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Form No. 11-(contd.)

Hours (time) of beginning and ending work for each relay, group and intervals of rest fixed under Section 55

Worker	Group	nature of work of each group	Relay or set of workers	Shift or period of work	Work Commences		Rest interval or intervals	Work ends								
					Monday s to Fridays	Satur day		Sund ay	From	To	From	To	From	To	Mond ays to Frida ys	Satu rday
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Men																
Women																
Boy																
Girl																

Chart showing the relation of relays working on continuous processes similar to those suggested in Chief Inspector of Factories Office Circular No. 2404, dated March 26,1949

First week	Second week	Third week
Mon, Tue, Wed, Thu, Fri, Sat, Sun.	Mon, Tue, Wed, Thu, Fri, Sat, Sun.	Mon, Tue, Wed, Thu, Fri, Sat, Sun.
Shift		
Relay		

Notes.- (1) Where work of the same kind is carried out on by two or more sets of workers working during different periods of the date each or such sets is called a relay and each of such period is called a shift.

(2) "Group" defines set of workers into groups according to their nature of work.

Weekly holidays fixed under Section 52.

Instructions to be followed while filling in the notice of period of work

1. Divide all the workers into groups according to their nature of work. Show the number of workers working in each group [Section 61(4)]
2. Use numerals (1, 2, 3 and 4, etc.) for groups.
3. Show the nature of work against each group.
4. Make relays of groups according to Section 2(r) and specify them as I, II, III, etc.
5. Show the daily working hours exclusive of periods of the fixed rest interval of each relay or set of workers in the upper half of the notice.
6. Use letters, A, B, C, etc. for shifts and periods of work.
7. Do not arrange the shift in such a way that more than one relay of workers is engaged in work of the same kind at the same time as overlapping shifts are prohibited (Section 58)
8. Arrange the periods of work for adult workers (except of workers exempted from Section 54 and 55) in such a way that no adult worker is required to work for more than 9 hours in any day (Section 54) and that no worker shall work more than 5 hours before he has had an interval of rest for at least half an hour (Section 55)
9. Arrange the working in such a way that weekly hours of the adult workers (except those who are exempted from the provisions of section 51) do not exceed 48 hours a week (Section 51).
10. Arrange the periods of work for adult workers (except of workers exempted from Section 56) in such a way that inclusive of rest interval they shall not spread over more than 10-1/2 hours (Section 56).
11. Fix the periods of work for clerical staff working in the precincts of the factory as they come under the definition of "worker" as defined under Section 2(1) of the Factories Act, 1948.
12. Arrange, the periods of work for child workers in accordance with the provisions of Chapter VII.

Note.- No child shall be employed or permitted to work-

(i) for more than 4-1/2 hours in any day spread over being 5 hours.

(ii) Between the hours of 7 p.m. and 6 a.m.

13. Show the weekly holiday for each relay or set of workers in the foot-note of each notice.

14. Submit the notice of periods for work in duplicate to the Inspector of Factories of the Region concerned before the day it is enforced. If there is any change in the system of work a revised notice of periods for work shall be submitted [Section 61(10)].

Special instructions for filling in the chart which is to be used only in cases of relays working on continuous process or of sets of workers working in successive periods.

I. Fill in the chart with the help of Chief Inspector of Factories' Circular No. 2402-F. dated March 26,1949.

II. Show the periods of work Inclusive of rest intervals of adult workers working on continuous processes in the upper half of the notice.

Notes.- The above instructions are only for the guidance of the person filling in the forms and in no way absolves the occupier and manager of the responsibilities under the Factories Act, 1948.