

**THE TELANGANA FACTORIES AND ESTABLISHMENTS (NATIONAL,  
FESTIVAL AND OTHER HOLIDAYS) RULES, 1974**

*(G.O.Ms.No. 966, Emp. & S.W., Dt. 16-12-1974 & G.O.Ms.No.8, dated.  
01.02.2016 of LET&F Department, Telangana)*

In exercise of the powers conferred by sub-sections (1) & (2) of Section 13 of the Telangana Factories and Establishments (National, Festival and other Holidays) Act, 1974 (Act XXXII of 1974), the Governor of Telangana hereby makes the following rules:-

**1. Short title :-** These rules may be called the Telangana Factories and Establishments (National, Festival and other Holidays) Rules, 1974.

**2. Definitions :-** In the rules, unless the context otherwise requires-

(a) “Act” means the Telangana Factories and Establishments (National, Festival and other Holidays) Act, 1974 ;

(b) “Form” means a form appended to these rules ;

(c) “Section” means a section of the Act.

**3. Notification of Festival Holidays :-** (a) The Joint Commissioner of Labour, may in their respective jurisdiction notify the five festival holidays (other than the 26th January, the 15th August and the 2nd October), each of one whole day in each calendar year, in consultation with the organizations of employers and employees :

Provided that if a majority of employees or a union of employees in any factory or establishment desires to have 1st May as one of five holidays aforesaid in that factory or establishment, the employees, or the Union of employees of the factory or establishment shall represent their/its desire in writing to the Joint Commissioner of Labour of the area before the end of November of each year.

b) The Joint Commissioner of Labour shall consider the aforesaid representation and shall notify the five holidays by 10th December of each year.

**4. Statement to be sent to the Inspector and displayed in the Industrial establishments:-** (1) The statement to be sent to the Inspector by the employer under Section 4 of the Act shall be in Form 1 and shall be sent by Registered Post

so as to reach the Inspector before commencement of each year in which the holidays are to be allowed.

(2) Every employee shall exhibit simultaneously in his factory or establishment a copy of the statement referred to in sub-rule (1) at a place which can be readily seen and read by the employees and shall maintain it in a legible condition

**5. Manner of service of notice and calculation of daily average wages:-** (1) The notice referred to in sub-clause (i) of clause (a), of subsection (2) of Section 5 of the Act shall be in Form II and it shall be served—

- (i) by giving or tendering to the employee ; or
- (ii) if the employee is not found, by leaving such notice at his last known place of abode, or by giving or tendering the same to some adult member of his family.

(2) The signature of the person to whom the notice is given or tendered together with the date on which and hour at which it was so given or tendered shall be obtained on a duplicate copy of the notice.

(3) For the purpose of the proviso to clause (b) of sub-section (2) of Section 5 of the Act the daily average wages of an employee mentioned in that sub-section shall be calculated by dividing by twelve the total wages earned by him during any period of twelve days within a continuous period of thirty days immediately preceding the holiday concerned, such twelve days being days on which he had actually worked.

**6. Maintenance of registers and records :-** (1) Every employer shall maintain a register in Form III and it shall be produced whenever it is required by the Inspector having jurisdiction over the area :

Provided that no separate register need be maintained if the Inspector having jurisdiction over the area in which the factory/establishment is situated is satisfied that the particulars required are contained in any other register maintained by the employer.

(2) Every employer shall maintain a visit book in which the Inspector visiting the factory/establishment may record his remarks regarding any defects that may come to light at the time of his inspection and shall produce it whenever required to do so by the Inspector :

Provided that no separate visit book need be maintained where the employer maintains such a book with reference to the Telangana Shops and Establishments Act, 1966 or the Factories Act, 1948.

(3) The register and notice required to be maintained and exhibited under these Rules shall be in English and in the local language.

(4) The records relating to a calendar year shall be preserved for a period of subsequent two years.

**6 – A. Manufacturing Process:-** Nothing in the Rules, 4, 5 and 6 shall apply to a Factory under the Factories Act, 1948 (Central Act, 63 of 1948) or an establishment engaged in manufacturing process as defined in Section 2 (k) of the said Act, 1948.

**7. Penalty :-** A contravention of Rule 4 or Rule 5(2) or Rule 6 by the employer shall be punishable with fine which may extend to fifty rupees.

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**FORM – I**  
**[See Sub – rule (1) of Rule 4]**

**Statement showing the holidays allowed under Section 4 of the Andhra Pradesh Factories and Establishments (National, Festival and other holidays) Act, 1974.**

Name and address of the employer.

Name and address of the Factory / Establishment.

No. and date of the proceedings of the Deputy Commissioner of Labour of the area.

Festival holidays allowed in the year 20.....

Sl. No.	Description of the holiday	Days, dates and months of the year on which the National and festival holidays holiday are allowed under Section 3 of the A.P. Factories and Establishments (National, Festival and other holidays) Act, 1974.
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Signature of the employer

**FORM – II**  
**[See Rule 5 (1)]**

**Notice to the Employee under sub-clause (i) of Clause (a) of sub-section (2) of Section 5.**

Under sub-clause (1) of Clause (a) of sub-section (2) of Section 5 of Andhra Pradesh Factories and Establishments (National, Festival and other Holidays) Act, 1974, the following employee/employees is/are hereby required to work on ..... which is a holiday allowed under Section 3 of the Act. He is further required to give his option in writing whether he prefers to be paid for such holidays on which he works-

- (i) twice the wages; or
- (ii) wages for such day and to avail himself of a substituted holiday with wages on one of the days immediately, before or after the day on which he so works.

Dated.....day of.....20

To,  
 Sri (Here enter the name of the employee).  
 Copy to the Inspector.....

Signature of the Employer.

**Note:** This notice shall be exhibited at conspicuous place at or near the main entrance in the premises of the factory / establishment.

**FORM - III**  
**[See sub-rule (1) of Rule 6]**

**Register of National and Festival Holidays**

Sl. No.	Name of the Employee	Ticket number of father's name	Days, dates and months of the year on which National Festival Holidays are allowed under Section 3 of the Andhra Pradesh Factories & Establishments (National & Festival Holi days) Act, 1974.	Remarks
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

To be marked as follows:-

'H' for Holidays allowed. W/D' for work on double wages.

"W/H' for work with substituted holiday.

\*N/E' if not eligible for the wages.