

POLICY NO	BEIL/HR/21/2019
SUBJECT	COMPLIANCE POLICY
EFFECTIVE	3RD DECEMBER, 2019
AMENDED	01st SEPTEMBER 2025

PURPOSE: -

Compliance is a measure of ensuring that a Company and its Employees act in accordance with the law and Company policies are the key managing task.

APPLICABILITY: -

This Policy applies to BEIL Group Employees, Contractors, and suppliers. Under this Policy, "BEIL Group" refer to BEIL Infrastructure Limited, Enviro Technology Limited, Kerala Enviro Infrastructure Limited, Shivalik Solid Waste Management Limited, Coimbatore Integrated Waste Management Company Private Limited, Gharpure Engineering Vasai Virar STP Private Limited, and Tatva Global Water Technologies Private Limited.

SCOPE: -

Identifies potential processes, events, or sequences of processes and events that may occur over the regulatory time frame. Compliances will imply the fulfillment of the obligations by a Company, as are prescribed under law (enactments, rules, regulations, notifications like Factories Act, Shops & Establishment Act, Contract Labour (A&R) Act, Employees Provident Fund, ESI, etc.). Be it in the form of furnishing prescribed information in the form of periodical returns, getting registrations, following statutes in day-to-day activities as a citizen, or as a body corporate.

BEIL & Group will send legal compliance check list to all the sites for maintaining various Registers, Documents & Various Notices which is to be displayed on notice board at different sites which is comprises of,

- a. The Employees Provident Fund & Miscellaneous Provisions Act, 1952
- b. The Employees' State Insurance Act, 1948
- c. The Minimum Wages Act, 1948
- d. The Payment of Bonus Act, 1965
- e. The Payment of Gratuity Act, 1972
- f. The Contract Labour (Regulation & Abolition) Act, 1970
- g. Professional Tax Act
- h. Shop and Establishment Act 1948
- i. The Maternity Benefit Act, 1961
- j. The Environment (Protection) Act, 1986
- k. The Water (Prevention and Control of Pollution) Act, 1974
- l. The Air (Prevention and Control of Pollution) Act – 1981
- m. Hazardous Waste Management Rules

The same is checked by HR, where & when any further guidance is required the same is provided at sites regarding statutory compliance. All contractors' bills are checked with PF, ESIC/WC challan & ECR copy, Attendance, wage register copies on monthly basis.

FOR EXISTING CONTRACTORS (AT SITES)

1. Labour License
2. WC/ESIC
3. Display of abstract of the Act in English/Hindi & Local Language (Contract Act & minimum wages Act, Gratuity Act)
4. Display of notices showing in English/Hindi & Local Language
 - a) Rate of wages
 - b) Hours of work
 - c) Wage period
 - d) Date of payment of wages
5. Returns, forms, records to be maintained
 - a) Attendance register
 - b) Attendance card
 - c) Register of fines
 - d) Register of deduction for damage & loss
 - e) Register of Advance
 - f) Register of Overtime
 - g) Wage register cum muster roll
 - h) Wage slip issued
 - i) Identity card & Employment card form 14
6. First Aid Box
7. Drinking Water facility.

WITH BILLS:

1. Attendance register with name & signature of site In charge
2. PF challan with ECR copy
3. WC/ESIC challan with Employee details
4. Wage register.

Compliances will imply to fulfillment of the obligations by a Company, as are prescribed under law

Employee's Provident Fund and Miscellaneous Provisions Act, 1952

- Preparation of monthly PF remittance statement. With ECR File (Online PF Works)
- Preparation of PF challan in Quadruplicate in A/c No 1, 10, 2, 21, 22.
- Obtaining Form No.2 from new entrants joined during the month.
- Allotment of PF number to new employees on monthly basis.
- Along with the triplicate copy of the challan to PF Department
- Maintaining Form No.11
- Maintenance of Inspection Book.
- Processing of Form No.31. (PF Loan Forms)
- Attending to PF related matters/inquiry at PF office.
- Obtaining (Annual Account Slip) from the PF department.
- Maintenance of a database of all employees giving the details of their names, PF number, transfer/ withdrawal for future reference and also to follow up with RPFC for transfer
- Withdrawal till process is complete.

The Employee's State Insurance Act, 1948 (Online Works)

- Preparation of monthly ESI remittance statement.
- Preparation of ESI challan in Quadruplicate.
- Maintenance of Form No.7 Register.
- Obtaining Form No. 1 from new entrants and submission along with Form No.3 to the ESI local office
- Collecting ESI TIC /Permanent Cards from ESI Local Office.
- Submission of Accident report in Form No.16 to ESI Dispensaries/ESI Local Office.
- Maintenance of Accident Register.
- Maintenance of Inspection Book.
- Attending to ESI related matters/hearing at ESI Local Office /Regional Director's office.
- Submission of Form No.5 half yearly returns, before 12th May & 11th November of each year.
- Processing Form No.53 for change of employment, dispensary, address etc.
- Processing Form No.72 for obtaining duplicate ESI card.
- Processing Form No. 1A/1B for addition /deletion of members of family.
- Processing Form No. 105 availing ESI facilities at outstation
- Processing Form No.86 to avail ESI facilities before getting the ESI TIC/Permanent card.
- Processing Form No.37 to confirm the Re-employment / continuing employment.

The Minimum Wages Act, 1948 Sec 12:

Fixation of Minimum Wages. The appropriate government to fix minimum rates of wages in Scheduled Employment as the provision of The Minimum Wages Act, 1948. In case of Industry where Central Government is Appropriate Government, the Minimum wages are fixed by Central Government. In case of Industry where State Government is Appropriate Government, the Minimum wages are fixed by State Government. Ministry Of labour and Employment, Govt. of India vide its Gazette notification

- Payment of minimum rate of wages Minimum Wages are revised half yearly and notified for a period from Apr-to-Sep and from Oct-to-Mar.
- In case rate of Minimum Wages is Different for Sate and Central, the rate whichever is higher as notified from time to time as per the city classification should be paid. Accordingly, we have to revise the rate of Payment to Contract Workers/Employees. It's the overall responsibility Principal Employer.
- The company will establish and maintain a transparent wages structure that ensures all company employees and contract employees receive compensation above the minimum wages rates.
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- The wages structure will be designed to provide equitable compensation for different job roles, experience levels, and responsibilities, while also taking into account wages disparities between direct employees and contract employees.

The Payment of Wages Act, 1936.

- Maintenance of Salary Register
- Maintenance of Attendance Register.
- Maintenance of Advance Register
- Maintenance of Deduction Register.
- Maintenance of OT Register.
- Maintenance of Fine Register.

- Maintenance of Wage Slips.
- Display of payment date.

The Payment of Bonus Act, 1965.

- Preparation & Maintenance of Form
- Submission of Annual Return in Form

The Payment of Gratuity Act, 1972

- Maintenance of Form No F – Nomination.
- Processing Gratuity Application Form.
- Display of Abstract on Notice Board.

The Contract Labour (Regulation & Abolition) Act, 1971

- Obtaining license from Assistant Commissioner of Labour.
- Submission of Annual Return
- Maintenance of Contractor Register
- Follow up with contractors to maintain record /register as per the Act

Profession Tax for all States

- Preparation of PT remittance statement.
- Preparation of Form No.5-A.
- Submission of monthly returns
- Submission of Annual Returns

The Bombay Shops & Commercial Establishment Act, 1961 OR Other States

- Renewal of License
- Display of Name Board in local language
- Display of working hours and rest interval.
- Maintenance of Leave Register. The Minimum Wages Act, 1948
- Maintenance of Salary Register in Form V.
- Maintenance of muster-Roll in Form VII
- Maintenance of Advance Register
- Maintenance of Deduction Register.
- Maintenance of OT Register.
- Maintenance of Register of Fines.
- Maintenance of Wage Slips.
- Display of X Abstract.
- Display of Minimum Wages

Maternity Benefits Act

- Register /Documentation
- Paid Leaves allotment. maternity bonus. Compliances

Factories Act 1948

- Obtaining License / Annual Returns
- Different Forms under Provisions.
- Rules & Regulation Under Factories Act
- Register & Notice

Workmen's Compensation Act, 1923 or Employees' Compensation Act 1923

- If not covered under ESI Act Employer's Liability: To pay compensation to the Employee on death or personal injury, resulting into total or partial disablement or occupational disease, caused to an employee arising out of and during the course of employment.
- The Contractor must have to obtain Employees/Workmen Compensation Insurance Policy with the above value as sum assured for extending legitimate social security benefits in case of miss-happening during the tenure of contract.

Labor Welfare Fund Act-1965

An Act to provide for the constitution of a fund for the financing of activities to promote welfare of labour in the state of Maharashtra.

Applicability: Every employee, including employee through contractor, but not a managerial capacity or supervisor capacity drawing more than 3500/- pm.

Payable: For the month of June and December, every year.

Documents required for MLWF Inspection:

- a. Paid Challans
- b. MLWF Statement in respect of paid challans
- c. Balance Sheet and Profit & Loss Account
- d. Details of unpaid Wages, Gratuity & Bonus.

MLWF Act. "Unpaid Accumulations-All Payments Due to the employees but not made to them within a period of 3 years from the date on which they became due including unpaid Wages, Gratuity, Bonus."

Profession Tax Act – 1976

Professional tax or employment tax is a state-based tax. It is one of the statutory deductions from the gross income before computing the tax.

MONTHLY/QUARTERLY/HALF YEARLY/ANNUAL RETURNS UNDER VARIOUS STATUTES				
MONTH & LAST DATE	NAME OF THE STATUTE	FORM	NATURE OF RETURN/COMPLIANCE	TO BE SUBMITTED TO
JANUARY				
31	The Factories Act 1948	F	Common annual Returns	Inspector of Factories/ACL
15	The State Labour Welfare Fund Act		Statement of Contributions	Welfare Commissioner
31	The Maternity Benefit Act 1961	KL&M	Annual Return	Inspector of Factories
31	The Contract Labour (R&A) Act 1970	XXIV	Half Yearly Return	Asst Commissioner of Labour
FEBRUARY				
1	The Minimum Wages Act 1948	III	Annual Returns	Labour Inspector

15	The Contract Labour (R&A) Act 1970	XXV	Annual Returns by Employer	Asst Commissioner of Labour
15	The Payment of Wages Act 1936	IV	Annual Return	Inspector of Factories/Labour Officer
APRIL				
30	The Employees PF Act 1952	3A & 6A	Annual individual Returns &	Regional PF Commissioner

MONTH & LAST DATE	NAME OF THE STATUTE	FORM	NATURE OF RETURN/COMPLIANCE	TO BE SUBMITTED TO
MAY 11	The Employee State Insurance Act 1948	6	Summary of Contributions in quadruplicate	ESI Regional Commissioner
JULY 31	The Factories Act 1948	21	Half yearly return	Inspector of Factories
31	The Contract Labour (R&A) Act 1970	XXIV	Half Yearly Return	Asst Commissioner of Labour
SEPTEMBER 30	The State Shops & Establishments Act	G	Annual Return	Labour Inspector
	The State Shops & Establishments Act	AA	Renewal of License	Labour Inspector
NOVEMBER 11	The Employee state Insurance Act 1948	6	Summary of Contributions in holidays with list	ESI Regional Commissioner
DECEMBER 31	The Factories Act 1948	2	Renewal of License	Inspector of Factories
MONTHLY 21st	The Employee state Insurance Act 1948	CHALLA NS	Remittance of Contributions	Thru SBI
15th	The Employees PF Act 1952	CHALLA NS	Remittance of Contributions	Thru SBI
21st	The Employees PF Act 1952	5,10&12A	Return of employees, qualifying/leaving & monthly,	Regional PF Commissioner

Death Immediate	-	The Employee State Insurance Act 1948	16	remittance statements Accident Report	ESI Local office & Dispensary
Death Immediate	-	The Factories Act 1948	18	Notice of Accident	Inspector of Factories
Within 30 days		The Payment of Bonus Act 1965	D	Annual Return	Assistant labour Commissioner

MONTHLY / QUARTERLY / HALF YEARLY / ANNUAL RETURNS / COMPLIANCE UNDER ENVIRONMENT PROTECTION ACT

MONTH & LAST DATE	NAME OF THE STATUTE	FORM	NATURE OF RETURN/COMPLIANCE	TO BE SUBMITTED TO
JANUARY 31 st	The Environment (Protection) Act, 1986	Online Portal	Protocol – Quarterly	Central Pollution Control Board
APRIL 30 th		Online Portal	Protocol – Quarterly	Central Pollution Control Board
JUNE 30 th		---	EC Compliance – Half Yearly	Ministry of Environment, Forest and Climate Change
		Form V	Environment Statement – Annually	State Pollution Control Board (SPCB)
		Form IV	Hazardous Waste Return – Annually	State Pollution Control Board (SPCB)
		---	Environment Audit Report (wherever applicable) Half Yearly	Gujarat Pollution Control Board
JULY 31 st		Online Portal	Protocol – Quarterly	Central Pollution Control Board
OCTOBER 30 th		Online Portal	Protocol – Quarterly	Central Pollution Control Board
DECEMBER 31 st		---	EC Compliance – Half Yearly	Ministry of Environment, Forest and Climate Change

		---	Environment Audit Report (wherever applicable) Half Yearly	Gujarat Pollution Control Board
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In addition to above, group companies need to comply with specific requirement of respective State Pollution Control Board (SPCB).

Adhering to statutory compliances is necessary for all Companies to keep their businesses safe from the legal trouble.

The policy is reviewed and approved by the Management to ensure alignment with BEIL's strategic objectives. The policy, objectives, and performance shall be reviewed periodically by the Management and communicated to all employees and interested parties.

Date : 01/09/2025
Place : Ankleshwar


B. D. Dalwadi
CEO


Ashok Panjwani
Director