

SI No.	Name of Acts & Rules	Name and Description of forms	Remarks
1.	Shop and Establishment Act and Rules.....2004	Form A – Application for certificate of registration of establishment (Also periodical renewal thereof) (Rule 3(a) 5/7)	
2.		Form B – registration of shop and establishment (Rule 4)	
3.		Form C – certificate/ Registration (Rule 5)	
4.		Form D – Notice of charge of establishment (Rule 8)	
5.		Form F – Notice of less certificate of registration or Renewal of certificate of registration	
6.		Form G – Notice of weekly close to be displayed in conspicuous place (Rule 16)	
7.		Form H – Notice of Weekly holidays (Rule 17)	
8.		Form I – Overtime slip (Rule 19)	
9.		Form I – Notice of the employee under section 15(3) of Rule 31	
10.		Form K – Notice of the employee under section 15(3) of Rule 31	
11.		Form L – Record decision/ order of the appellate authority (Rule 31 (2))	
12.		Form M – Letter of appointment (Rule 33)	
13.		Form N – Record of time washing/ painting (Rule 37(7))	
14.		Form O – Certificate of Fitness (Communicate diseases)	
15.		Form P – Dairy of the Inspector for the month (Rule 45)	
16.		Form Q – Register of hour of work and rest (Rule 51)	
17.		Form R – Register of overtime works & payment of overtime wages (Rule 52)	
18.		Form S – Register of employment (Rule 53)	
19.		Form T – Register of leave with wages (Rule 54/55)	
20	Meghalaya Motor Transport Workers Rule 2004 (First amendment)	Form No I - Rule 4&8 – Application for registration of grant and renewal of certificate of registration	
21.		Form No. II – Rule 5 – Certificate of registration of work of Motor Transport Undertaking	
22.		Form No. III – Rule 16 – Certificate of fitness	
23.		Form No. IV – Rule 17 – Record of time washing and painting etc.	
24.		Form No V – Rule 28 – Notice of period of work for Motor Transport Workers for the year.	
25		Form No. VI – Rule 30 – Register of compensation holidays	
26.		Form No. VII – Rule 33 – Registration of leave with wages	
27		Form No. IX – Rule 35 – Registration of workers	
28.		Form No. X – Rule 36 – Muster Roll	
29.		Form No. XI – Rule 37 – Overtime Muster Roll	
30.		Form XII – Rule 38 – Individual control book	
31.		Form No. XIII – Rule 39 – Annual Returns	
32	Contract Labour (Regulation & Abolition Assam/ Meghalaya) Rules 1971	Form I – Rule 17(1) – Application for registration of Establishment employing contract labour.	
33		Form II – Rule 18(1) Registration Certificate	
34		Form III – Rule 18(3) Register of Establishment	
35		Form IV – Rule 21(1) Application of License	
36		Form V – Rule 21(2) Form of Certificate by Principal Employer	

37		Form VI – Rule 25 (1) License Contract (Labour)	
38		Form VII – Rule 29(2) Application for renewal of license	
39		Form VIII – Rule 32(2) Application for temporary Registration of establish and applying contract labour	
40		Form IX – Rule 32(3) Temporary certificate of registration	
41		Form X – Rule 32(2) Application of temporary license	
42		Form XI – Rule 32(3) – license for contract labour.	
43		Form XII – Rule 74 – Register of contractor	
44		Form XIII – Rule 75 - Register of workers employed by contractor	
45		Form XIV – Rule 76 - Employment card	
46		Form XV – Rule 77 – service certificate	
47		Form XVI – Rule 78(1)(a)(i) – Muster Roll	
48		Form XVII – Rule 78(1)(a)(i) – Register of wages	
49		Form XVIII – Rule 78(1)(a)(i) – Form of register of wages – cum – Muster Roll	
50		Form XIX – Rule 78(1)(d)(b) – Wages slip	
51		Form XX – Rule 78(1)(a)(ii) – Register of Deduction of damages or loss	
52		Form XXI – Rule 78(1)(a)(ii) – Register of Fines	
53		Form XXII – Rule 78(1)(a)(ii) – Register of Advance	
54		Form XXIII – Rule 78(1)(a)(iii) – Register of overtime	
55		Form XXIV – Rule 82(1) – Return to be sent by contractor to licensing Officer	
56		Form XXV– Rule 82(2) – Annual return of Principal Employer to be sent to the registering officer	
57	Meghalaya/ Assam Trade Union Regulation 1927 as adopted by Govt. of Meghalaya	Form A – Application for registration of Trade Union	
58		Form B – Register of Trade Union	
59		Form C – Certificate of Registration of Trade Union	
60		Form D – Application of withdrawal or cancelled of Registration	
61		Form E – 10(1) Notice of renewal of registered removal office of Trade Union to other district	
62		Form F – Register of membership and subscription	
63		Form G – Half yearly report about membership and financial position of the Trade Union	
64		Form for Trade Union (Part A & B)	
65		Annual Return Rule see 28 of Indian Trade Union Act 1926	
66	Inter State Migrant (Regulation of Employment and Condition of Service) Rule 1985	Form I – Rule 3 – Application for registration of Establishment employing migrant worker	
67		Form II – Rule 4(1) - Certificate of Registration	
68		Form III – Rule 4(2) – Registration of Establishment	
69		Form IV – Rule 7(1) – Application of License for recruitment	
70		Form V – Rule 7(2) – Application for license for employment	
71		Form VI – Rule 7 (3) – Form of certificate by Principal Employer	
72		Form VIII – Rule 11(1) – license	

73		Form IX – Rule 15(2) - Application for renewal of license	
74		Form X – Rule 21 - Form for furnishing particulars of workers under sub section 2 of section 12 of Inter State Migrant (Regulation of Employment and Condition of Service) Act 1979	
75		Form XI – Rule 24 – Return to be sent by the contractor (Regulation of employment service & Act 1979).	
76		Form XII – Rule 43 – Register of contractor	
77		Form XIII – Rule 44 - Register of workers employed by contractor	
78		Form XIV – Rule 45 - service certificate	
79		Form XV – Rule 46 –Displacement and outward journey allowance Register	
80		Form XVI – Rule 46 – Return journey allowance Register	
81		Form XVII – Rule 47(2) (a) – Muster Roll	
82		Form XVIII – Rule 47(2) (b) – Register of wage	
83		Form XIX – Rule 47(2) (c) – Register of damages or loss	
84		Form XX – Rule 47(2) (b) – Register of Fines	
85		Form XXI – Rule 47(2) (c) – Register of Advance	
86		Form XXII – Rule 47(2) (d) – Register of overtime	
87		Form XXIII – Rule 51(1) – Return to be sent by contractor to licensing Officer	
88		Form XXIV – Rule 51(2) – Annual return by Principal Employer	