



**Haryana Government  
Labour Department  
Notification**

Dated:-

No. I.R.-II-Exmp/NS (W)/Mgt/2016/84/ : In exercise of the powers conferred by Section 28 of the Punjab Shop and Commercial Establishments Act, 1958 (Punjab Act 15 of 1958) read with rules framed under the said Act, and all the powers enabling him in this behalf the Governor of Haryana hereby exempts **M/s Citicorp Services India Private Limited, 243, SP Infocity, Udyog Vihar, Phase-I, Gurgaon** from the operation of the provisions of section 30 of the Punjab Shops and Commercial Establishments Act, 1958 for a period of **One year** from the date of publication of the notification in the Official Gazette subject to the following conditions:-

1. The Establishment must be registered/renewed through on-line under the Punjab Shops and Commercial Establishments Act, 1958 on the departmental web site ([www.hrlabour.gov.in](http://www.hrlabour.gov.in))
2. The total no. of hours of work of an employee in the establishment shall not exceed ten hours on any one day.
3. The spread over inclusive of interval for rest in the establishment shall not exceed twelve hours on any one day.
4. The total no. of hours of overtime work shall not exceed fifty in any one quarter and the person employed for over time shall be paid remuneration at double the rate of normal wages payable to him calculated by the hour.
5. The Management will ensure protection of women from Sexual Harassment at work place in terms of the direction of the Hon'ble Supreme Court in the case of Vishaka & Others Vs. State of Rajasthan vide judgment dated 13-8-1997 (AIR 1997 Supreme Court-3011).
6. The Management will provide adequate Security and proper Transport facility to the women workers including women employees of contractors during the evening/night shifts.
7. The Management shall execute the Security Contract with an appropriately licensed/registered Security Agency including the name of the cab provider/Transport contractor.
8. The Management will ensure that the women employees boarding on the vehicle in the presence of security guards on duty.
9. The Management will ensure that the Security Incharge/Management have maintained the Boarding Register/Digitally signed computerized record consisting the Date, Name of the Model & Manufacturer of the Vehicle, Vehicle Registration No., Name of the Driver, Address of the Driver, Phone/Contract No of the Driver, and Time of Pickup of the women employees from the establishment destination.
10. The Management will ensure that the attendance Register of the security guard is maintained by the security incharge/ management.
11. The Management will also ensure that the driver is carrying the photo identity cards clearly bearing his Name and with proper address and dress.
12. The Management will ensure that the transport vehicle incharge / security incharge / management has maintained a movement register.
13. The Management will ensure that the vehicle is not black or tinted glasses.
14. The Management will ensure that the emergency calls no. are displayed inside the vehicle. The Management will also ensure that the driver will not take any women employee first for work place and will not drop last at home/her accommodation.
15. The Management will ensure that the drivers will not leave the dropping point before the employee enters into her accommodation.
16. The Management will ensure holding an annual self defence workshop/training for women employees.
17. Among other conditions as may be specified in this regard by the Labour Department from time to time.

Attested  
Gallali  
27/9/16  
Additional Labour Commissioner  
HARYANA

**Pankaj Agarwal**  
Labour Commissioner, Haryana.