

GOVERNMENT OF TELANGANA  
ABSTRACT

Labour, Employment, Training and Factories Department – Ease of Doing Business – Simplification Procedure for Furnishing of **Return and Integrated Register** by an Establishment under various Labour Laws – Amendment – Orders – Issued.

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LABOUR EMPLOYMENT TRAINING & FACTORIES (LABOUR) DEPARTMENT

G.O.Ms.No. 6

Dated: 02-03-2019

Read the following:-

1. G.O.Ms.No.23, LET&F (Lab) Department, Dated: 24.03.2016.
2. From the Commissioner of Labour, Telangana, Hyderabad, Lr. No. H2/5441/2015, Dated: 29.01.2019.

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**ORDER:**

The issue of multiplicity of Returns and Registers under various Labour Laws has always been raised by Industry Associations contending that the same has led to high compliance burden on them. Accordingly, orders were issued vide G.O. 1<sup>st</sup> read above to introduce a common Periodical Returns in Form – I and Integrated Returns in Form – II & III so as to provide immediate relief to the Industries / establishments, falling under the jurisdiction of State Government by protecting the interest of the workmen too.

2. In the reference 2<sup>nd</sup> read above, the Commissioner of Labour, Telangana, Hyderabad has submitted proposals to broaden the scope of Integrated Returns by adding some more Acts to fulfill the guidelines issued as per Business Reforms Action Plan 2019.

3. Government, after careful examination of the matter hereby accepted the proposal of the Commissioner of Labour, Telangana and issue the following notification in supersession of the orders issued vide G.O.Ms.No.23 LET&F (Lab) Department, Dated: 24.03.2016 have the common periodical Return in Form-I, and Integrated Register in Form - II and Form-III together, annexed to this G.O.,

**NOTIFICATION**

4. In exercise of the powers conferred under,-

1. section 35 and section 29 of the Contract Labour (Regulation & Abolition) Act, 1970 r/w rule 78 and sub-rule (3) of rule 82 of the Telangana Contract Labour (Regulation and Abolition) Rules, 1971; and
2. section 35 of the Inter State Migrant workers' (Regulation of Employment) Act, 1979, read with rule 44 and rule 48 of the Telangana Inter-State Migrant Workmen (Regulation of Employment and Condition of Service) Rules, 1982; and
3. section 30 of the Minimum Wages Act. 1948, r/w rule 22 (4) (iii) of Telangana Minimum Wages Rules, 1960; and
4. section 26 of the Payment of Wages Act, 1936 read with section 13-A and rule 5 and rule 18 of the Telangana Payment of Wages Rules, 1938; and
5. section 40 of the Motor Transport Workers Act, 1961 read with rule-36, rule-37 and rule-39 of the Motor Transport Workers Rules, 1963; and
6. section 62 of the Building and Other Constructions Workers (Regulation of Employment and Conditions of Service) Act, 1996 read with rule 241 and rule 242 of the Telangana Building and Other Constructions Workers (Regulation of Employment and Conditions of Service) Rules, 1999; and

**Contd...2**

7. section 44 of the Beedi and Cigar Workers (Condition of Employment) Act, 1966 read with rule-32 and rule-33 of the Telangana Beedi and Cigar Workers (Conditions of Employment) Rules, 1968; and
8. section 71 of the Telangana Shops and Establishments Act, 1988, r/w rule 29 and rule 33 of the Telangana Shops and Establishments Rules, 1990; and
9. section 112 of the Factories Act, 1948, read with rule-100 and rule- 102 (A) of the Telangana Factories Rules, 1950, and
10. Rule 56- A of the Industrial Disputes (Central) Rules, 1957: and
11. section 4 of the Building and Other Construction Workers Welfare Cess Act. 1996 read with Rule 7 of Building and Other Construction Workers Welfare Cess Rules, 1998:and
12. Rule 5 of the Payment of Bonus Rules 1975; and
13. Payment of Gratuity Act, 1972 and
14. Rule 16 of the Maternity Benefit (Mines & Circus) Rules, 1963: the Government hereby issues the following order simplifying the procedure for furnishing of common periodical Return in Form-I and Integrated Register in Form-II and Form-III together, by an employer falling under the jurisdiction of State:
  1. Annual Return in Form-I appended to the order for the financial year ending 31<sup>st</sup> March, may be prepared by an employer and furnished to the Inspector, on or before 30<sup>th</sup> April of every succeeding year, either in physical form or computer floppy, diskette or through electronic mail.
  2. Integrated Register in Form-II and Form-III together appended to the order may be maintained by an employer and furnished to the Inspector on demand either in physical form or computer floppy, diskette or through electronic mail.
  3. Where an employer furnishes Return in Form-I, and maintains Integrated Register in Form-II and Form-III together, nothing contained under the above Acts/Rules shall render himself liable to any penalty:

Provided that if any employer fails to furnish periodical Return for the end of the financial year 31<sup>st</sup> March, on or before 30<sup>th</sup> April, or on the date so specified under any particular Act or Rule, of the succeeding year, in Form-I to the Inspector; and also, if any employer fails to maintain and produce Integrated Register in Form-II and Form-III together, to the Inspector on demand in complete shape, he shall render himself liable to penalty under the relevant provision of law, after a due Notice is served on him giving him an opportunity:

Provided further that in either of the above cases, if the employer expresses his preparedness even during the trial of the case in a Court of Law, within a period of three months from the date of filing such Charge Sheet against him, the Inspector may compound the punishable offences, as prescribed by the Government under the relevant provision of law, from time to time, and the accused employer shall be discharged of the charges so framed against him and accordingly, he shall be set free.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

Dr. SHASHANK GOEL,  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Commissioner of Labour, Telangana, Hyderabad

**:: 3 ::**

The Director of Factories, Telangana, Hyderabad

Copy to:

The Commissioner of Printing, Stationary and Stores Purchases (PW), Chanchalguda, Hyderabad, for publication in the Official Gazette and supply of 500 copies to the Commissioner of Labour, Telangana, Hyderabad, and 25 copies to the Government

The Secretary, Industries and Commerce Department

The P.S. to Special Secretary to Chief Minister

The P.S. to Hon'ble Minister (Labour)

The Law (F) Department

SC

// FORWARDED :: BY ORDER //

SECTION OFFICER

**Annexure to G.O.Ms.No.6 , LET&F (Lab) Department, Dated: 02.03.2019**

**Form- I**

Annual Return for the Financial Year.....  
(to be filed before 30<sup>th</sup> April to the inspector concerned)

1. Details of Factories / Establishment:

- (a) Name of the Establishment:-----  
-----
- (b) Address of the Establishment:-----  
-----  
State \_\_\_\_\_
- (c) Date of opening of establishment: \_\_\_\_\_
- (d) Date of closing, if closed: \_\_\_\_\_
- (e) Name of Employer/Occupier -----
- (f) Address of Employer/Occupier -----  
-----  
State \_\_\_\_\_
- (g) Email of employer-----
- (h) Telephone Number of employer (Office)-----
- (i) Mobile Number-----
- (j) Name and address of the Manager or person responsible for supervision and control of the establishment/factory:-----  
-----  
-----  
State \_\_\_\_\_ Mobile \_\_\_\_\_ Landline \_\_\_\_\_ Email \_\_\_\_\_
- (k) (i) Brief description of business/work/product: \_\_\_\_\_  
(ii) If, factory whether register under 2m(i) / 2m (ii) / 85: \_\_\_\_\_

2. Details of Registration under Applicable Acts:

Enter details only for the Acts which are applicable:

Sl. No.	Name of Act (tick at appropriate Acts)	Registration / License No.	Date of issue / last renewal
(1)	(2)	(3)	(4)
i.	Telangana Shops & Establishments Act, 1988		
ii.	The Factories Act, 1948		
iii.	The Motor Transport Workers Act, 1961		
iv.	Contract Labour (R&A) Act, 1970 (if applicable)		
v.	Inter-state Migrant Workmen (Regulation of Employment and Condition of Service), Act, 1979 (if applicable)		
Vi.	Building & Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996		
Vii.	Beedi & Cigar (COE) Act, 1966		
Viii.	Any other specify		

**Contd.....2**

3. Details of workers directly employed the establishment / factory (excluding contract workers) during the financial year

(a) Average number of workers employed daily: \_\_\_\_\_  
 Male \_\_\_\_\_  
 Female \_\_\_\_\_

(Details may be furnished in annexure-I)

(b) (i) Average number of hours worked in a day (including overtime): \_\_\_\_\_  
 (ii) Total Man hours worked on overtime \_\_\_\_\_  
 (iii) Total amount of OT wages paid \_\_\_\_\_

(c) Number of man-days during the year:

(i) Male -----  
 (ii) Female -----  
 (iii) Adolescent -----  
 (iv) Children -----

TOTAL:

(d) Day of weekly holiday (Tick ):

(Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday)

(e) Timings of shift working:

General Shift Time from \_\_\_\_\_ Hrs. To ..... Hrs.

First Shift: Time from \_\_\_\_\_ Hrs. To ..... Hrs.  
 (if, applicable)

Second Shift: Time from \_\_\_\_\_ Hrs. To ..... Hrs.  
 (if applicable)

Third Shift: Time from \_\_\_\_\_ Hrs. To ..... Hrs.  
 (if applicable)

(f) Number of working days during the financial year: \_\_\_\_\_

4. Details of Contract Labour (if employed):

(A). Name of Principal Employer \_\_\_\_\_

(a)

No. of Contractors engaged (1)	No. of Contract Labour Employed (2)					No. of days worked	Total man days during the year (3)
	Males	Females	Adolescents (between the age of 14 to 18 years)	Children (below 14 years of age)	Total		

(b)

Name of the contractor (s) (1)	Address of contractor	Nature of work	No. of Contract Labour Employed (2)					No. of days worked	Total man days during the year (3)
			Males	Females	Adolescents (between the age of 14 to 18 years)	Children (below 14 years of age)	Total		
1									
2									

5. Details of workers retired, retrenched, discharged etc. during the financial year:

No. of workers (1)				Amount of benefits paid (benefit-wise) Rs. (2)
Retired on superannuation	Retrenched/ Discharged / Terminated	Dismissed	Terminal Benefit Paid Rs.	

6. (a) Man-days lost during the financial year on account of :-

Sl. No.	Reasons	No. of workers involved	No. of man-days lost	Loss in terms of money
(1)	(2)	(3)	(4)	(5)
(a)	Strike			
(b)	Lockout			
(c)	Lay-off			
(d)	Retrenchment			
(e)	Fatal Accidents			
(f)	Non-fatal accidents			
(g)	Any other			
	Total			

6. (b)

- (i) Total number of fatal accidents \_\_\_\_\_
- (ii) Total number of non-fatal accidents \_\_\_\_\_
- (ii) Man-days lost due to non-fatal accident \_\_\_\_\_

7. Wages paid during the financial year:

Category (1)	Rates of wages (2)	No. of Workers (3) (Regular)					No. of Workers (4) (Contract)				
		Male	Female	Children	Adolescent	Total	Male	Female	Children	Adolescent	Total
Highly Skilled											
Skilled											

Contd.....4

Semi-Skilled											
Un-Skilled											
Total											

- a) Whether Minimum wages GO is applicable to the establishment and if so mention the G.O. No. and Date.
- b) Whether Minimum wages paid to all the workers
- c) Whether equal wages paid to male and female workers
- d) Whether claim applications under Minimum Wages Act are pending before the Authority
- e) If so, the amount claimed in the application
  - i). No. of workers filled claim application
  - ii) Period of claim

8. Details of Wage Payments:-

(A) Those drawing below Rs.24,000/- per month

Gross wages paid		Deductions			Net Wages paid	
(1)		(2)			(3)	
In cash	In kind	Fines	Deductions for damage or loss	Others (Welfare Contribution etc)	In cash	In kind

(B) Those drawing above Rs.24,000/- per month

Gross wages paid		Deductions			Net Wages paid	
(1)		(2)			(3)	
In cash	In kind	Fines	Deductions for damage or loss	Others (Welfare Contribution etc)	In cash	In kind

9. Details of various welfare amenities provided to workers:-

(A)

(1) Total number of workers in the establishment: \_\_\_\_\_

(2) No. of workers granted

(a) Casual Leave \_\_\_\_\_

(b) Sick leave \_\_\_\_\_

(B) (a) No. of workers who were entitled to annual leave with the wages during the year

(b) No. of workers who were allowed to annual leave with the wages during the year

(c) Total amount paid towards annual leave with wages encashment

(C). Facilities provided / established as required by the Factories Act (tick only if applicable)

a) Cooled Drinking Water \_\_\_\_\_

b) Safety Officer \_\_\_\_\_

c) Ambulance room \_\_\_\_\_

d) Full Time / Part Time / Retainer basis Medical Officer \_\_\_\_\_

e) Canteen \_\_\_\_\_

f) Shelter / Rest or Lunch rooms \_\_\_\_\_

g) Creche \_\_\_\_\_

h) Welfare Officer \_\_\_\_\_

10. Payment of Bonus Act, 1965

Number of employees benefited by bonus payments during the financial Year \_\_\_\_

Total no. of workers in the Estt.	Total No. of workers entitled to bonus	Total amount payable as bonus	Settlement, if any, reached	Percentage of bonus declared or Minimum Bonus @ 8.33% Paid	Total amount of bonus actually paid	Date on which payment made	Whether bonus has been paid to all the employees (Yes/No)	Reasons for non-payment of bonus to any employee (if applicable)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

11.If woman worker is employed, enter following details, otherwise skip:

(A) (I) Leave granted under Maternity Benefit Act, 1961:

(a) Total no. of female employees in the establishment: \_\_\_\_\_

(b) Total no. of days of leave granted: \_\_\_\_\_

(c) No. of employees who availed maternity leave \_\_\_\_\_

(A) (II)

(a) No. of cases maternity benefit claimed / paid.

(b) No. of cases Medical bonus claimed / paid.

(c) No. of cases leave for miscarriage applied / granted.

(d) No. of cases additional leave for illness applied / granted.

(e) Total amount of maternity benefit paid.

Detail of medical check-up:-

i. Name of Medical Officer who paid visit during the financial year: \_\_\_\_\_

ii. Qualification of Medical Officer: \_\_\_\_\_

iii. Is medical officer employed by the establishment or part-time?  
\_\_\_\_\_

iv. If a part time, how often does he/she pay visit to establishment? (mention no. of visit in a quarter): \_\_\_\_\_

v. Is there any Hospital in the establishment? (YES / NO): \_\_\_\_\_

vi. If so, how many beds are provided?: \_\_\_\_\_

vii. Is a lady Doctor engaged by the establishment on regular or part-time basis? (YES / NO): \_\_\_\_\_

viii. What are her qualification?: \_\_\_\_\_

ix. Is there a qualified mid-wife in the establishment? (YES / NO): \_\_\_\_\_

x. Has any crèche been provided? (YES / NO): \_\_\_\_\_

(B) Leave granted under ESI Act, 1948:

(a) Total no. of female employees in the establishment: \_\_\_\_\_

(b) Total no. of days of leave granted: \_\_\_\_\_

(c) No. of employees benefits from ESI \_\_\_\_\_



Detail of medical check-up:-

- i. Name of Medical Officer who paid visit during the financial year: \_\_\_\_\_
- ii. Qualification of Medical Officer: \_\_\_\_\_
- iii. Is medical officer employed by the establishment or part-time?  
\_\_\_\_\_
- iv. If a part time, how often does he/she pay visit to establishment? (mention no. of visit in a quarter): \_\_\_\_\_
- v. Is there any Hospital in the establishment? (YES / NO): \_\_\_\_\_
- vi. If so, how many beds are provided?: \_\_\_\_\_
- vii. Is a lady Doctor engaged by the establishment on regular or part- time basis? (YES / NO): \_\_\_\_\_
- viii. What are her qualification?: \_\_\_\_\_
- ix. Is there a qualified mid-wife in the establishment? (YES / NO): \_\_\_\_\_
- x. Has any crèche been provided? (YES / NO): \_\_\_\_\_

12. Payment of Gratuity Act, 1972

(a) Details of Gratuity paid to workers during the Financial Year.

Sl. No	Name of worker	Employment No	Superannuation /retrenchment / Resignation / death	Period of service (years and days)	Last monthly wage drawn (Rs.)	Gratuity Paid (Rs.)	Date of Payment	If not paid (Reasons)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(b) Whether establishment registered with concerned ACL as per Sec.4 A (3)

13. Details of contribution to Labour Welfare Fund

No. of Employees	Contribution paid to Labour Welfare Board (Rs.)			
	Employees Contribution	Employers Contribution	Total Contribution (Half Year)	Unpaid amount (if any)
(1)	(2)	(3)	(4)	(5)

14. Building & Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

Sl. No.	Act Name	Counts
1.	Maximum number of building workers employed on any day during the year	
2.	The number of accidents that took place during the year	
3.	The number of accidents resulting in disablement of building workers for less than 48 hours	
4.	The number of building workers involved	
5.	The number of man-days lost	
6.	The number of accidents resulting in disablement of building workers beyond	
7.	48 hours but not resulting in any permanent partial or permanent total disablement	
8.	The number of building workers involved	

9.	The number of man-days lost on account of such accidents	
10.	The number of accidents resulting in permanent partial or total disablement	
11.	The number of building workers involved	
12.	The number of man-days lost on account of such accidents	
13.	The number of accidents resulting in deaths of building workers and the number of resultant deaths	
14.	Change, if any, in the management of the establishment, its location, or any other particulars furnished to the Registering Officer in the application for Registration indication also the dates.	

15. Building and Other Construction Welfare Cess Act, 1996

<b>Regular</b>	
Name of the Construction work	
No. of workers employed during the year	
Date of <b>commence</b> of work	
Estimated duration of the work (in months)	
Estimated total cost of construction	
Actual cost of the construction during the year	
Payment of the cess so far in Rs.	

<b>Contract</b>	
Name of the Construction work	
No. of workers employed during the year	
Date of <b>commence</b> of work	
Estimated duration of the work (in months)	
Estimated total cost of construction	
Actual cost of the construction during the year	
Payment of the cess so far in Rs.	

16. Details of Works Committee under Industrial Disputes Act, 1947 (if, more than 100 workers are employed):

(1) Whether works committee has been functioning (YES / NO): \_\_\_\_\_

If yes, please provide the following information:

(a) Date of its constitution: \_\_\_\_\_

(b) Number of workmen's representatives (elected members):

\_\_\_\_\_

(c) Number of employer's representatives (nominated members):

\_\_\_\_\_

(d) Number of meeting held during the year with dates:

\_\_\_\_\_

(2) If the works committee had not been functioning, the difficulties encountered in its constitution / functioning:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(3) Number of Unions in the establishment: \_\_\_\_\_

17. Details of Inter-State Migrant Workmen (if employed):

(A)

Males	Females	Adolescents (between the age of 14 to 18 years)	Children (below 14 years of age)	Total	Total Wages paid
(1)	(2)	(3)	(4)	(5)	(6)

Digital Signature / Signature of the Employer / Manager \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Name of Signatory \_\_\_\_\_

Designation in the establishment \_\_\_\_\_

(B)

1. Number of Contractors worked in the Establishment during the year: \_\_\_\_\_
2. Nature of work/operation in which inter-state migrant workmen were employed:  
\_\_\_\_\_
3. Maximum number of inter-state migrant workmen employed: \_\_\_\_\_
4. Total number of days during the year on which migrant workmen were employed:  
\_\_\_\_\_

Total number of man-days of inter-state migrant worked: \_\_\_\_\_

Dr. SHASHANK GOEL,  
PRINCIPAL SECRETARY TO GOVERNMENT

**Form – II**

**INTEGRATED REGISTER**

(1) Details of Establishment

- a. Name of the Establishment :-----  
b. Address :-----  
c. Telephone no(s) :-----  
d. Fax no(s) :-----  
e. Mobile No :-----

(2)

- a. Nature of business :-----  
b. Location of work :-----  
c. Minimum Wages GO. Applicable to the unit : GO No.                      date

(3) Name and address of Employer/Principal Employer (in case of Contractor): -----  
-----

(4) Name of Contractor / Contractors engaged :-----

(5) Registration / License No. and Date of Registrations / Licenses issued / Renewal under various Labour Laws (Mention Act wise details):-  
-----

(6) No. of Workers:- Regular----- (Contract) -----

(i) Category Wise No. of Workers

Permanent		Temporary		Trainee		Apprentice		Contract		Total	
(1)		(2)		(3)		(4)		(5)		(6)	
Male	female	Male	female	Male	female	Male	female	Male	female	Male	female

(ii) Class Wise No. of Workers

Highly Skilled		Skilled		Semi-Skilled		Unskilled		Total	
(1)		(2)		(3)		(4)		(5)	
Male	female	Male	female	Male	female	Male	female	Male	female

(iii) Adolescents (14 to 18 years) :Male-----Female-----

7. Date of Cleaning / White Washing :-----

8. Date of Inspection under Various Labour Laws :-----

9. Inspection Team Leaders Name and Designation :-----

10. Date and Time of Accident (if any) :-----

11. No. of Workers injured in the Accident (if any) :-----

12. No. of Workers died in the Accident (if any) :-----

Dr. SHASHANK GOEL,  
PRINCIPAL SECRETARY TO GOVERNMENT

**Form-III**

**INTEGRATED REGISTER**

**MUSTER ROLL-CUM-REGISTER OF WAGES / DEDUCTIONS / OVERTIME / ADVANCES**

For the month \_\_\_\_\_

Name of the Establishment and address	
Location of work	
Name and address of Employer / Manager	
Address	
Nature of Establishment / Production / Business etc.	

Sl. No.	Name of the worker (ID /Token No. if any)	Age/ Date of Birth	Addresses	Education / Skill	Sex (M / F)	Father's/ husband's Name	Name & addresses of nominee	Designation / category / nature of work performed	Total No. of days worked	Category of Leave	Leaves availed (No. of days)	Total Balance Leaves	Wage rate / pay or (piece rate / wages per unit)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Other allowances	Over time worked (Number of hours in the month)	Amount of over time wages	Amount of Maternity benefit (if any)	Any other amount (Please mention)	Total / gross wages / earnings	Amount of advances / loans if any and purpose of advance	Deductions of fines imposed. If any.	Other deductions like EPF / ESI / Welfare Fund etc. (if any)	Net amount payable 14- (15+16+ 17)	Signature / thumb impression	Remarks, if any
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)

Signature of the employer / contractor \_\_\_\_\_

Name of signatory \_\_\_\_\_

Certificate by the Principal Employer if the employer is contractor

This is to certify that the contractor has paid wages to workmen employed by him as shown in this register in his / in the presence of his authorized representatives.

Signature of Representative of Principal employer \_\_\_\_\_

Name of signatory \_\_\_\_\_

Designation in the Establishment \_\_\_\_\_

Dr. SHASHANK GOEL,  
PRINCIPAL SECRETARY TO GOVERNMENT



**ANNEXURE-I to Form-I**

**STATEMENT SHOWING CATEGORY WISE DETAILS OF WORKERS**

Establishment category/ worker category	Direct workers		Contract workers (contract labour act)		Inter State migrant workers (Inter State workmen Act)		Casual workers		Seasonal workers		Badli Workers		Apprentice		Others (Specify the category)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Employees in shops (TS Shops & Estts. Act)																
Employees in Establishments (TS Shops & Essts. Act)																
Employed in Factories																
Building and other construction Workers																
Sales promotion employees																
Plantation Workers																
Beedi/Cigar Workers																
Any other category worker/ Establishment (specify name)																

Dr. SHASHANK GOEL,  
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