles and supervise their use in such manufacturing process (refer Annexure 5.12 of Doc # EHSMSL/WORKS – revision 04) carried out in Spares Manufacturing & SPOS which involves risk of injury to the eye from particles of fragments thrown off in the course of process or by reason of exposure to excess light.							
4.20	Examination of eye sight – All persons engaged in operation of cranes, fork lifts, trucks, pay loaders & other automobiles and to give signal to crane operator should be examined for eye sight/colour vision by a qualified Ophthalmologist <b>at least once in 12 months</b> upto the age of 45 years & <b>once in every six months</b> beyond that age.							

TRF LTD	BMHS DIVISION	PROCEDURE	
		TITLE : LEGAL REGISTER / REQUIREMENTS	REV NO: 00
		DOC NO.: SM/CSM F1	EFFECTIVE DATE : 22/04/2008

Sl. No.	Act & its requirements	Refer Doc.
	<b>Fire &amp; Explosion</b>	
	4.21 Ensure all measures are being taken to prevent outbreak of fire and its spread, both internally & externally and to provide and maintain : I. Safe measures to escape for all persons in the event of a fire. II. The necessary equipment and facilities for extinguishing fire. III. All persons are familiar with the means of escape in case of fire and adequately trained in the routine to be followed in such case.	
	4.22 Ensure proper and adequate fire prevention & fire fighting arrangement at all the location inside the department including first aid, fire fighting arrangements (available on platform so that their bottom is 750mm above floor level)	NA
	4.23 Provide emergency exit / exit door with outward opening and exit board displayed at all the locations like tunnel, auditorium and room having more than 10 persons present at a time.	NA
	4.24 Exit shall be so located that the travel distance on the floor shall not exceed 30 meters.	OK
	4.25 Sufficient number of persons shall be trained in proper handling of fire fighting equipment & a list of such trained person shall be maintained.	
	4.26 Identify the processes and operations taking place in the department whether declared as Hazardous Processes and ensure proper safety precautions in the operations and maintenance and provide periodic medical examinations of the persons engaged.	
	4.27 Ensure all processes involving serious explosions and flash fire are segregated by fire resistance construction, locations, provision of flame arresting devices, prevention of static charges, smoking, lighters, provision of emergency exit (travel distance on the floor shall not exceed 13 m). Also ensure provision for fire alarms, specification for fire fighting facilities depending on the type of fire, mandatory display on fire fighting equipment with respect to serial numbers, date of last refilling, date of last inspection.	
	<b>Compulsory disclosure of information by the department</b>	
	4.28 Disclosure of all information in prescribed manner related to danger including health hazard and all measures to overcome such hazards arising from the exposure, handling of material in the manufacturing, transportation, storage and other process to worker.	OK
	<b>Specific responsibilities of department</b>	
	4.29 Provide necessary protection equipment to personal having potential for exposure to hazardous process.	
	4.30 Receive and act on any reasonable suspicion of any eminent danger from workers.	
	4.31 Collect, develop and disseminate information in the form of Material Data Sheet in respect of every hazardous substance / material handled in the respective area.	
	<b>First Aid Box</b>	
	4.32 Provide adequate number of fully equipped first aid boxes and decontaminated facilities (readily accessible means of drenching with water and eye wash bottle filled with water and suitable liquid) at convenient place.	
	4.33 First Aid boxes shall be properly marked.	
	4.34 Each First Aid box shall contain equipment / medicine as indicated in Factory's Rule 64	



		TITLE : LEGAL REGISTER / REQUIREMENTS	REV NO: 00
		DOC NO.: SM/CSM F1	EFFECTIVE DATE : 22/04/2008

Sl. No.	Act & its requirements	Refer Doc.
	4.35 Name of the person, in charge of First aid box with sufficient training shall be displayed including his location of availability and a list of trained First Aiders shall be maintained. <b>Road &amp; Railway safety</b>	OK
	4.36 All motor vehicles driven at night within the premises of department shall conform in respect of light as applies to public road driving <b>Competent Persons</b>	OK
	4.37 Maintain and update master list of competent persons under section – 6 & 112 (Building stability), section – 28 & 29 (Hoist, lifting machinery & tackles),	F/10
	4.38 Ensure work being supervised by a competent person if it involves risk to exposure to poisonous material during examination / inspection / repair of plant & piping.	OK
	4.39 Every worker shall be properly trained before commencement of work on the day, on risk involve from gas, fumes, vapour, dust which may be involved due to process.	
5.0	<b>The Central Motor Vehicle Rule 1989 (Under Motor Vehicle Act 1988)</b> 5.1 All motor vehicle entering the department shall have properly maintained brakes, lights, signal system for brakes, blinkers and registration number displayed (for all 4 wheelers, size of the letter should 65mm height & 10mm thickness and a gap of 10mm maintained between two letters), and valid pollution under control certificate.	OK

### 5.3 Other Requirements

1.0	<b>Works Standing Order (Codified Rules)</b> 1.1 Any accident / dangerous occurrence / near misses occurring inside the department irrespective of whether involving any body injury or damage of property shall be immediately reported to shift safety officer and facilitate safety office in conducting preliminary enquiry of the incidence. 1.2 All the incidence / accident involving body injury should be reported to near by First Aid station. 1.3 All the fire calls / incident involving fire cases should be reported to shift safety officer 1.4 All the cases involving accidents of the employees outside gate while coming to duty or going out t residence after completing the duty by shortest route should be reported to near by Dispensaries / Emergency at TMH within two hours and the information on the incident should be reported to Head (Safety) within 7 days for claiming Ex – gratia.	OK
2.0	<b>Tata Code of Conduct Clause # 8</b> 2.1 “All the sections of the Department shall strive to provide safe and healthy working environment and comply, in the conduct of business affairs with all regulations regarding the preservation of environment of the territory it operates in. The department shall be committed to prevent the wasteful use of natural resource and minimize any hazardous impact of the development, production, use and disposal of any of the products and services on the ecological environment”.	OK

TRF LTD	BMHS DIVISION	PROCEDURE	SHEET : 08 of 08
		TITLE : LEGAL REGISTER / REQUIREMENTS	REV NO: 00
		DOC NO.: SM/CSM F1	EFFECTIVE DATE : 22/04/2008

3.0	<b>CoRE sustainability charter (Drawn from ICC's {International Chamber of Commerce} Business charter for sustainable development) (Relevant Clauses)</b>	
3.1	<b>Process of Improvement :</b> To continue to improve corporate policies, programmes & environmental performance, taking into account technical development, scientific understanding, consumer needs and community expectations with legal regulations as a stating point	OK
3.2	<b>Employees Education :</b> To educate, train & motivate employees to conduct their activities in an environmentally responsible manner	OK
3.3	<b>Facilities &amp; Operation :</b> To develop & design and operate facilities and conduct activities taking into consideration the efficient use of energy and material, the sustainable use of renewable resource, the minimization of adverse environmental impact and waste generation and the safe & responsible disposal of residual wastes	OK
3.4	<b>Precautionary Approach :</b> To modify the manufacturing, marketing or use of products or services or conduct of activities consistent with scientific & technical understanding to prevent serious or irreversible environmental degradation.	OK
3.5	<b>Contractors &amp; Suppliers :</b> To promote the adoption of these principles by contractors acting on behalf of the Enterprises encouraging and where appropriate requiring improvement in their practices to make them consistent with those of the Enterprises and to encourage the wider adoption of these principle by suppliers.	OK
3.6	<b>Emergency Preparedness :</b> To develop and maintain, where significant hazards exists emergency preparedness plan in conjunction with emergency services & relevant authorities.	
3.7	<b>Openness to Concerns ;</b> To foster openness and dialogue with employees anticipating & responding to their concern about the potential hazards and impact of operation, products, waste or services.	OK



**CONSTRUCTION SITE MANUAL**

**PART D**

**ANNEXURES**

**TRF LIMITED**

A **TATA** Enterprise

**PART D - ANNEXURES**

NIL	Cover Sheets / Table of Contents	146-147
Annexure – 1	ED's Circular no. RCN: 146 dated Aug. 3, 2007	
Annexures A to Z	Pertaining to Personnel Matters & Statutory Compliance	
Annexures AA to AR	Pertaining to Statutory Compliance	
Annexure 1, 2 and 3 of Annexure AQ	Pertaining to Statutory Compliance	
Annexures BA to BM	Pertaining to Banking & Accounting Matters	

ANNEXURE -A
Executive Director

Through: Head of Projects

1. Name of the Client :
2. Name of the Site :
3. Nature of Work :
4. Value of Work :
5. Period of completion of work :
6. Proposed date of commencement of work :
7. Proposed date of completion of work :
8. Man-power requirement :

a) Permanent staff to be transferred to this Site from other Sites.

	Category	No.	Dates when required	Period of requirement	Remarks
i)					
ii)					
iii)					
iv)					
v)					

b) Temporary Staff to be recruited at Site.

	Category	No.	Qualification	Date of require- met	Initially required for	Likely to continue for further period	Salary	Age	Remarks
i)									
ii)									
iii)									
iv)									
v)									
vi)									
vii)									

The above man-power requirements may please be approved.

 Resident Manager/  
Resident Engineer

.....Site

APPLICATION FOR TEMPORARY APPOINTMENT

To  
 The Resident Manager / Engineer  
 \_\_\_\_\_ Site  
 TRF Limited  
 \_\_\_\_\_

Dear Sir,

Sub: Recruitment of temporary workman for  
 \_\_\_\_\_ Site.

Having come to know from a reliable source that you are likely to engage some temporary workmen at your \_\_\_\_\_ Construction Site. I offer my services for the same. I give below my details for your favourable consideration:

1. Name :
2. Father's Name :
3. Permanent Address :
4. Mailing Address :
5. Age :
6. Educational qualification :
7. Experience :

I assure you sir, that if I am given a chance to work at your \_\_\_\_\_ Site, I shall discharge my duties to the entire satisfaction of my superiors. I further assure you that I shall abide by the rules and regulations of the Site establishment.

Yours faithfully,

\_\_\_\_\_  
 \_\_\_\_\_



ANNEXURE-C Sheet 1 of 2

Ref: No.

Date:

Mr.....  
.....

Dear Sir,

Please refer to your application dated ..... for suitable employment at our .....Project site and subsequent interview with the undersigned.

We are pleased to offer you an appointment as a .....on a purely temporary basis only for our .....Project site with effect from ..... on the following terms and conditions :

1. The aforesaid appointment is only for ..... months in relation to project work at ..... site and, until terminated earlier, your services will automatically come to an end on .....
2. You will receive a salary of Rs.....per month (all inclusive) (Rupees..... only).
3. You will not be entitled to any other benefits which are available to the regular employees.
4. No notice for termination or pay in lieu of such notice will be given at the expiry of the aforesaid period.
5. Your services are liable to be terminated earlier than the specified period mentioned above without any prior notice or assigning any reason.
6. You will be responsible for carrying out the assignment and instructions to the full satisfaction of the undersigned or any other person so authorized on behalf of the Company.

7. Depending upon the exigencies of work you will not refuse to attend and/or report for duty on holidays or for extra hours on working days as and when required by your superior.
8. You shall abide by the duty hours and other rules, instructions and orders applicable to the site staff and will devote your full time while on duty to the work assigned to you.
9. You shall also be responsible for the safe custody of the records, apparatus and other articles or tools entrusted to you and in case of any loss due to your carelessness, negligence or deliberate action, the authority of the Company shall have the right to recover the loss thereof from your salary or otherwise besides, taking any disciplinary action as deemed fit and proper.

In case the above terms and conditions are acceptable to you, please return the duplicate copy of this offer of appointment after affixing your signature on the same in token of your acceptance.

Yours faithfully,  
for TRF LIMITED

.....  
Resident Manager / Resident Engineer

cc: Head of Projects  
: GM F&A  
: Sr.DM(P&A)



**JOB SPECIFICATIONS FOR INSERTING IN APPOINTMENT LETTERS**

To add as Serial No. 10 in the General Appointment (ANNEXURE-C) letter in case of the following post :

**CASHIER**

That as Cashier, your duties amongst others, shall be to receive money from the clients on the authority of the bill/ voucher or otherwise and to issue receipt thereof; to render account of the money so collected in cash and through cheque and to deposit the same in the Company's account; to withdraw and disburse money on account of salary, wages and other dues to staff; paid outs and petty cash as well as through cheques and to maintain and render account thereof to maintain necessary cash books; paid out registers, petty cash account and such other relevant accounts; to keep the cash counters, chests and safes clean and properly locked and to do all other duties ancillary and incidental thereto and/or any other duties specifically assigned to you from time to time by the management.

**ACCOUNTANT**

As Accountant, your duties, amongst others, shall be to supervise the work of the accounts clerks and Cashiers, if any; to compile and scrutinize the suppliers' bills and other payment vouchers; to prepare and scrutinize the monthly trial balance and bank reconciliation statements; to maintain all books of account, including making proper entries in ledgers etc; to prepare statements relating to Sales Tax and other taxes as well as statements required for audit work; to prepare income and expenditure statement annual budget estimates to compile annual account, to attend to all correspondence, to deploy staff and to supervise the work of the persons working under you and to do any other work specifically entrusted or assigned to you by the management.

**STENOGRAPHER**

As Stenographer, your duties, amongst others, shall be to take dictation in Stenography and to transcribe the same, to attend to telephone calls and to note down messages etc. to do any other duties ancillary and incidental there to and also to perform any other duties specifically entrusted or assigned to you from time to time by the management.

**CLERK**

As a Clerk, your duties, amongst others, shall be to do clerical work which is ordinarily understood as being anonymous with routine, Stereotype work and which involves and initiative, creativity, control or dignity in the office including time-office, reception, Stores, Accounts, to do typing, Writing, Filing, Copying, maintaining of records, preparing vouchers, bills, collection of money, to prepare statutory returns, wage bills, bills for

services and supplies rendered, to check and post the correct timings of arrival and departure of the staff including daily rated staff, to submit daily report of the late arrival, early departure, absentees; to maintain the register of outgoing and incoming of goods, whether consumable or otherwise as per Gate Pass Books, to keep the attendance register for next month ready, to enter all leave applications, to work as Cashier in the exigencies of service, to do any duties ancillary and incidental there to and any other duty specially entrusted or assigned to you from time to time by the management.

#### PEON

As a Peon, your duties will be to clean, maintain office, and help in the movement and proper setting of office tables, chairs, racks and office furniture and equipment, to carry messages, files, monies etc. to serve water, tea, coffee etc. to cater to the convenience of the office staff and officers and office guests etc. to deliver dak and to wait on officers.

#### WATCHMAN

As a Watchman, your duties, amongst others, shall be to act as Watch and Ward for the site establishment, goods and other belongings of the establishment including that of customers and guest, to search and staff, to inspect and check Gate Passes and goods and identify cards, to maintain law and order under directions, to prevent entry into and the removal from premises including staff quarters of the Company.



ANNEXURE -E

Ref:

Date;

Camp\_\_\_\_\_Site

Mr.....  
.....  
.....

Sub: Extension of Temporary period

Sir,

With reference to our letter No. \_\_\_\_\_ dated \_\_\_\_\_ appointing you temporarily for a period of \_\_\_\_\_ months as \_\_\_\_\_ we are pleased to inform you that your temporary period is extended for another \_\_\_\_\_ months from \_\_\_\_\_ to \_\_\_\_\_.

Please note that this extension of your temporary period will end on \_\_\_\_\_ and your temporary services will automatically stand terminated with effect from \_\_\_\_\_ without any further notice. However, the undersigned reserves the right to terminate your services without any notice or assigning any reason thereof at any time before expiry of the above period.

Other terms & conditions of the temporary appointment, as mentioned in our earlier letter, will remain same.

In case the above terms & conditions are acceptable to you, please sign the copies of this letter in token of having accepted the temporary extension.

Yours faithfully,  
for TRF LIMITED

RESIDENT MANAGER /  
RESIDENT ENGINEER  
\_\_\_\_\_Site

cc: Head of Projects  
: GM F&A  
: Sr.DM(P&A)

## FORM IV

(See Rule (21) (1))

## Application for License

1. Name and address of the contractor (including his father's name in case of individuals)
2. Date of birth and age (in case of individuals)
3. Particulars of establishment where contract labour is to be employed:-
  - a) Name and address of the establishment:
  - b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment:
  - c) Number and date of Certificate of Registration of the establishment under the Act:
  - d) Name and address of the Principal Employer:
4. Particulars of contract labour –
  - a) Nature of work in which contract labour is employed or is to be employed in the establishment;
  - b) Duration of the proposed contract work(give particulars of proposed date of commencing and ending):
  - c) Name and address of the Agent or Manager of Contractor at the work-site:
  - d) Maximum number of contract labour proposed to be employed in the establishment on any date.
5. Whether the contractor was convicted of any offence within the preceding five years. If so, give details
6. Whether there was any order against the contract or revoking or suspending license or forfeiting security deposits in respect of an earlier contract. If so, the date of such order.
7. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the principal employer, establishment and nature of work.
8. Whether a certificate by the principal employer in Form V is enclosed.

9. Amount of license fee-name of the Union Bank, demand draft NO. and date.
- 10 Amount of security – deposit – name of the Union Bank demand raft no. and date.

**Note:**

The application shall be accompanied by demand draft and the challan for the appropriate amount and a certificate in Form V from the principal employer \_\_\_\_\_ date of the receipt of the application with ‘demand draft’ and the challan for fees/ security deposit.

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

Place :

Signature of the applicant.  
(Contractor)

Date:

**Note:**

The application should be accompanied by a treasury receipt for the appropriate amount and certificate in Form V from the Principal employer.

---

(To be filled in the Office of the Licensing Officer)  
Date of receipt of the applicant with challan for fees/ Security Deposit

Signature of the Licensing Officer

FORM V  
(See rule 21 (1))  
Form of Certificate by Principal Employer

Certified that I have engaged the applicant (name of the contractor) as a contractor in my establishment. I undertake to be bound by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971, in so far as the provisions are applicable to me in respect of the employment of contract labour by the applicant in my establishment.

Place :

Date:

Signature of Principal Employer  
Name and address of Establishment

ANNEXURE-H

FORM VII  
(See Rule 29 (2))  
Application for Renewal of Licenses

To

The Inspector

1. Name and address of the contractor
2. Number and date of the license
3. Date of expiry of the previous license
4. Whether the license of the contractor was suspended or revoked
5. Name of the Bank, number and date of the demand draft enclosed.

Date of receipt of the application with demand draft number and date

Place:

Signature of the Applicant

Date:

(To be filled in office of the Licensing Officer)

Date of receipt of the application with Treasury Receipt No. and date:

Signature of the Licensing Officer

ANNEXURE -IFORM V-A  
( See rule 24 (1A)

## Application for Adjustment of Security Deposit

Name and Address of the contractor	No. and date of license	Date of expiry of previous license	Whether the license of the contractor was suspended or revoked	(No. & date of demand draft of security deposit in respect of the previous license)
1	2	3	4	5

Amount of previous security deposit	(No. and date of demand draft of the balance of security deposit, if any, required on the fresh contract)	No. & date of certificate of registration of the establishment in relation to which the new license is applied for	Name and address of the principal employer	Particulars of fresh contract	Remarks
6	7	8	9	10	11

Place:

Signature of the Applicant

Date:



## FORM VI – A

( See Rule 25 (2) (viii) )

## Notice of Commencement/Completion of Contract Works

I/ We Shri/M/s. . . . . (name and address of the Contractor) hereby intimate that the contract work . . . . . (name of work) in the establishment of . . . . . ( name and address of the Principal Employer ) for which license No..... dated ..... has been issued to me/ us by the licensing officer .....(name of the headquarter), has been commenced/completed with effect from/date/on (date).

To

The Inspector;

Signature of the Contractor(s)

## FORM XIII

(See Rule 75 )

## Register of Workmen Employed by Contractor

 Name and address of Contractor \_\_\_\_\_ Name and address of establishment  
 in/ under which contract is carried  
 on \_\_\_\_\_

 Nature and location of work \_\_\_\_\_ Name and address of Principal  
 Employer \_\_\_\_\_

Sl. No.	Name and surname of workman	Age and sex	Father's/ Husband's name	Nature of Employment/ Designation	Permanent Home Address of workman (Village and Tehsil/ Taluk and District.
1	2	3	4	5	6

Local Address	Date of commencement of employment	Signature or thumb impression of workman	Date of termination of employment	Reasons for termination	Remarks
7	8	9	10	11	12

ANNEXURE -L

## FORM XIV

(See rule 76 )

## Employment Card

Name and address of Contractor \_\_\_\_\_ Name and address of Establishment in/  
under which contract is carried  
on \_\_\_\_\_

Nature of the work and location of work \_\_\_\_\_ Name and address of Principal  
Employer \_\_\_\_\_

1. Name of the workman \_\_\_\_\_

2. Sl.No. in the register of workman \_\_\_\_\_  
employed \_\_\_\_\_

3. Nature of employment/Designation \_\_\_\_\_

4. Wage rate (with particulars of unit, \_\_\_\_\_  
in case of piece-work \_\_\_\_\_

5. Wage period \_\_\_\_\_

6 Tenure of employment \_\_\_\_\_

7. Remarks \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

ANNEXURE -M

## FORM XV

(See rule 77)

## Service Certificate

Name and address of Contractor \_\_\_\_\_ Name and address of Establishment in/  
under which contract is carried  
on \_\_\_\_\_

Nature of the work and location of work \_\_\_\_\_

Name and address of the workman  
\_\_\_\_\_

Name and address of Principal  
Employer \_\_\_\_\_

Age or Date of Birth \_\_\_\_\_

Identification Marks \_\_\_\_\_

Father's/ Husband's name \_\_\_\_\_

Serial No.	Total period for which employed		Nature of work done	Rate of wages (with particulars of unit in case of piece-work)	Remarks
1	2	3	4	5	6

Signature \_\_\_\_\_



FORM XVI

(See rule 78 (1)(a) (i) )

Muster Roll

Name and address of Contractor \_\_\_\_\_ Name and address of Establishment in/  
under which contract is carried  
on \_\_\_\_\_

Nature and location of work \_\_\_\_\_ Name and address of Principal  
Employer \_\_\_\_\_  
For the month of \_\_\_\_\_

Serial No.	Name of workman	Father's/ Husband's name	Sex	Dates					Remarks
				1	2	3	4	5	

ANNEXURE – O

## FORM XVII

(See rule 78 (1)(a) (i))

## Register of Wages

 Name and address of Contractor \_\_\_\_\_ Name and address of Establishment in/  
 under which contract is carried  
 on \_\_\_\_\_

 Nature and location of work \_\_\_\_\_ Name and address of Principal  
 Employer \_\_\_\_\_

Serial No.	Name of workman	Serial No. in the register of workmen	Designation/Nature of work done	No. of days worked	Unit of work done	Daily rate of wages/peace-rate
1	2	3	4	5	6	7

Amount of wages earned								
Basic Wages	Dearness Allowance	Over-time	Other cash payment (nature of payment to be indicated)	Total	Deductions if any (indicate nature)	Net amount paid	Signature/ thumb impression of workman	Initials of contractor or his representatives
8	9	10	11	12	13	14	15	16

ANNEXURE – P
**FORM XVIII**

(See rule 78 (1)(a) (i) )

**Form of Register of Wages-cum-Master Roll**

 Name and address of Contractor \_\_\_\_\_ Name and address of Establishment in/  
 under which contract is carried  
 on \_\_\_\_\_

 Name and address of Principal  
 Employer \_\_\_\_\_

Wage-period : Weekly/Fortnightly

From \_\_\_\_\_ To \_\_\_\_\_

Nature and location of work \_\_\_\_\_

Serial No.	Serial No. in register of workmen	Name of employee	Designation/ Nature of work	Daily attendance/ units worked	Total attendance/ units of work done	Daily rate of wages/piece-rate
1	2	3	4	5	6	7

Amount of wages earned								
Basic wages	Dearness allowance	Over-time	Other cash payments (nature of payment to be indicated)	Total	Deduction if any, (indicate nature)	Net amount paid	Signature/thumb impression of workman	Initials of contractor or his representatives
8	9	10	11	12	13	14	15	16



FORM XIX

(See rule 78 (1)(b) )

Wage Slip

Name and address of Contractor \_\_\_\_\_ Name and Father's /Husband's name  
of the workman \_\_\_\_\_

Nature and location of work \_\_\_\_\_ For the Week/Fortnight/Month ending  
\_\_\_\_\_

1. No.of days worked \_\_\_\_\_

2. No. of units worked in case of piece-rate workers \_\_\_\_\_

---

3. Rate of daily wages/ piece-rate \_\_\_\_\_

4. Amount of overtime wages \_\_\_\_\_

5. Gross wages payable \_\_\_\_\_

6. Deductions, if any \_\_\_\_\_

7. Net amount of wages paid \_\_\_\_\_

Initials of the Contractor or his representative



ANNEXURE – R
**FORM XX**

(See rule 78 (1)(a) (ii) )

**Register of Deductions for Damage or Loss**

 Name and address of Contractor \_\_\_\_\_ Name and address of Establishment in/  
 under which contract is carried  
 on \_\_\_\_\_

 Nature and location of work \_\_\_\_\_ Name and address of Principal  
 Employer \_\_\_\_\_

Serial No.	Name of workmen	Father's Husband's Name	Designation/Nature of employment	Particulars of damage or loss	Date of damage or loss	Whether workman showed cause against deduction
1	2	3	4	5	6	7

Name of person in whose presence employee's explanation was heard	Amount of deduction imposed	No. of installments	Date of		Recovery	Remarks
			First installment	Last Installment		
8	9	10	11	12	13	

ANNEXURE – S
**FORM XXI**

(See rule 78 (1)(a) (ii) )

**Register of Fines**

 Name and address of Contractor \_\_\_\_\_ Name and address of Establishment in/  
 under which contract is carried  
 on \_\_\_\_\_

 Nature and location of work \_\_\_\_\_ Name and address of Principal  
 Employer \_\_\_\_\_

Sl.No.	Name of workman	Father's/ husband's name	Designation/ Nature of employment	Act/omission for which fine imposed	Date of offence	Whether workman showed cause against fine
1	2	3	4	5	6	7

Name of person in whose presence employee's explanation was heard	Wage period and wages payable	Amount of fine imposed	Date on which fine realised	Remarks
8	9	10	11	12

ANNEXURE – T

(See rule 78 (1)(a) (ii) )

## Register of Advances

 Name and address of Contractor \_\_\_\_\_ Name and address of Establishment in/  
 under which contract is carried  
 on \_\_\_\_\_

 Nature and location of work \_\_\_\_\_ Name and address of Principal  
 Employer \_\_\_\_\_

Sl. No.	Name	Father's/ husband's name	Nature of employment/ Designation	Wage period and wages payable	Date and amount of advance given
1	2	3	4	5	6

Purpose (s) for which advance made	No.of installments by which advance to be repaid	Date and Amount of each installment	Date on which last installment was repaid	Remarks
7	8	9	10	11

ANNEXURE – U

(See rule 78 (1)(a) (ii) )

**Register of Overtime**

 Name and address of Contractor \_\_\_\_\_ Name and address of Establishment in/  
 under which contract is carried  
 on \_\_\_\_\_

 Nature and location of work \_\_\_\_\_ Name and address of Principal  
 Employer \_\_\_\_\_

Sl. No.	Name of workman	Father's/ husband's name	Sex	Designation/ Nature of employment	Date on which overtime worked
1	2	3	4	5	6

Total overtime worked or production in case or piece-rated	Normal rates of wages	Overtime rate of wages	Overtime earnings	Date on which overtime wages paid	Remarks
7	8	9	10	11	12

FORM XXIV  
(See rule 82 (1) )

Return to be sent by the Contractor to the Licensing Officer

Half Year Ending \_\_\_\_\_

1. Name and address of the Contractor:
2. Name and address of the Establishment:
3. Name and address of Principal Employer:
4. Duration of contract : From : \_\_\_\_\_ to: \_\_\_\_\_
5. No. of days during the half year on which –
  - a) the establishment of the principal employer had worked:
  - b) the contractor’s establishment had worked:
6. Maximum number of contract labour employed on any day during the half year:
 

Men	Women	Children	Total
-----	-------	----------	-------
- 7.i) Daily hours of work and spread-over:
  - ii) a) whether weekly holiday observed and on what day: \_\_\_\_\_
  - b) if so, whether it was paid for: \_\_\_\_\_
  - iii) No. of man-hours of overtime worked: \_\_\_\_\_
8. Number of man-days worked by –
 

Men	Women	Children	Total
-----	-------	----------	-------
9. Amount of wages paid
 

Men	Women	Children	Total
-----	-------	----------	-------
10. Amount of deductions from wages, if any:
 

Men	Women	Children	Total
-----	-------	----------	-------
11. Whether the following have been provided:
  - i) Canteen:
  - ii) Rest rooms:
  - iii) Drinking water:
  - iv) Creches:
  - v) First-aid

(If the answer is ‘Yes’ state briefly standards provided)

Place:

Signature of Contractor

Date

**SCHEDULE IV**

(See Section 4)

Factors for working out lump sum equivalent of compensation amount  
in case of permanent disablement death

Completed years of age on the last birthday of the workman immediately preceding the date on which the compensation fell due  (1)	Factors  (2)
Not more than 16	228.54
17	227.49
18	226.38
19	225.22
20	224.00
21	222.71
22	221.37
23	219.95
34	218.47
25	216.91
26	215.28
27	213.57
28	211.79
29	209.92
30	207.98
31	205.95
32	203.85
33	201.66
34	199.40
35	197.06
36	194.64
37	193.14
38	189.56
39	186.90

ANNEXURE – W Sheet 2 of 2

(1)	(2)
40	184.17
41	181.37
42	178.49
43	175.54
44	172.52
45	169.44
46	166.29
47	163.07
48	159.80
49	156.47
50	153.09
51	149.67
52	146.20
53	142.68
54	139.13
55	135.56
56	131.95
57	128.33
58	124.70
59	121.05
60	117.41
61	113.77
62	110.14
63	106.52
64	102.93
65 or more	99.37

SCHEDULE I  
(See sections 2(1) and 4)

PART I

LIST OF INJURIES DEEMED TO RESULT IN PERMANENT TOTAL DISABLEMENT

Sl. No.	Description of injury	Percentage of loss of earning capacity
1	Loss of both or amputation at higher sites	100
2	Loss of a hand and a foot	100
3	Double amputation through leg or thigh or amputation through leg or thigh on one side and loss of other foot	100
4	Loss of sight to such an extent as to render claimant unable to perform any work for which eyesight is essential	100
5	Very severe facial disfigurement	100
6	Absolute deafness	100

PART II

LIST OF INJURIES TO RESULT IN PERMANENT PARTIAL  
DISABLEMENT

Amputation cases – Upper limbs (either arm)

1	Amputation through shoulder joint	90
2	Amputation below shoulder with stump less than 8” from tip of acromion	90
3	Amputation from 8” from tip of acromion to less than 4 ½ below tip of clecranon.	70
4	Loss of hand or of the thumb and four fingers of one hand or amputation from 4 ½ “ below tip of clecranon	60
5	Loss of thumb	30
6	Loss of thumb and its metacarpal bone	40
7	Loss of four fingers in one hand	50
8	Loss of three fingers of one hand	30
9	Loss of two fingers of one hand	20
10	Loss of terminal phalanx of thumb	20

**Amputation cases – Lower limbs**

11	Amputation of both feet resulting in end-bearing stumps	90
12	Amputation through both feet proximal to the metatarso-phalangeal joint	80



ANNEXURE – ‘X’ Sheet 2 of 3

Sl. No.	Description of injury	Percentage of loss of earning capacity
13	Loss of all toes of both feet through the metatarsophalangeal joint	40
14	Loss of all toes of both feet proximal to the proximal interphalangeal joint	30
15	Loss of all toes of both feet distal to the proximal interphalangeal joint	20
16	Amputation at hip	90
17	Amputation below hip with stump not exceeding 5” in length measured from tip of trechanter	80
18	Amputation below hp with stump exceeding 5” in length measured from tip of great trechanter but not beyond middle thigh	70
19	Amputation below middle thigh to 3 ½ below knee	60
20	Amputation below knee with stump exceeding 3 ½” but not exceeding 5”	50
21	Amputation below knee with stump exceeding 5”	40
22	Amputation one foot resulting in end-bearing	30
23	Amputation through one feet proximal to the metatarso-phalangeal joint	30
24	Loss of all toes of one foot through the metatarso-phalangeal joint.	20

**Other injuries**

25	Loss of one eye, without complications, the other bearing normal	40
26	Loss of vision of one eye, without complications or disfigurement of eye-ball, the other bearing normal Loss of	30

**A. – Fingers of right or left hand**

**Index finger**

Sl. No.	Description of injury	Percentage of loss of earning capacity
27	Whole	14
28	Two phalanges	11
29	One phalanges	9
30	Guillotine amputation of tip without loss of bone	5

**Ring or little finger**

31	Whole	12
32	Two phalanges	9
33	One phalanx	7

34	Guillotine amputation of tip without loss of bone	4
35	Whole	7
36	Two phalanges	6
37	One phalanx	5
38	Guillotine amputation of tip without loss of bone	2

**B-Toes of right and left foot**

**Great toe**

39	Through metatarso-phalangeal joint	14
40	Part, with some loss of bone	3

**Any other toe**

41	Through metatarso-phalangeal joint	3
42	Part, with some loss of bone Two toes of one foot, excluding great toe	1
43	Through metatarso-phalangeal joint	4
44	Part, with some loss of bone three toes of one foot, excluding great toe	2
45	Through metatarso-phalangeal joint	6
46	Part, with some loss of bone four toes of one foot, excluding great toe	3
47	Through metatarso-phalangeal joint	6
48	Part, with some loss of bone	3

**Note**

Complete and permanent loss of the use of any limb or member referred to in this Schedule shall be deemed to be the equivalent to the loss of that limb or member.

## FORM A

( See rule 6 (1) )

Deposit of Compensation for Fatal Accident  
(Section 8(1) of the Workmen's Compensation Act, 1923)

1. Compensation amounting to Rs. \_\_\_\_\_ is hereby presented for deposit in respect of injuries resulting in the death of the workman, whose particulars are given below, which occurred on \_\_\_\_\_ .

Name \_\_\_\_\_ Father's name (Husband's name in case of married woman and widow)  
\_\_\_\_\_ Caste \_\_\_\_\_ Local address \_\_\_\_\_  
Permanent address \_\_\_\_\_

His/Her monthly wages are estimated at Rs. \_\_\_\_\_. He/She was over/ under the age of 15 years at the time of his/ her death

2. The said workman had prior to the date of his /her death, received the following payments, namely:

Rs. \_\_\_\_\_ on \_\_\_\_\_ Rs \_\_\_\_\_ on. \_\_\_\_\_

Rs. \_\_\_\_\_ on \_\_\_\_\_ Rs \_\_\_\_\_ on. \_\_\_\_\_

Rs. \_\_\_\_\_ on \_\_\_\_\_ Rs \_\_\_\_\_ on. \_\_\_\_\_

amounting in all to Rs. \_\_\_\_\_

3. An advance of Rs. \_\_\_\_\_ has been made on account of compensation to \_\_\_\_\_ being his/ her dependant.

4. Do not desire to be made a party to the proceedings for distribution of the aforesaid compensation.

\_\_\_\_\_  
Employer

---

ANNEXURE – Z

FORM B

(See rule 6 )

Receipt for Compensation

(Deposit under section 8 (1) of the Workmen's Compensation Act, 1923 )

Book No. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Register No. \_\_\_\_\_

Depositor

Received or injured workman

Date of deposit \_\_\_\_\_

Sub deposited Rs. \_\_\_\_\_

---

Commissioner

FORM AA  
(See rule 6 (1))

Deposit of Compensation for Non-fatal Accident to a Woman or Person under Legal Disability  
(Section 8 (1) of the Workmen’s Compensation Act, 1923 )

1. Compensation amount to Rs. \_\_\_\_\_ is hereby presented for deposit in respect of injuries sustained by \_\_\_\_\_ residing at \_\_\_\_\_ on \_\_\_\_\_, resulting in the loss of \_\_\_\_\_/temporary disablement. His/ Her monthly wages are estimated at Rs.\_\_\_\_\_. He/ She was over/ under the age of 15 years at the time of the accident.

2. The said injured workman has prior to the date of the deposit received the following half-monthly payment, namely:

Rs. \_\_\_\_\_ on \_\_\_\_\_ Rs \_\_\_\_\_ on. \_\_\_\_\_

Rs. \_\_\_\_\_ on \_\_\_\_\_ Rs \_\_\_\_\_ on. \_\_\_\_\_

Rs. \_\_\_\_\_ on \_\_\_\_\_ Rs \_\_\_\_\_ on. \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
Employer

## FORM NO. 17A

Notice of Accident or Dangerous Occurrence  
(To be sent forthwith to the Inspector of Factories)  
(See instructions on reverse)

1. Name of Occupier (or Factory)
2. Address of Works where accident or dangerous occurrence happened
3. Nature of Industry
4. Branch or Department and exact place where the accident or dangerous occurrence happened
5. Injured person's name and address
6. a) Sex, (b) Age (last birthday) and (c) Occupation (a) – (b) – (c) –  
of injured person.
7. Date and hour of accident of dangerous occurrence.
8. Hour at which he started work on day of accident.
9. a) Cause or nature of accident or dangerous occurrence (a)  
b) If caused by machinery –
  - i) Give name of the machine and part causing the accident, and (b) (i)
  - ii) State whether it was moved by mechanical power at the time (b) (ii)
- c) State exactly what injured person was doing at the time (c)
10. Nature and extend of injuries (e.g., total loss of finger, fracture of leg, scalp, scratch followed by sepsis)
11. If accident is not fatal, state whether injured person was disable for 48 hours or more
12. Name of Medical Officer in attendance on injured person

I certify that to the best of my knowledge and belief the above particulars are correct in every respect.

Signature of Occupier or Manager \_\_\_\_\_

NOTE: To be completed in legible hand-writing or preferably typewritten

This space to be completed by Inspector of Facatories

District	-	-
Date of Receipt	-	-
Accident No.	-	-
Industry No.	-	-
Causation no.	-	-
Sex (M., W., B or G:)	-	-
Other particulars (e.g., fatal, leg injury, arm injury, etc.	-	-
Date of Investigation	-	-
Result of Investigation	-	-
	-	-

ANNEXURE – AC

## FORM NO.17B

## Supplementary notice of accident

1. Name of the factory and location \_\_\_\_\_
2. Name of the injured person \_\_\_\_\_
3. Date of accident \_\_\_\_\_
4. Reference of the first notice of accident in Form No.17A \_\_\_\_\_
5. Date on which the worker returned to work \_\_\_\_\_
6. Man-days lost due to the accident \_\_\_\_\_

Signature of the Manager or Occupier



**ANNEXURE – AD**

FORM NO. 23  
Register of Accidents

Sl. No. of accidents	Date and time of accident	Name of persons injured and killed		Name & nature of accident		Date of reporting (in Form no. 17) to Inspector	Date of return of injured person	No. of days injured person was absent from due to the accident	Signature of the manager or any person duly authorized in writing by the manager
		Injured	Killed	Place	Brief Description				
1	2	3	4	5	6	7	8	9	10

Provided further than in case of an accident as specified in sub-clause (c) of clause (i) of the schedule attached to rule 96, the details of the accident may be entered in the register within 12 hours of the time when the fact that the injury was likely to prevent the injured person from working for not less than 48 hours comes to the notice of the manager or of the person under whom the said person was employed.

FORM NO. 12  
REGISTER OF ADULT WORKERS

Sl. No.	Name and Address	Father's Name	Nature of work	Letter of group as in Form No.11	No. of relay, if working in shifts	No. of certificate and date	Token No. giving reference to the certificate	Remarks

FORM NO. 15  
(Register of Leave with Wages)

Serial No.

Department

Name

Adult/Child

Father's name

Sl.No. in the Register of Adult/Child Works

Wages period From..... to.....

Date of entry into service

Date of Discharge

Leave at his credit

Earned in the preceding calendar year

Earned during the calendar year

Wage paid in lieu of leave

Amount

Date

Calendar year in which leave is to be availed	Wage period from.... to...	Wage earned during the wage period	No. of days worked during the preceding Calendar year				Leave to credit		
			No. of days of work performed	No. of days of layoff	No. of days of maternity leave	No. of days of leave U/S 79 enjoyed	Total of columns 5 to 7	Balance of leave carried forward from previous year	Leave earned during the year preceding the year maintained in column.
1	2	3	4	5	6	7	8	9	10

Leave to credit		Leave enjoyed		Balance of leave to credit at the end of the year	Normal rate of wages	Cash equivalent of advantage accruing through concessional sale of food grains and other articles	Rate of wages for the leave period (Total of Cols.15 & 16)	Wages paid for the leave period with date	Remarks
Total of columns 9 & 10	Whether leave in accordance with scheme under Sec.79 (8) was refused Ref. and date	From	To						
11	12	13	14	15	16	17	18	19	20

FORM 1

Serial No. in return of  
Declaration Form No.3

**EMPLOYEES' STATE INSURANCE CORPORATION**  
Declaration form  
(Regulation 11 and 12)  
(To be filled in only if the employee has not been insured earlier)

Insurance No. \_\_\_\_\_

Employer's code No. \_\_\_\_\_

1	Name (in block capitals)	
2	Father's Husband's Name	
3	Present Address	
4	Permanent address	
5	Local Office	
6	Sex	
7	Marital Status (State whether bachelor, spinster, married, widow or widower)	
8	Age	
9	Year of birth	
10	Dispensary	
11	Particulars of employment	
	a. Date of appointment	
	b) Whether employed directly, through contractor	
	c) Department	
	d) Nature of work	
	(Strike out whichever is not applicable	
12	Nomination under Section 50 (2) (in case of females only) and 71 of the Employees' State Insurance, Act, 1948 for payment of any benefit that may be due as specified in these sections, in the event of the death of insured person.	
	a. Name of the nominee	
	b. Age	
	c. Father's/ Husband's name	
	d. Relationship of nominee with the insured person	
	e. Address	

**EMPLOYEES' STATE INSURANCE CORPORATION**  
**Temporary Identification Certificate**  
 (Valid for 13 weeks from the date of appointment)

Insurance No. \_\_\_\_\_

Name of the Insured person \_\_\_\_\_ Sex \_\_\_\_ Age \_\_\_\_ Name,  
 Address and Code No.of the Employer \_\_\_\_\_

13, Particulars of members of family:

Sl.No.	Name	Date of birth	Relationship with insured person	Whether residing with him/ her or not

Note: According to Section 2, clause (11) of the Employees' State Insurance Act, 1948, 'family' means the spouse and minor legitimate and adopted children dependent upon the insured person and his dependent parents.

I affirm that I have Not been previously insured under this Act and no Identity Card has been issued to me.

I hereby declare that the above particulars have been given by me and are correct to the best of my knowledge and belief. I also undertake to intimate to the Corporation any change in the membership of my family within 15 days of such change having occurred.

Place \_\_\_\_\_

Date of signing the Form \_\_\_\_\_

Signature or thumb-impression \_\_\_\_\_  
 of the employee

Counter signature of Employer \_\_\_\_\_

Designation \_\_\_\_\_

Name and address of the Employer \_\_\_\_\_

**Receipt of Identity Card**

Received the Identity Card bearing Insurance No. as overleaf

Signature or Thumb impression  
of the Insured person

Date .....

ANNEXURE – AHFORM 1-B  
(Regulation 15-B)

## CHANGES IN FAMILY DECLARATION FORM

Name of the Insured person \_\_\_\_\_

Insurance Number: \_\_\_\_\_

I hereby declare that the person/ persons whose particulars are given below has/have now become ceased to be members of my family:

Sl. No.	Name	Date of change	Date of birth	Relationship with insured person	Whether residing with him/her or not	Reasons for changes

My Family Declaration Form may kindly be corrected accordingly.

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

Signature or thumb-impression  
of the insured person

Counter signed \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Designation \_\_\_\_\_

Name and address of the Employer \_\_\_\_\_

Note: According to Section 2, clause (11) of the Employees' State Insurance Act, 1948, 'Family' means the spouse and minor legitimate and adopted children dependent upon the insured person and his dependent parents.



**ANNEXURE – AI**

FORM 3

(Regulation 14)  
RETURN OF DECLARATION FORMS

Name and address of the  
Factory or Establishment : \_\_\_\_\_

I  
Employer's Code No. \_\_\_\_\_

I send herewith the Declaration forms in respect of the employees mentioned below. I hereby declare that every person employed as an employee within the meaning of Section 2(9) of the Employee's State Insurance Act, 1948, on \_\_\_\_\_ in this factory or establishment and in receipt of a remuneration not exceeding [Rs.1600] per month has been included in this list (excepting only those in respect of whom declarations have been sent to the Corporation in the past).

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Designation \_\_\_\_\_

Sl. No.	Name of the employee	Distinguish ing No. with the employer, if any	Father's or Husband's name	Insurance No. allotted by the Corporation (to be entered at the Appropriate Office)
1	2	3	4	5

Signature : \_\_\_\_\_

Designation: \_\_\_\_\_

Enclosures:  
Declaration Forms  
Continuation sheets

ANNEXURE AJ Sheet 1 of 2

FORM 6

In Quadruplicate

Employer's Code No. \_\_\_\_\_

Name of Local Office \_\_\_\_\_

Employees' State Insurance Corporation  
RETURN OF CONTRIBUTIONS  
(Regulation 26)

Name and address of the Factory or Establishment : \_\_\_\_\_

Period : From \_\_\_\_\_ to \_\_\_\_\_

I furnish below the details of the employee's and employer's share of contributions in respect of the under mentioned insured persons. I hereby declare that the return includes every employee, employed directly or through an immediate employer or in connection with the work of the factory/ establishment or any work connected with the administration of the factory/ establishment or purchase of raw materials, sale or distribution of finished products etc. to whom the contribution period to which this return relates, applies and that the contributions in respect of employer's and employee's share have been correctly paid in accordance with the provisions of the Act and Regulations relating to the payment of Contributions vide challans detailed below:

Total contribution amounting to Rs. \_\_\_\_\_ comprising of Rs. \_\_\_\_\_ as Employer's share and Rs. \_\_\_\_\_ as Employee's share (Total of Col. 6 of the Return) paid as under:-

1. Challan dated \_\_\_\_\_ for Rs. \_\_\_\_\_
2. Challan dated \_\_\_\_\_ for Rs. \_\_\_\_\_
3. Challan dated \_\_\_\_\_ for Rs. \_\_\_\_\_
4. Challan dated \_\_\_\_\_ for Rs. \_\_\_\_\_
5. Challan dated \_\_\_\_\_ for Rs. \_\_\_\_\_
6. Challan dated \_\_\_\_\_ for Rs. \_\_\_\_\_

Total Rs. \_\_\_\_\_

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

ANNEXURE-AJ Sheet 2 of 2

Important Instruction

1. If any I.P. is appointed for the first time and/ or leaves service during the contribution period, indicate “A \_\_\_\_\_ (date)” and/ or “L \_\_\_\_\_ (date)”, in the remarks column (No. 8).
2. Please indicate Insurance Numbers in chronological ascending order
3. Figures in Column 4, & 6 shall be in respect of wage periods ended during the contribution period
4. Invariably strike total of columns 4, 5, & 6 of the Return
5. No over-writing shall be made. Any corrections should be signed by the employer.
6. Every page of this return should bear full signature and rubber stamp of the employer.
7. ‘Daily Wages’ in Col. 7 of the return shall be calculated by dividing figures in Col. 5 by figures in Col. 4, to two decimal places.

Sl. No.	Insurance Number	Name of insured person	No. of days for which wages paid	Total amount of wages paid	Employee’s contribution deducted	Daily wages	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				Rs. P	Rs. P	Rs. P	

Signature

FORM 7  
REGISTER OF EMPLOYEES  
(Regulation 32)

Contribution Period  
From \_\_\_\_\_ to \_\_\_\_\_

						Month		
Sl. No.	Insurance Number	Name of insured person	Occupation	Dept. and shift, if any	If appointed during the contribution period date of appointment	No. of days for which wages paid/ payable	Total amount of wages paid/ payable	Employee's share of contribution
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Total \_\_\_\_\_

Employee's share of contribution \_\_\_\_\_

Total value of contribution paid vide challan no. \_\_\_\_\_

Month			Month		
No. of days for which wages paid/payable	Total amount of wages paid/payable	Employee's share of contribution	No. of days for which wages paid/payable	Total amount of wages paid/payable	Employee's share of contribution
(10)	(11)	(12)	(13)	(14)	(15)

Month			Month		
No. of days for which wages paid/payable	Total amount of wages paid/payable	Employee's share of contribution	No. of days for which wages paid/payable	Total amount of wages paid/payable	Employee's share of contribution
(16)	(17)	(18)	(19)	(20)	(21)

ANNEXURE –AK    Sheet 2 of 2

Month			Total No.of days in contribution period for which wages paid/payable	Total amount of wages paid/payable in the contribution period	Total Employee's contribution in the contribution period	Daily wage (26/25)
No.of days for which wages paid/payable	Total amount of wages paid/payable	Employee's share of contribution				
(22)	(23)	(24)	(25)	(26)	(27)	(28)

Total \_\_\_\_\_

Employee's share of contribution \_\_\_\_\_

Total value of contribution paid vide SBI challan no. \_\_\_\_\_

Note: The figures in Columns 7 to 26 shall be in respect of wage periods ending in a particular calendar month.

FORM 16  
(Regulation 68)  
ACCIDENT REPORT FROM EMPLOYER

1. Nme of employer
2. Employer's code No. \_\_\_\_\_
3. Address of premises where accident happened
4. Nature of industry
5. Department, shift hours, (if any), and exact place where the accident happened
6. Name of the injured person
7. Insurance No. \_\_\_\_\_
8. Address of injured person.
9.
  - a) Sex
  - b) Age (last birthday)
  - c) Occupation of injured person
  - d) Local Office to which attached \_\_\_\_\_
10. Date and hour of accident
11.
  - a) Hour at which he started work on day of accident
  - b) Whether wages in full or part are payable to him for the day of his accident
  - c) Whether the injured person was on the day of accident an employee as defined in Section 2(9) of the Act and whether contribution was payable by him for this day on which the accident occurred.
12. Cause of accident –
  - a) If caused by machinery –
    - i) Give name of the machine and part causing the accident, and
    - ii) State whether it was moved by mechanical power at that time
  - b) State exactly what the injured person was doing at that time
  - c) In your opinion, was the injured person at the time of accident
    - i) Acting in contravention of the provisions of any law applicable to him; or
    - ii) Acting in contravention of any orders given by or on behalf of his employer; or
    - iii) Acting without instructions from his employer.
  - d) In case reply to (c)(i), (ii) or (iii) is in affirmative, state whether the act was done for the purpose of an in connection with the employer's trade or business.
13. In case the accident happened while travelling in the employer's transport state whether"-
  - i) The injured person was travelling as a passenger to or from his place of work;
  - ii) The injured person was travelling with the express or implied permission of his employer;

- iii) The transport is being operated by or on behalf of the employer or some other person by whom it is provided in pursuance of arrangements made with the employer; and
- iv) The vehicle was being/ nor being operated in the ordinary course of public transport service.
14. In case the accident happened while meeting emergency, state:
- i) Its nature;
  - ii) Whether the injured person at the time of accident was employed for the purpose of his employer's trade or business in or about the premises at which the accident took place.
15. Describe briefly how the accident occurred
16. Name and address of witnesses:-
- 1) \_\_\_\_\_  
\_\_\_\_\_
  - 2) \_\_\_\_\_  
\_\_\_\_\_
17. a) Nature and extent of injury (e.g. fatal, loss of finger, fracture of let, scald etc.)  
b) Location of injury (right leg, left hand or left eye etc.)  
c) i) If the accident is not fatal state whether the injured person has returned to work  
ii) If so, date and hour of return to work
18. a) Physician, dispensary or hospital from whom or where the injured person received or is receiving treatment  
b) Name of dispensary/ panel doctor elected by the injured person \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
19. i) Has injured person died (i)  
ii) If so, date of death (ii)

I certify that to the best of my knowledge and belief the above particulars are correct in every respect.

Date of despatch of report

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Employer's Name \_\_\_\_\_

Address and Code No. \_\_\_\_\_

ANNEXURE – AM Sheet 1 of 2

FORM P  
(See rule 78 )

Form of notice of retrenchment to be given by an employer under clause (c) of section 25 of the Industrial Dispute Act, 1947.

Name of employer \_\_\_\_\_ Address \_\_\_\_\_

Dated the \_\_\_\_\_ day of \_\_\_\_\_

To

The Secretary to the Government of Bihar,  
Department of Labour and Employment, Patna

Sir,

Under clause (c) of section 25F of the Industrial Disputes Act, 1947 (14 of 1947), I/we hereby inform you that I/we have decided to retrench \* \_\_\_\_\_ workmen with effect from \*\* \_\_\_\_\_ for the reasons explained in the annexe.

2. \*\*\* The workmen concerned were given on the \*\* \_\_\_\_\_ one month's notice in writing as required under clause (a) of section 25F of that Act, Retrenchment is being effected in pursuance of an agreement, a copy of which is enclosed. / The workmen were given on the \_\_\_\_\_ one month's pay in lieu of notice, as required under clause (a) of section 25F of that Act.
3. The total number of workmen employed in the industrial establishment is \*\*\*\* \_\_\_\_\_ and the total number of those who will be affected by the retrenchment is given below:-

Category and designation of workmen to be retrenched	Employed	Number of workmen to be retrenched
(1)	(2)	(3)

4. I/we hereby declare that the workman/workmen concerned has/have been/will be paid compensation due to them under section 25F of the Act on \* \_\_\_\_\_ the expiry of the notice period.

Yours faithfully,

\* \_\_\_\_\_

ANNEXE.

State of reasons

Copy to:

- 1) Conciliation Officer \_\_\_\_\_  
(Here enter office address of the Conciliation Officer in local area concerned)
- 2) Labour Commissioner, Bihar, Patna



ANNEXURE – AM Sheet 2 of 2

- \* Here insert the number of workmen.      \*\* Here insert the date
- \*\* Delete the portion which is not applicable
- \*\*\* Here insert the total number of workmen employed in the industrial establishment
- \* Here insert the position which the person who signs this letter holds with the employer issuing the letter.

ANNEXURE – AN

## FORM H

(Form for Memorandum of Settlement)

## NAME OF PARTIES

Representing Employer(s) –

Representing Workmen –

Short recital of the case

Terms of Settlement

(To be signed by any two voters belonging to the electoral constituency)

Witnesses:)

1) \_\_\_\_\_  
\_\_\_\_\_2) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Signature of the Parties

\* Signature of Conciliation Officer/Board of Conciliation

Copy to :

- 1) Conciliation Officer \_\_\_\_\_  
(Here enter office address of the Conciliation Officer in the local area concerned)
- 2) Labour Commissioner, Bihar, Patna
- 3) The Secretary to the Government of Bihar, Labour Department, Patna

ANNEXURE – AO

I received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as full and final settlement of my dues, on the event of my retrenchment with effect from \_\_\_\_\_ due to completion of/ reduction in the scope of construction work at \_\_\_\_\_ site awarded to my employer, M/s. \_\_\_\_\_ Sub-Contractor of M/s. TRF Limited, and for which I was engaged. The details of the total dues is as mentioned below:

- |  |     |           |
|--|-----|-----------|
| 1. Unpaid wages for the previous month(s)            |     | Rs. _____ |
| 2. Wages for the month of _____ for _____ days       |     | Rs. _____ |
| 3. Notice pay for one month                          |     | Rs. _____ |
| 4. Retrenchment Compensation @ 15 days per year      |     | Rs. _____ |
| 5. Leave wages for unavailed leave of _____ days     |     | Rs. _____ |
| 6. Bonus @ 8.33% of the wages earned                 |     |           |
| 7. Any other dues                                    |     | Rs. _____ |
| Grand Total  |     |           |
| 8. Deduction(s) if any                               | (-) | Rs. _____ |
| 9. Net payment as full and final settlement received |     | Rs. _____ |

I confirm that no dues of any kind is outstanding with M/s. \_\_\_\_\_ who was my employer.

Revenue  
Stamp (2)

 Signature of the  
Contractor

 Signature of TRF  
Representative

 Signature of the  
Representative of  
Principal Employer

Signature of the Worker

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

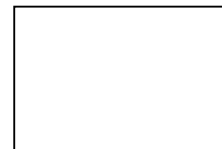
Date: \_\_\_\_\_

ANNEXURE – AP

I received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as full and final settlement of my dues on the event of my dismissal/ discharge/ resignation/ termination with effect from \_\_\_\_\_ from the services of M/s. \_\_\_\_\_, my employer who was awarded work at \_\_\_\_\_ site as Sub-Contractor of M/s. TRF Limited, and for which I was engaged. The details of the total dues is as mentioned below:

- |  |             |           |
|--|-------------|-----------|
| 1. Unpaid wages for the previous month(s)            |             | Rs. _____ |
| 2. Wages for the month of _____ for _____ days       |             | Rs. _____ |
| 3. Leave wages for unavailed leave of _____ days     |             | Rs. _____ |
| 4. Bonus @ 8.33% of the Wages earned                 |             | Rs. _____ |
| 5. Any other dues                                    |             | Rs. _____ |
|  | Grand Total | Rs. _____ |
| 6. Deduction(s), if any                              | ( - )       | Rs. _____ |
| 7. Net payment as full and final settlement received |             | Rs. _____ |

I confirm that no dues of any kind is outstanding with M/s. \_\_\_\_\_ who was my employer.



Signature of the Contractor

\_\_\_\_\_

Signature of the Representative of TRF Limited

\_\_\_\_\_

Signature of the Representative of Principal Employer

\_\_\_\_\_

Signature of the Worker

\_\_\_\_\_

Date: \_\_\_\_\_

**TRF Limited**  
**STATUTORY COMPLIANCE REPORT**

TO : MANAGER (PERSONNEL )

NAME OF THE SITE :

PERIOD :

Sl. No.	Particulars	Compliance Status
	<b>FACTORY AND LABOUR LAWS</b>	
<b>1</b>	<b>Workmen's Compensation Act, 1923</b>	
	➤ Accident compensation is being paid to employees not covered under ESIS	
	➤ Information in prescribed form submitted to the Factory Inspector before due date	
	➤ All Registers with prescribed details maintained upto date	
	➤ All forms and Returns (monthly; quarterly; annual as necessary) have been filed with the authorities before the due dates.	Attach copy of Returns submitted
<b>2.</b>	<b>Payment of Wages Act, 1936</b>	
	➤ Only permissible deductions have been made	
	➤ Permissible limit for deductions (50% or 75% as applicable) from wages are not exceeded	
	➤ Payment of wages have been made by 5 <sup>th</sup> /6 <sup>th</sup> /8 <sup>th</sup> of each month, as Applicable	
	➤ All Forms and Returns (monthly; quarterly; annual as necessary) have been filed with the authorities before the due dates.	Attach copy of Returns submitted
<b>3.</b>	<b>Industrial Disputes Act, 1947</b>	
	➤ Conditions of Settlement as directed by the appropriate Authority are being followed	
	➤ Retrenchment of workmen and their settlement made as per the provisions.	
	➤ All Registers with prescribed details maintained upto date	
	➤ All Forms and Returns (monthly; quarterly; annual as necessary) have been filed with the authorities before the due dates	
	➤ Queries raised during Inspection, have been satisfactorily resolved and Show Cause Notices replied to	Attach details in Annexure-III with documents
	<b>If No, corrective action/time frame required</b>	
<b>4.</b>	<b>The Minimum Wages Act, 1948</b>	
	➤ Minimum wages as fixed for the Industry/Region under Section 3 have been paid	
	➤ Overtime wages have been paid as per Section 14	
	➤ All Registers with prescribed details maintained upto date	

.....2

:: 2 ::

Sl. No.	Particulars	Compliance Status
	➤ All Forms and Returns (monthly; quarterly; annual as necessary) have been	Attach copy of

	filed with the authorities before the due dates	Returns submitted
	➤ Queries raised during Inspection, have been satisfactorily resolved and Show Cause Notices replied to	Attach details in Annexure-III with documents
	<b>If No, corrective action/time frame required</b>	
<b>5.</b>	<b>The Factories Act, 1948</b>	
	➤ The unit has required number of Welfare/Safety officers as required under section 40B	
	➤ The Abstract of the Act is displayed on the Notice Board	
	➤ Following matters have been complied with in accordance with the Rules Health; Safety; Welfare; Working Hours; Annual Leave wages etc.	
	➤ All Registers with prescribed details maintained upto date	
	➤ All Forms and Returns (monthly; quarterly; annual as necessary) have been filed with the authorities before the due dates	Attach copy of Returns submitted
	➤ Queries raised during Inspection, have been satisfactorily resolved and Show Cause Notices replied to	Attach details in Annexure-III with documents
	<b>If No, corrective action/time frame required</b>	
<b>6.</b>	<b>The Employees State Insurance Act, 1948</b>	
	➤ All employees (including through contractors) earning salary / wages upto prescribed amount (presently Rs.10, 000/- p.m. excluding overtime remuneration) are covered under the scheme.	
	➤ Prescribed % of employee contribution is deducted every month	
	➤ Prescribed % employee and employer contributions have been paid by 21 <sup>st</sup> of each month for the previous month into a bank authorized by ESIC	Attach copy of latest deposit challans
	➤ Half yearly returns have been submitted within 42 days of 31 <sup>st</sup> March and 30 <sup>th</sup> September of each year	Attach copy of Returns submitted
	➤ New employees registered and allotted insurance numbers have been entered on the contribution card	
	➤ All Registers with prescribed details maintained upto date	
	➤ All Forms and Returns (monthly; quarterly; annual as necessary) have been filed with the authorities before the due dates	
	➤ Queries raised during Inspection, have been satisfactorily resolved and Show Cause Notices replied to	Attach details in Annexure-III with documents
	<b>If No, corrective action/time frame required</b>	

.....3

:: 3 ::

Sl. No.	Particulars	Compliance Status
<b>7.</b>	<b>The Employees Provident Funds and Miscellaneous Provisions Act, 1952</b>	
	➤ Declaration from all employees and contractors employees have been obtained before due date	
	➤ Nominations have been obtained from all employees and contractor's employees	
	➤ Deductions have been made from Salaries/Wages of employees	
	➤ Deductions have been made from payments to contractors not having a Registration (Code) number	
	➤ Payment to the Regional Provident Fund Commissioner, where applicable has been made before the 15 <sup>th</sup> of each month	Attach details in Annexure-I with copy

		of latest deposit challans
	➤ Unmarried employees have changed their nominations after Marriage	
	➤ All Registers with prescribed details maintained upto date	
	➤ All Forms and Returns (monthly; quarterly; annual as necessary) have been filed with the authorities before the due dates	Attach copy of Returns submitted
	➤ Queries raised during Inspection, have been satisfactorily resolved and Show Cause Notices replied to	Attach details in Annexure-III with documents
	<b>If No, corrective action/time frame required</b>	
<b>8.</b>	<b>Payment of Bonus Act, 1965</b>	
	➤ Eligible employees (as defined under Section 2) have worked for atleast 30 working days in the year under review	
	➤ Bonus, if payable has been paid within 8 months of the end of the accounting year	
	➤ Requirements of productivity linked bonus have been met, if applicable as per agreements with workers	
	➤ Employees employed through contractors not included for consideration of Bonus payment.	
	➤ Queries raised during Inspection, have been satisfactorily resolved and Show Cause Notices replied to	Attach details in Annexure-III with documents
	<b>If No, corrective action/time frame required</b>	
<b>9.</b>	<b>Contract Labour (Regulation &amp; Abolition) Act, 1970</b>	
	➤ Unit is registered in terms of Section 7	
	➤ Contractors engaged are holding valid licenses in terms of Section 12:13	Attach details as per Annexure-I with copy of Labour License
	➤ Contractors employees working in the Company are covered for Provident Fund and ESIS, If not covered by the Contractor	
	➤ Contractors employees are engaged only in jobs which are non Supervisory in nature	

.....4

:: 4 ::

Sl. No.	Particulars	Compliance Status
	➤ Representative of Principal Employer is appointed and is present at the time of payment of wages	
	➤ All Registers with prescribed details maintained upto date	
	➤ All Forms and Returns (monthly; quarterly; annual as necessary) have been filed with the authorities before the due dates	Attach copy of Returns submitted
	➤ Queries raised during Inspection, have been satisfactorily resolved and Show Cause Notices replied to	Attach details in Annexure-III with documents
	<b>If No, corrective action/time frame required</b>	
<b>10.</b>	<b>Payment of Gratuity Act, 1972</b>	
	➤ Abstract of the Act has been displayed on the Notice Board	
	➤ Nominations have been obtained from all employees	
	➤ Unmarried employees have changed their nominations after Marriage	
	➤ All Registers with prescribed details maintained upto date	
	➤ All Forms and Returns (monthly; quarterly; annual as necessary) have been filed with the authorities before the due dates	Attach copy of Returns submitted
	➤ Queries raised during Inspection, have been satisfactorily resolved and Show	Attach details in

	Cause Notices replied to	Annexure-III with documents
	<b>If No, corrective action/time frame required</b>	
	<b>OTHER STATUTES</b>	
<b>13.</b>	<b>Equal Remuneration Act</b>	
	➤ Salary/Wage payments to employees are not differential between Men and women doing similar work	
	➤ All Registers with prescribed details maintained upto date	
	➤ All Forms and Returns (monthly; quarterly; annual as necessary) have been filed with the authorities before the due dates	Attach copy of Returns submitted
	➤ Queries raised during Inspection, have been satisfactorily resolved and Show Cause Notices replied to	Attach details in Annexure-III with documents
	<b>If No, corrective action/time frame required</b>	
<b>14.</b>	<b>Details of Temporary Employees</b>	
	➤ Approval of competent authority taken	Attach details in Annexure – II with documents
	➤ Appointment letter as per the format given	Attach details in Annexure – II with documents

Cc. : DGM (Construction )



DRAFT OF AGREEMENT FOR HIRING CONSULTANTS AT SITE

---

This Agreement is made on this .....day of ..... 2008 at Jamshedpur

M/s.TRF Limited, a Company registered under the Company’s Act 1956 having its registered office at 11 Station Road, Burmamines, Jamshedpur, and at various construction sites spread over in different States (hereinafter called “the user” ).

AND

Mr.....Son of.....resident of .....presently residing at..... (hereinafter called as “ Consultant”).

Whereas having acquired extensive experiences, knowledge and expertise in technical field with particular reference to planning of technical work, the Consultant approached the User to utilize his expertise as a Consultant if and when occasion arises in any of the work place of the User including its construction sites, and

Whereas the User has agreed to have a Consultant for providing and benefiting the User of his technical expertise, and

Whereas both the User and the Consultant have discussed in detail the terms and conditions of Contract of Consultancy and as a result of which they have agreed to the following modalities:-

1. This Agreement is a Contract for consulting the Consultant with a view to take benefit of his technical expertise and experience and the consent of the Consultant to provide such technical expertise, experience and knowledge to the User. This agreement in no manner is the agreement for contract of service between the User and the Consultant.
2. That the Consultant without any reservation agrees to and consent that he at no point of time would claim any of the benefits, privilege and facilities, monetary or otherwise, that are made available by the User to their own employee employed by them and / or employer employees relationship.
3. That the Consultant agrees that he would made himself available for consultation and for parting with his knowledge and experience in technical work any time according to the need and such availability will be without any limit on the period of consultation and the frequency of the consultation.
4. The User agrees and undertake that if and when he will require the presence of the Consultant at his work site or in any of his offices for consultation and sharing the experience and knowledge the User will arrange for his suitable and comfortable stay without charging anything from him.
5. The User agrees that for sharing of experience, knowledge and for utilizing the Consultant’s knowledge the User would pay a lump sum monthly fee of Rs..... which shall under no circumstances be treated as salary / wages for any purposes.
6. This Contract / Agreement would come into force with effect from..... and would remain valid for a period of .....months, terminable by either side on prior one month’s notice. The Contract, however, if not renewed or extended would automatically come to an end on the expiry of its life of..... Months.
7. In token of the above the parties have signed on this Agreement on the .....day of.....mentioned herebefore in presence of the witnesses.

For and on behalf of  
The USER

.....

Consultant

Witness:

1.....

2.....

**OFFICE ORDER**

RCN:146  
August 3, 2007

**ALL COMMUNICATION HEADS**

The enclosed Financial Powers are to be exercised with effect from 04-08-2007 by all Divisions of TRF Ltd. All the SBU Heads are advised to ensure strict compliance.

( R C NANDRAJOG )  
EXECUTIVE DIRECTOR

CC : MD – For information please.  
CC: All Regional Offices  
Cc: All Site Offices

**TRF LTD**

<b>SCHEDULE OF FINANCIAL POWERS</b>							
<b>A</b>	<b>New Project Tenders</b>	<b>Managing Director</b>	<b>Executive Director</b>	<b>Head of Marketing</b>			
				<b>BMHE</b>	<b>BMHS</b>	<b>PYE</b>	<b>EPC/M</b>
A.1	Purchase of tenders - cost of tender Domestic jobs	Any value	Any value	Rs 10000	Rs. 25000	Rs 25000	Rs 10000
A.2	Purchase of tenders - cost of tender Foreign jobs	Any value	Any value	Nil	Nil	Nil	Nil
A.3	Decision to bid for projects - Domestic	Any value	Any value	Rs 3 Cr	Rs 5 Cr	Rs. 5 Cr	Rs. 1 Cr
A.4	Decision to bid for projects - Foreign jobs	Any value	Any value	Nil	Nil	Nil	Nil
A.5	Approval of bids for submission - Domestic jobs	Any value	Rs. 25 Cr	Rs. 3 Cr	Rs. 5 Cr	Rs. 5 Cr	Nil
A.6	Approval of bids for submission - Foreign jobs	Any value	Rs. 5 Cr	Nil	Nil	Nil	Nil
A.7	Budgetary offers to prospective customers	Any value	Rs. 100 Cr	Nil	Nil	Nil	Nil
A.8	Signing of approved tenders	Any value	Any value	Any value	Any value	Any value	Any value
<b>B</b>	<b>Agreement s</b>						
B.1	Pre-bid Memorandum Of Understanding with Indian Companies – Approval (joint ventures excluded)_	Any value	Rs. 5 Cr	Nil	Nil	Nil	Nil
B.2	Pre-bid Memorandum Of Understanding with Foreign Companies – Approval (joint ventures excluded)	Any value	Nil	Nil	Nil	Nil	Nil
B.3	Signing of above approved Agreements	Any value	Any value	Any value	Any value	Any value	Any value
<b>C</b>	<b>Contracts with customers</b>						
C.1	Acceptance of contracts to be executed in India	Any value	Any value	Any value	Any value	Any value	Any value
C.2	Acceptance of contracts to be executed abroad	Any value	Any value	Any value	Any value	Any value	Any value
C.3	Signing detailed Contracts to be executed in India or abroad	Any value	Any value	Any value	Any value	Any value	Any value

**TRF LTD**

**SCHEDULE OF FINANCIAL POWERS**

	<b>Extra Claims on Clients</b>	<b>MD</b>	<b>ED</b>	<b>SBU-Head</b>	<b>Mktg Head</b>
C.4	Approval of raising of extra claims on customers	Any value	Any value	Any value	
C.5	Approval of settlement of extra claims raised on customers	Any value	Any value	Nil	
<b>D</b>	<b>Bank Guarantees</b>				
D.1	Authorising issue of advance bank guarantee	Any value	Any value	Any value	Nil
D.2	Authorising issue of performance bank guarantee for accepted order	Any value	Any value	Any value	Nil
D.3	Authorising Earnest money deposit by way of demand draft as per tender approval terms	Any value	Any value	Rs. 2 Lacs.	Nil
D.4	Authorising Earnest money deposit by way of bank guarantee as per tender offer term	Any value	Any value	Any value	Nil
		<b>MD</b>	<b>ED</b>	<b>SBU Head</b>	
<b>E</b>	<b>Control budgets</b>				
E.1	Approval of control budget for BMHS & PYE (Pilot sheet/CFDS)	Any value	Any value	Nil	
	For BMHE and EPC/M	Schedule of authority for purchase will be applicable.			
		<b>MD</b>	<b>ED</b>	<b>GM Engg for BMHS &amp; BMHE</b>	<b>SBU Head for PYE &amp; EPC/M</b>
<b>F</b>	<b>Contracts for engineering</b>				
F.1	Approval of contract for pre-bid engineering --- Indian Company	Any value	Rs. 5 Lacs	Rs. 3 Lacs	Rs. 2 Lacs
F.2	Approval of contract for any engineering – Indian Company	Any value	Rs 50 Lacs	Rs. 5 Lacs	Rs. 5 Lacs
F.3	Approval of contract for any engineering - Foreign Company	Any value	Nil	Nil	Nil

**TRF Limited**  
**DELEGATION OF FINANCIAL POWERS**  
**FOR APPROVAL OF PURCHASE ORDERS**

The Financial and sanctioning powers delegated to the various Executives of the Company are revised as under:

( Value in Rs Lacs)

G	TYPE OF ORDERS	APPROVING AUTHORITY						Sr.Mgr./Manager /Asst. Manager/Site in charge
		MD	ED	SBU Heads	GM/ DGM/AGM	Sr.DM/DM/ADM		
G.1	Lowest Tender (Min 3 Tenders)	With Party Material	Any value	25.00	15.00	10.00	7.50	3.00
		With TRF Material	Any value	6.00	3.00	2.00	1.00	0.50
G.2	Higher than the Lowest Tender (Min 3 Tenders)	With Party Material	Any value	15.00	Nil	Nil	Nil	Nil
		With TRF Material	Any value	3.00	Nil	Nil	Nil	Nil
G.3	Single Party Tender	With Party Material	Any value	10.00	1.00	Nil	Nil	Nil
		With TRF Material	Any value	3.00	Nil	Nil	Nil	Nil
G.4	Lowest of 2 Tenders	With Party Material	Any value	10.00	5	3.00	Nil	Nil
		With TRF Material	Any value	3.00	2	1	Nil	Nil
G.5	Proprietary Items	Any value	25.00	10.00	7.50	5.00	2.00	
G.6	Open Tenders (to be negotiated / spot approvals in case of emergency only)	Any value	5.00	2.00	1.00	0.50	Nil	
G.7	For Steel purchases from -							
	- Main producers i.e. SAIL, RINL, TATA Steel, Jindal Steel, Lloyds Steel, etc.	Any value	100.00	50.00	25.00	10.00	3.00	
	- Re-rollers / Retailers	Any value	25.00	15.00	10.00	5.00	Nil	

**TRF LIMITED**

**SCHEDULE OF FINANCIAL POWERS**

H	<b>Payments to suppliers/contractors and site expenses for projects</b>	<b>Managing Director</b>	<b>Executive Director</b>	<b>SBU - Head</b>	<b>Project Incharge</b>	<b>Site Incharge</b>	<b>Remarks</b>
H.1	Approval of Adhoc payments as advance or against work done but not billed --- either from HO or site	any value	Rs.10 lacs or less	Nil	Nil	Nil	As per construction site Manual Adhoc payment to contractors will not be made by RE.(Sl.no.2.10 of page no.82 of construction site manual).(Sl.no.2.9 of new page no.64 of current construction site manual)
H.2	Approval of expenditure towards materials or labour on behalf of suppliers/contractors at a project site	any value	Rs.30 lacs or less	Rs.10 lacs or less	Rs.5 lacs or less or 10% of order value of sub-contractor whichever is less.	Nil	Debit notes for materials issued to subcontractor/other agencies will be raised by respective accounts personnel/site in charge and proper acknowledgement obtained for subsequent recoveries (sl.no.1 of page no.81 of construction site manual). (Sl.no.1 of new page no.63 of current construction site manual).
H.3	Payment of labour wages directly on behalf of Contractors and recover from Contractors RA bills	any value	Rs.30 lacs or less	As per Authority structure only in exceptional cases site in charge puts up proposal to the SBU Heads. Ceiling of Rs 10 Lacs of total outstanding advance per construction site or maximum of 10% of the order value of the sub-contractor which ever is less, can be approved by the SBU Head.			

H.4	Payment for Purchase Orders/Work Orders released from site	.....	.....	.....	.....	Rs.1 lac or less per order	At sites processing authority are respective accounts personnel/RE(3c of page no.5 of authority structure)..
H.5	Payment of bills for site monthly expenses like electricity, vehicle taxes, insurance etc. within Site Control Budget	.....	.....	.....	.....	Within site budget to be approved by SBU Head at the time of commencement of the contract.	RE will monitor the revenue expenditure on monthly basis based on the approved budget.SI.no.2.1 of page no.74 of construction site manual (SI.no.2.1 of new page no.57 of current construction site manual)
H.6	Approval of release of recoveries made from Supplier/Contractor bills towards expenses incurred by TRF LTD on behalf of Suppliers/Contractors	any value	any value	Nil	Nil	Nil	Project In-charge to recommend along with justifications for such release.



**ANNEXURE - I**

Sheet 1 of 2

**TRF LIMITED, JAMSHEDPUR**

SUB. : MONTHLY REPORT REGARDING SUB-CONTRACTORS EMPLOYEES AT \_\_\_\_\_ SITE

Sl. No.	Name & Address of the Sub-Contractor(s)	Nature of work	Value of work	Date of commencement of work	Labour License No. and date of Validity (TRF/Sub-Contractors(s))	No. of Workers engaged (+) / Fetenched (-) during the month	Total No. of Workers at the end of the month
1	2	3	4	5	6	7	8

RESIDENT ENGINEER

**ANNEXURE - I**

Sheet 2 of 2

**TRF LIMITED, JAMSHEDPUR**

SUB. : MONTHLY REPORT REGARDING SUB-CONTRACTORS EMPLOYEES AT \_\_\_\_\_ SITE

Date :

<b>P. F. Code No.</b>	<b>P. F. Deposited up to</b>	<b>ESI Code No. and ESI Contribution deposite up to (if applicable)</b>	<b>Likely date of completion of work</b>	<b>Name and Address of Proprietor / Partner</b>	<b>Remarks</b>
9	10	11	12	13	14

RESIDENT ENGINEER

**TRF LIMITED, JAMSHEDPUR**

SUB. : MONTHLY REPORT REGARDING TEMPORARY EMPLOYEES AT \_\_\_\_\_ SITE

Date :

Sl. No.	Name of the Employee	Designation	Date of appointment	Rate of pay	Mode of wages	Period of appointment	H.O approval ref. For appointment Extension (Attach Xerox copy of approval)	No. of additions during the month	No. of retrenchment during the month	Remarks

RESIDENT ENGINEER

b

**ANNEXURE - III**

**TRF LIMITED, JAMSHEDPUR**

**MONTHLY STATEMENT OF INSPECTION REPORT ON INSPECTION  
DONE BY GOVERNMENT AUTHORITY AT SITE**

**SITE :** \_\_\_\_\_

**STATEMENT AS ON** \_\_\_\_\_

		Date of visit, if any	Inspection Report / Notice, if any, attach copy	Action taken by site
1	P. F. Enforcement Officer			
2	Labour Enforcement Officer / Labour Officer			
3	Inspector of Factories			
4	E.S.I. Inspector			
5	Client Personnel Department			
6	Any other, please specify			

RESIDENT ENGINEER

NAME OF PROJECT(WBS/IODS) -

Annexure - BA

CONTROL REGISTER FOR ISSUE OF MATERIAL TO SUB-CONTRACTORS ON RECOVERABLE BASIS.

SL. NO.	Description of the the Material issued	Mat. Issue Requisition No	Date of issue	Name of Party to whom Mat.issued	Quantity Issued	Rate	Amount (Rs.)	Other Charges if any	Total Amount of Debit Note	Debit Note No.	Date of Debit Note	Bill No &Date for Recoveries

CONTROL REGISTER FOR SERVICES PROVIDED TO SUB-CONTRACTORS ON RECOVERABLE BASIS.

SL. NO.	Description of the Services provided	Date of Service	Name of Party to whom whom Service provided	PO/LOI No	Name of Party from Service taken	PO/LOI No	Quantity	Rate	Amount	Other Charges if any	Total Amount of Debit Note	Debit Note No.	Date of Debit Note	Bill No & Date for Recoveries

CONTROL REGISTER FOR MATERIAL ISSUED/SERVICE PROVIDED BY CLIENT ON RECOVERABLE BASIS.

SL. NO.	Recoveries made by Client				Amount to be borne by TRF	Amount to be recovered from Sub- Contractors				
	Description of the material issued/Service provided by Client	Client Debit Note No. & Date	Amount (Rs.)	TRF's Invoice Ref. & date		Name of the Party	Amount to be recoverd from Sub-contractors	Debit Note No.	Date of Debit Note	Bill Ref. of Sub- contractor

## TRF LIMITED

REGD. OFFICE : 11, STATION ROAD, BURMAMINES, JAMSHEDPUR - 831007, INDIA  
 TEL : 91-0657-2271286-293 & 91-0657-2271295-306, FAX - 91-657-2271075, E-mail : co@jsr.trfltd.com

### DEBIT NOTE

VENDOR NAME :	DEBIT NOTE NO. :
WBS/IODS :	DATE :
COST CENTRE :                   3102	
PO/LOI NO. :	

Dear Sir,

We wish to advice having debited your Accounts as follows :

SL No.	PARTICULARS	AMOUNT (Rs.)	VOUCHER NO. IF ANY

E . & O.E.

Mode of Recovery :       1 Please pay immediately  
                                   2 Shall recover from your Invoice

FOR TRF LIMITED       :

VENDOR SIGNATURE :



CONTROL REGISTER FOR ADHOC PAYMENTS/ADHOC ADVANCES TO SUB-CONTRACTOR

Annexure - BE

NAME OF THE VENDOR :

VENDOR CODE :

P.O.NO. :

Date of Payment	Purpose of Payment	Voucher No.	Advance Paid				Advance adjusted in RA Bills				Debit Note No for Advance	Debit Note Date	Remarks
			Cheque No & date	Amount (Rs.)	TDS (Rs.)	Total (Rs.)	Bill No.	Date	Voucher No.	Date			

**TRF LIMITED**

A TATA ENTERPRISE

REGD. OFFICE : 11, STATION ROAD, BURMAMINES, JAMSHEDPUR - 831007, INDIA  
TEL : 91-0657-2271286-293 & 91-0657-2271295-306, FAX - 91-657-2271075, E-mail : co@jsr.trfltd.comSUMMARY SHEET FOR SUB-CONTRACTOR'S PAYMENTS

Site: \_\_\_\_\_ IODS/WBS : \_\_\_\_\_

To  
M/s .....  
.....

Nature of Work ..... P.O. .... Date : .....

Work done Period .....

Bill Ref. No. & date .....

100% Cumulative value upto this Bill Rs. ....

Less: 100% Cumulative upto Last Bill Rs. ....

100% Value of this R.A.Bill (X) Rs. ....

ADD: a) Service Tax .....  
b) ED Cess .....  
c) SHE Cess .....

a)+b)+c)= (Y) Rs. ....

(X)+(Y) Rs. ....

DEDUCTIONS :

1 (A) Mobilisation Advance Rs. ....  
(B) Interest on Mob. Adv. If any Rs. ....  
2 Retention Rs. ....  
3 Spl. Retention Rs. ....  
4(A) Income Tax.....% Rs.....  
(B) IT adjusted Rs.....  
(A)-(B) Net IT Rs. ....  
5 WCT(Sales Tax) Rs. ....  
6 Other deductions  
7 Liquidated damages if any Rs. ....

GROSS PAYABLE AMOUNT: Rs. ....

ADJUSTED (Adhoc Payments/Adhoc advances)

Voucher No.	Date	Amount
.....	.....	.....
.....	.....	.....
.....	.....	.....

RECOVERIES:

Debit Note No.	Date	Amount
.....	.....	.....
.....	.....	.....
.....	.....	.....

Voucher No. & Date	Cheque No. & Date	Amount
.....	.....	.....
.....	.....	.....

NET PAYABLE AMOUNT: Rs. ....

Declaration: Sub-contractor has discharged his PF &amp; ESI liabilities up to date

Signature of Sub-contractor ..... Signature of RE .....

.....	.....	.....	.....
Prepared by	Checked by	Passed for Payment by	Payment Accepted & Received by.

## TRF LIMITED

## FULL &amp; FINAL SUMMARY SHEET OF SUB - CONTRACTOR'S PAYMENT

PROJECT NAME :  
WBS/IODS

NAME OF THE PARTY:		PO Value:	PO NO.& DATE
NATURE OF WORK:		Rs.	
		AMOUNT(RS.)	AMOUNT(RS.)
SL. NO.	Total no. of invoices raised		
	Last RA No Date		
1.0	100% cumulative Value Submitted		
2.0	100% cumulative bill certified		
	RECOVERIES :		
3.0	Income Tax		
3.1	Wct(Sales tax)		
3.2	Interest on Mob Advance		
3.3	Interest on Adhoc Advance		
3.4	Liquidated damages		
3.5	Debit Notes other than Payment made		
3.6	Any other Recoveries		
4.0	TOTAL RECOVERIES (3.0+3.6)		
4.1	GROSS AMOUNT PAYABLE(2.0 - 4.0)		
	TOTAL PAYMENT		
6.0	ADHOC ADVANCES		
6.1	MOB. ADVANCES		
6.2	INVOICES (CREDITORS)PAID		
6.3	RETENTION PAID		
6.4	TOTAL PAYMENT RELEASED (6.0+ 6.4)		
7.0	BALANCE PAYABLE (4.1 - 6.4)		

Note:- Please provide details of Bank Guarantee, statutory compliances & material reconcillation status  
Certified by :

\_\_\_\_\_

8.0 Amount now released by Accounts Rs. .... Vide Cheque/Draft No.....

9.0 Payment Passed by : ..... Payment Received by : .....

**Annexure BH**

TRF LIMITED

NAME OF THE PROJECTS :

VOUCHER NO.:

WBS/IODS :

DATED :

COST CENTRE

3102

CASH IMPREST VOUCHER

PARTICULARS FOR EXPENSES	A/c Code	AMOUNT (Rs.)
DESCRIPTION OF PAYMENT :		

Paid by .....  
Site Accountant

Approved by .....Signature/LHTI.....  
Resident Engineer





**Annexure BK**

**Receipt Advice**

Doc No.		Date	
Customer	Project Number		
Cheque No	Date	Amount	
Place of collection	Deposited in Bank		

Details of recovery												
Invoice No	Date	Invoice Amt.	Amt. Paid	TDS	WCT at Source	Material Description	Material Amount	Electricity Charges	Crane Hire Charges	Bank Charges	Rent	Others
<b>Total</b>												

**Annexure BL**

TRF LIMITED

NAME OF THE PROJECTS :  
 WBS/IODS :  
 COST CENTRE

3102

VOUCHER NO.:  
 DATED :

BANK IMPREST VOUCHER

PARTICULARS FOR EXPENSES	A/c Code	Cheque No	AMOUNT (Rs.)
DESCRIPTION OF PAYMENT :			
TOTAL			

Paid by .....  
 Site Accountant

Approved by .....Signature/LHTI.....  
 Resident Engineer



SL. No.	OLD A/C CODE	CO. CODE	DESCRIPTION	NEW A/C CODE
ACCOUNT DESCRIPTION				
1	30130	1000	DIRECT PURCHASE CONTRACTS	300030
2	30150	1000	DIRECT PURCHASE OF STEEL FOR CONTRACTS	300050
3	30810	1000	SUB-CONTRACTORS PAYMENTS	320010
4	30830	1000	CRANE HIRE CHARGES	320030
5	30840	1000	MACHINING CHARGES	320040
6	31110	1000	SALARIES & WAGES	330017
7	31116	1000	ALL ALLOWANCE	330041
8	31160	1000	BONUS	330061
9	31210	1000	LEAVE TRAVEL CONCESSIONS	330070
10	31360	1000	EMPLOYER CONTRIBUTION TO ESI	331050
11	31660	1000	MEDICAL EXP. - R.O./SITES	332006
12	31720	1000	MISC. STAFF WELFARE EXPENSES	334999
13	33131	1000	REPAIRS & MAINT OF PLANT MACHINERY	341110
14	33141	1000	REPAIRS & MAINT OFFICE EQUIP.	341210
15	33152	1000	POWER ELECTRICITY CHARGES	342010
16	33171	1000	TRAVEL EXPENSES (TES)	343001
17	33172	1000	TRAVEL EXPENSES (HOTEL BILLS)	343002
18	33173	1000	TRAVEL EXPENSES (TICKETS)	343003
19	33182	1000	CONVEYANCE CHARGES	343005
20	33183	1000	CAR RUNNING EXPENSES	343011
21	33184	1000	REPAIRS & MAINT. MOTOR VEHICLE	343007
22	33193	1000	RENT RESIDENCES	344003
23	33211	1000	RATES TAXES & LICENCES	346110
24	33231	1000	INSURANCE CHARGES	347001
25	33241	1000	FRT & CARRIAGE INWARD	348001
26	33242	1000	FRT & CARRIAGE OUTWARD	348002
27	33247	1000	DEMURRAGE/WHARFAGE/DETENTION CHARGES	348007
28	33272	1000	BANK CHARGES	347110
29	33296	1000	TESTING & INSPECTION CHARGES	349906
30	33301	1000	PRINTING & STATIONERY	349907
31	33302	1000	XEROX COPYING EXPENSES	349908
32	33311	1000	POSTAGE & TELEGRAPH	349910
33	33312	1000	TELEPHONES & TELEX CHARGES	349938
34	33321	1000	BOOKS & PERIODICALS	349913
35	33351	1000	LEGAL EXPENSES	349920
36	33371	1000	ADVERTISEMENT & SALES PROMOTION	349923
37	33381	1000	ENTERTAINMENT EXPENSES	349924
38	33451	1000	PROFESSIONAL FEES/CONSULTANT FEES	349934

SL. No.	OLD A/C CODE	CO. CODE.	DESCRIPTION	NEW A/C CODE
			<b>ACCOUNT DESCRIPTION</b>	
1	14002	1000	SUNDRY CREDITORS - INDIGENOUS	141010
2	14003	1000	SUNDRY CREDITORS	141040
3	14204	1000	SALARIES & WAGES PAYABLE SITES	141403
4	14222	1000	STAFF PF PAYABLE	141432
5	14242	1000	EMPLOYEE PENSION SCHEME PAYABLE	141444
6	14293	1000	BONUS PAYABLE SITES	141424
7	15001	1000	VAT PAYABLE JHARKHAND	141662
8	15003	1000	BST SURCHARGE PAYABLE	141662
9	15004	1000	CST PAYABLE	141600
10	15004	1000	CST PAYABLE JHARKHAND	141612
11	15004	1000	CST PAYABLE WEST BENGAL	141626
12	15004	1000	VAT PAYABLE WEST BENGAL	141676
13	15004	1000	WCT PAYABLE - ANDHRA PRADESH	141701
14	15004	1000	WCT PAYABLE - ARUNACHAL PRADESH	141702
15	15004	1000	WCT PAYABLE - ASSAM	141703
16	15004	1000	WCT PAYABLE - BIHAR	141704
17	15004	1000	WCT PAYABLE - CHHATTISGARH	141705
18	15004	1000	WCT PAYABLE - DELHI	141706
19	15004	1000	WCT PAYABLE - GOA	141707
20	15004	1000	WCT PAYABLE - GUJARAT	141708
21	15004	1000	WCT PAYABLE - HARYANA	141709
22	15004	1000	WCT PAYABLE - HIMACHAL PRADESH	141710
23	15004	1000	WCT PAYABLE - JAMMU & KASHMIR	141711
24	15004	1000	WCT PAYABLE - JHARKHAND	141712
25	15004	1000	WCT PAYABLE - KARNATAKA	141713
26	15004	1000	WCT PAYABLE - KERALA	141714
27	15004	1000	WCT PAYABLE - MADHYA PRADESH	141715
28	15004	1000	WCT PAYABLE - MAHARASTRA	141716
29	15004	1000	WCT PAYABLE - MANIPUR	141717
30	15004	1000	WCT PAYABLE - MIZORAM	141718
31	15004	1000	WCT PAYABLE - ORISSA	141719
32	15004	1000	WCT PAYABLE - PONDICHERI	141720
33	15004	1000	WCT PAYABLE - PUNJAB	141721
34	15004	1000	WCT PAYABLE - RAJASTHAN	141722
35	15004	1000	WCT PAYABLE - TAMIL NADU	141723
36	15004	1000	WCT PAYABLE - UTTAR PRADESH	141724
37	15004	1000	WCT PAYABLE - UTTARANCHAL	141725
38	15004	1000	WCT PAYABLE - WEST BENGAL	141726
39	15052	1000	S.T. Deducted at Source Site (Orissa)	141580
40	18140	1000	Advance recd. against scrap sales - Projects	147022
41	18180	1000	EARNEST MONEY DEPOSIT AT SITE	142205
42	24001	1000	INITIAL ADVANCE TO SUPPLIERS	222110
43	24011	1000	ADHOC ADVANCE TO SUPPLIERS	222120
44	24051	1000	TOUR ADVANCE	222015
45	24122	1000	SUNDRY DEPOSITS - SITE	222605
46	24221	1000	VAT INPUT TAX CREDIT - ANDHRA PRADESH	222221
47	24221	1000	VAT INPUT TAX CREDIT - GUJARAT	222228
48	24221	1000	VAT INPUT TAX CREDIT - MADHYA PRADESH	222235
49	24221	1000	VAT INPUT TAX CREDIT - MAHARASTRA	222236
50	24221	1000	VAT INPUT TAX CREDIT - ORISSA	222239
51	24221	1000	VAT INPUT TAX CREDIT - PUNJAB	222241
52	24221	1000	VAT INPUT TAX CREDIT - UTTAR PRADESH	222244
53	24221	1000	VAT INPUT TAX CREDIT - WEST BENGAL	222246
54	42240	1000	SALE OF STEEL SCRAP	410210
55		1000	TDS ON CONTRACTORS -194C	141511