

Duties of Employer under the “Maternity Benefit Act, 1965”.

Sl No.	Section/ Rule	Duty
1.	Rule 3	(1) Maintenance of Muster Roll in prescribed Form-A (2) To make available the Muster Roll for inspection during working hours.
2.	Rule 5(1)	(1) To verify the notice in Form-E given by the woman to get maternity and other benefit due under the Act, (2) To make payment to the woman, her nominee or legal representative as the case may be, (3) In case of any doubt arising due to death of the woman employee, to deposit the amount due to the concerned woman to the Competent Authority within 2 months of the death, (4) To obtain receipt in Form-F from the woman/ nominee/legal representative/ Competent Authority, as the case may be, in Form-F. (5) To pay the medical bonus along with the 2 nd instalment of the maternity benefit. (6) In death case payment to the concerned person within 2 months. (7) To pay wages as per sec 9 or 10 to the eligible woman within 48 hours of production of Form-B/D
3.	Rule 6	To provide break as per sec 11.
4.	Rule 12	To supply to the women employees, Form- B/C/D/E/F/G/H and I, free of cost.
5.	Rule 15	To exhibit abstracts of provisions of the Act and Rules in Form-K.
6.	Rule 16	(1) Maintenance of Annual Returns in Form-L, M, N, (2) Submission of Annual Return to the concerned Inspector on or before 21 st January every year. (3) Submission of Return in case of sell, abandonment or discontinuity of establishment within specific time between end of preceding year and date of sale.

Checklist for employer prior to inspection

1. To ensure that all eligible woman employees are granted maternity leave as per the Act by maintaining proper record.
2. To ensure that all eligible woman employees are paid maternity benefit and other benefits as admissible under the Act and for that matter maintain Muster Roll in Form-A.
3. To maintain all Form-E as and when submitted by any woman employee.
4. To submit all applications to the Competent Authority having doubt regarding amount of benefit or entitlement.
5. To keep and make available the receipts where payments are made.

6. To maintain record regarding providing of break to eligible person as per sec 11 of the Act.
7. To display Form-K in a conspicuous place.
8. To maintain Annual Returns in Form-L, M and N and to submit within due period.