



# Haryana Government Gazette

## EXTRAORDINARY

Published by Authority

© Govt. of Haryana

No. 44-2024/Ext.] CHANDIGARH, THURSDAY, MARCH 14, 2024 (PHALGUNA 24, 1945 SAKA)

### HARYANA GOVERNMENT

#### LABOUR DEPARTMENT

#### Notification

The 14th March, 2024

**No. 11/6/2022-4lab.**— In exercise of the power conferred by clause (b) Sub-section (1) of Section-66 of Factories Act, 1948 (Central Act 63 of 1948) and in supersession of all other notifications issued in this behalf, the Governor of Haryana hereby prescribes the following conditions in respect of any factory which apply for the exemption for employing women in the factory during night shift i.e. between the hours of 07.00 PM to 06.00 AM, in respect of their Safety and Security. Such exemption shall be valid for one year from the date of issuance of the notification:-

1. No women shall be subjected to sexual harassment at any workplace in the factories.
2. The provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or any other law or any other instructions / conditions issued in this regard from time to time by the Central Government or State Government, shall be complied with by the occupier of the factory.
3. Every occupier of the factory shall constitute by an order in writing, a Committee to be known as the Internal Committee (IC) as per Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

*Where the offices or administrative units of the workplace are located at different places or divisional or sub divisional level, the Internal Committee should be constituted at each administrative units or offices or workplaces separately.*

4. Every occupier shall prepare and as often as may be appropriate, revise, a written statement of his general policy showing his commitment with respect to the prohibition of sexual harassment of the women worker at workplace.
5. The order regarding constitution of Internal Committee and Policy on prohibition of sexual harassment shall be displayed at conspicuous places at the workplace.
6. The occupier shall provide proper lighting and CCTV cameras not only inside the factory, but also surrounding of the factory and to all places where the female workers may move out of necessity in the course of her work.
7. The occupier or manager shall see that the women workers are employed in a batch of not less than ten.
8. The Occupier shall provide transportation facility to the women workers from their residence and back. Security guards (including female security guard), well trained & responsible drivers, proper communication channels shall be provided in each vehicle. Other practical measures such as installation of CCTV cameras, GPS etc. may also be provided in each vehicle to ensure the safety and security of women workers.

(1119)

617

Provided that in case of the driver employed through outsourcing, the management shall ensure to its satisfaction that the collection of Bio-data and conduct pre-employment screening of the antecedents of the drivers carried out by the service provider.

9. Sufficient women security guards shall also be provided at the entry as well as exit point of the factory.
10. The supervisors or shift-in-charge or other supervisory staff deputed for the women workers working during night shift shall be a woman.
11. Declaration/consent from each women worker including security guard, supervisors, shift- in-charge or any other women staff to work during night shift i.e. between 07.00PM to 06.00AM shall be obtained.
12. The occupier shall provide appropriate medical facilities by engaging a doctor / female nurse during night shift. Where more than hundred women workers are employed in the shift, a separate vehicle also will be kept ready to meet any emergent situation such as hospitalization, whenever there is a case of injury or incidental acts of harassment etc. Telephone numbers like Police, Hospital, Members of Internal Committee etc. shall be displayed at conspicuous places.
13. In other respects, the provisions of the Factories Act, 1948 and the Rules of other statutory provisions with respect to the hours of work, rest intervals, holidays, separate canteen or rest room facility for women workers, the provisions of Payment of Equal Remuneration Act and all other Labour Legislations shall be followed by the occupier of the factory.
14. The women workers working in all shifts shall have a monthly meeting through their representatives with the occupier as grievance day and the occupier shall try to comply all just and reasonable grievances.
15. The occupier shall organise workshops, orientation programs and awareness programs at regular intervals for sensitising the women workers about their rights to protection against sexual harassment at workplace and the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules framed thereunder.
16. The occupier or manager shall send a copy Annual report prescribed under Section 22 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 on or before the 31st January of each year to the Labour Commissioner, Haryana and Assistant Director, Industrial Safety & Health of their jurisdiction about the details of women workers.  
An express report shall also be send to the concerned Assistant Director, Industrial Safety & Health and local Police Station as well, whenever there is some untoward incident.
17. Any other condition as may be specified in this regard by the Central or State Government from time to time.  
All the above said conditions shall be applicable to the management of the factories where women workers are working in the factories.

RAJEEV RANJAN,  
Principal Secretary to Government Haryana,  
Labour Department.

## LABOUR DEPARTMENT

**Information Sheet to be submitted dully filled by occupier/manager of the factory seeking the exemption for working of women workers during night shift.**

<b>1. Details of the Factory</b>		
(a)	BIP No. (assigned at the departmental portal)	
(b)	Name of the factory	
(c)	Complete address of the factory	
(d)	Landline/Mobile No.	
(e)	E-mail	
<b>2. Details of the Occupier of the Factory</b>		
(a)	Name	
(b)	Address	
(c)	Contact No.	
<b>3. Details of the Manager of the Factory</b>		
(a)	Name	
(b)	Address	
(c)	Contact No.	
<b>4. Details of Factory Licence issued under the Factories Act, 1948</b>		
(a)	License No.	
(b)	Valid up to	
(c)	No. of Workers	
(d)	Power (in HP)	
<b>5. Manufacturing Process :</b>		
<b>6. Number of workers employed in the factory</b>		
(a)	Men	
(b)	Women	
(c)	Total	
<b>7. Number of women workers to be employed in the night shift</b>		
<b>8. Exemption required</b>		(From ..... P.M to ..... A.M)
<b>9.</b>	Submit the proof regarding the declaration/consent of all the women workers who desire to work during night shift including security guards, supervisor, nurse etc.	Page No. (From ..... to .....)



10.	Submit the copy of the policy regarding prohibition of sexual harassment at workplace/factory. <b>Note: -</b> 1. In case of more than one factory the policy shall be framed for each factory separately. 2. Name and address of the factory shall be mentioned on the policy. 3. The policy shall be signed by the occupier/manager.	Page No. (From ..... to .....)
11.	Submit the copy of Internal Complaint Committee (ICC) constituted as per Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. <b>Note: - 1. In case of more than one factory the ICC shall be constituted for each factory separately.</b> 2. The name & address of the factory, date of constitution of ICC shall be mentioned on the ICC and shall be signed by the occupier/manager.	Page No. (From ..... to .....)
12.	Submit the proof regarding installation of CCTV Cameras in the factory and each vehicle provided for transportation of women workers. (i.e. photos etc.)	Page No. (From ..... to .....)
13.	Submit the proof of deployment of sufficient women security guards and women supervisors/shift in-charge in the night shift. (i.e. copy of shift-wise duty roster, photos etc.) <b>Note: - Name, designation, number of women staff (security guards and supervisors/shift in-charge) and timing of shift shall be mentioned.</b>	Page No. (From ..... to .....)
14.	Submit the proof of transportation facility provided for the women workers from their residence and back (for the night shift) and deployment of security guard (including female security guard) in each vehicle. (i.e. route chart, photos, security guard details, etc.)	Page No. (From ..... to .....)
15.	Submit the proof regarding provisions made for free medical facility by engaging a doctor/female nurse and separate vehicle to meet the emergent situation such as hospitalization during night shift. (i.e. duty roster, photos, vehicle details etc.) <b>Note: - Name, designation, number of doctor/female nurse and timing of shift shall be mentioned.</b>	Page No. (From ..... to .....)
16.	Submit the copy of annual return prescribed under Section 22 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for the previous year.	Page No. (From ..... to .....)

**Declaration: -**

I .....Occupier/Manager of M/s....., do hereby solemnly state and affirms that I have gone through the Haryana Govt. Labour Department notification no11/6/2022-4Lab dated 14.03.2024 under the Factories Act, 1948, on certain terms and conditions regarding allowing working of women in night shift i.e. 07.00PM to 06.00AM. The management is fully responsible to implement the terms and conditions as contained in the said notification. In case at any stage the management is found violating any terms and conditions, in that case the State Government shall have a right to withdraw the approval.

Place:

(Signature with seal)

Dated:

Name .....

Designation (Occupier/Manager) .....