



# Haryana Government Gazette

## EXTRAORDINARY

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### HARYANA GOVERNMENT

#### LABOUR DEPARTMENT

#### Notification

The 4th May, 2026

**No. 02/08/2021-2Lab.**— Whereas, subsequent to the enactment of the Code on Wages, 2019 (29 of 2019) (in short the said Code) by Parliament, the draft Code on Wages (Haryana) Rules, 2021 were published in the Gazette of Haryana vide Notification number No. 02/08/2021-2lab. , dated 17th September, 2021 inviting objections and suggestions as required under section 67 of the said Code;

And whereas, *vide* notification number S.O. 5322 (E), dated 21st November, 2025, published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (ii), all the provisions of the said Code have been brought into force;

Now therefore, the following draft rules, which the Haryana Government proposes to make in exercise of the powers conferred by section 67 of the Code on Wages, 2019 (29 of 2019) read with section 24 of the General Clauses Act, 1897 (10 of 1897) and in supersession of the –

- (i) the Punjab Payment of Wages Rules, 1937, as applicable to the State of Haryana ;
- (ii) the Punjab Payment of Wages (Procedure) Rules, 1965, as applicable to the State of Haryana; and
- (iii) the Punjab Minimum Wages Rules ,1950, as applicable to the State of Haryana

except as respects things done or omitted to be done before such supersession, are hereby notified, as required by sub section (1) of said section 67, for information of all persons likely to be affected thereby and notice is hereby given that the said draft notification will be taken into consideration after the expiry of a period of thirty days from the date on which the copies of the Official Gazette in which this notification is published are made available to the public;

Objections and suggestions, if any, may be addressed to Deputy Labour Commissioner-2, Head Quarter O/o Labour Commissioner Haryana, First Floor , 30 Bays Building, Sector-17B, Chandigarh or by email - [deputylabourcommissionerhq2@gmail.com](mailto:deputylabourcommissionerhq2@gmail.com). The objections and suggestions should be sent in a proforma containing columns (i) specifying the name and address of the person/organization and column (ii) specifying the rule or sub-rule which is proposed to be modified and column (iii) specifying the revised rule or sub-rule proposed to be substituted and reasons therefore; Objections and suggestions, which may be received from any person or organization with respect to the said draft notification before expiry of the period specified above, will be considered by the State Government.

**DRAFT RULES****CHAPTER-1****PRELIMINARY****1. Short title, extent and commencement—**

- (i) These rules may be called the Code on Wages (Haryana) Rules, 2026.
- (ii) These rules extend to whole of the State of Haryana.
- (iii) They shall come into force from the date of their final publication in the Official Gazette.

**2. Definitions—**

- (1) In these rules, unless the subject or context otherwise requires,—
  - (a) “authority” means the authority appointed by the State Government under sub-section (1) of section 45 of the Code;
  - (b) “appellate authority” means the appellate authority appointed by the State Government under sub-section (1) of section 49 of the Code;
  - (c) “appeal” means an appeal under sub-section (1) of section 49 of the Code;
  - (d) “Board” means the Haryana State Advisory Board constituted by the State Government under sub-section (4) of section 42 of the Code;
  - (e) “Code” means the Code on Wages, 2019 (Central Act 29 of 2019);
  - (f) “committee” means a committee appointed by the State Government under clause (a) of sub-section (1) of section 8 of the Code ;
  - (g) “day” means a period of 24 hours beginning at mid-night;
  - (h) “Electronically” means any information submitted by email or uploading on the designated portal or digital payment in any mode for the purposes of the Code;
  - (i) "family" means all or any of the following relatives of an employee namely:-
    - (1) a spouse;
    - (2) a minor legitimate or adopted child dependent upon the employee ;
    - (3) a child who is wholly dependent on the earnings of the employee, and who is-
      - (i) receiving education, till he attains the age of twenty-one years; and
      - (ii) an unmarried daughter;
    - (4) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependent on the earnings of the employee, so long as the infirmity continues;
    - (5) dependent parents (including father-in-law and mother-in-law of a woman employee), whose income from all sources does not exceed such income as may be specified by the Central/State Government from time to time;
  - (j) “Form” means a form appended to these rules;
  - (k) “highly skilled occupation” means an occupation which calls in its performance a specific level of perfection and required competence acquired through intensive technical or professional training or practical occupational experience for a considerable period and also requires of an employee to assume full responsibility for his judgment or decision involved in the execution of such occupation;
  - (l) “Inspector-cum-Facilitator” means a person appointed by the State Government, by notification under sub-section (1) of section 51 of the Code;
  - (m) ”Geographical Area” means, the areas notified as such by the State Government from time to time.
  - (n) “registered trade union” means a trade union registered under The Industrial Relations Code, 2020 (Central Act 35 of 2020);
  - (o) “Schedule” means a Schedule appended to these rules;

- (p) “section” means a section of the Code;
  - (q) “semi-skilled occupation” means an occupation which in its performance requires the application of skill gained by the experience on job which is capable of being applied under the supervision or guidance of a skilled employee and includes supervision over the unskilled occupation;
  - (r) “skilled occupation” means an occupation which involves skill and competence in its performance through experience on the job or through training as an apprentice in a technical or vocational institute and the performance of which calls for initiating and judgment;
  - (s) “State Government” means the Government of the State of Haryana.
  - (t) “unskilled occupation” means an occupation which in its performance requires the application of simply the operating experience and involves no further skills ;
- (2) Words and expressions used herein and not defined but defined in the Code shall have the meanings respectively assigned to them under the Code.

## CHAPTER-II

### MINIMUM WAGES

#### 3. Manner of calculating the minimum rate of wages

- (1) For the purposes of sub-section (5) of section 6, the minimum rate of wages shall be fixed on the day basis keeping in view the following criteria, namely:-
- (i) the standard working class family which includes a spouse and two children apart from the earning employee; an equivalent of three adult consumption units;
  - (ii) a net intake of 2700 calories per day per adult consumption unit;
  - (iii) 66 meters cloth per year per standard working class family;
  - (iv) housing rent expenditure to constitute 10 % of the food and clothing expenditure;
  - (v) fuel, electricity and other miscellaneous items of expenditure to constitute 20 percent of minimum wage; and
  - (vi) expenditure for children education, medical requirement, recreation and expenditure on contingencies to constitute 25 percent of minimum wage;
- (2) When the rate of wages for a day is fixed, then, such amount shall be divided by eight for fixing the rate of wages for an hour and multiplied by twenty six for fixing the rate of wages for a month and in such division and multiplication the factors of one-half and more than one-half shall be rounded as next figure and the factors less than one-half shall be ignored. In case of a five day or less than five day working week, the hourly rate of minimum wages so calculated shall be used to derive the minimum wages for the day.

#### 4. Norms for fixation of minimum rate of wages-

- (1) While fixing the minimum rates of wages under section 6, the State Government shall take into account the following:
- (i) geographical area,
  - (ii) experience in the area of employment, and
  - (iii) level of skill required for working under the categories of unskilled, semi-skilled, skilled and highly skilled.

Provided that the State Government shall not fix minimum wages and allowances of State Government employees under this Code.

- (2) The State Government shall constitute a technical committee for the purpose of advising the State Government in respect of skill categorization of occupation, arduousness of work, hazardous occupations or processes and underground work and like other categorization, which shall consist of the following members, namely:-,

- |       |                                                                                                   |                  |
|-------|---------------------------------------------------------------------------------------------------|------------------|
| (i)   | Labour Commissioner, Haryana                                                                      | Chairperson      |
| (ii)  | Additional Labour Commissioner, HQ, Haryana                                                       | Member Secretary |
| (iii) | Managing Director, Haryana Skill Development Mission                                              | Member           |
| (iv)  | Director General, Employment Department, Haryana                                                  | Member           |
| (v)   | One representative from the Finance Department, Haryana (not below the rank of Special Secretary) | Member           |
| (vi)  | Two technical experts in wage determination as nominated by the State Government                  | Members          |
| (vii) | Director, Department of Economic and Statistical Affairs, Haryana                                 | Member           |
- (3) The State Government may, on the advice of the technical committee referred to in sub-rule (2), by notification update Schedule A in respect of categorization of occupations into unskilled, semi-skilled, skilled and highly skilled by modifying, adding, or deleting any entry in respect of occupations specified in Schedule A.
- (4) The technical committee referred in sub-rule (2) shall while advising the State Government under sub-rule (3) take into account, to the possible extent, the national classification of occupation or national skills qualification framework or other similar framework for the time being formulated to identify occupations.

#### 5. Time Interval for revision of dearness allowance

Endeavour shall be made so that the cost of living allowance and the cash value of the concession in respect of essential commodities at concession rate shall be computed once before the 1<sup>st</sup> April and then before the 1<sup>st</sup> October every year, to revise the variable dearness allowance payable to the employees on the minimum wages considering the Consumer Price Index Number for Industrial Workers published by the Department of Economic and Statistical Affairs, Haryana.

#### 6. Number of hours of work which shall constitute a normal working day.

- (1) The number of hours of work which shall constitute a normal working day inclusive of one or more specified intervals shall be as per general or special order, issued from time to time.
- (2) The period of work of an employee shall be so arranged that inclusive of the intervals of rest, the spread over shall not exceed the number of hours as per general or special order, issued from time to time.

#### 7. Weekly day of rest-

- (1) Subject to the provisions of this rule, an employee shall be allowed rest of one day or more than one day as the case may be, every week (hereinafter referred to as "the rest days") which in case of six day week shall ordinarily be Sunday and in case less of than six day week shall include Saturday and Sunday, but the employer may fix any other days of the week as the rest days for any employee or class of employees.

Provided that in a six-day working week or less than six days working week, as the case may be, the remaining days of the week shall be paid rest days for such employees.

Provided that an employee shall be entitled for the rest days under this sub-rule if he has worked under the same employer in case of six-day week for a continuous period of not less than six days and in case of less than six day working week for a continuous period of the stipulated number of working days as the case may be.

Provided further that the employee shall be informed of the days fixed as the rest days and of any subsequent change in the rest days before the change is effected, by display of a notice to that effect at a conspicuous place in the place of employment.

Explanation.- For the purpose of computation of the continuous period of not less than six days or the stipulated number of working days in a week specified in the second proviso to this sub rule,

- (a) any day on which an employee is required to attend for work but is given only an allowance for attendance and is not provided with work,
- (b) any day on which an employee is laid off on payment of compensation under the Industrial Relations Code, 2020 (35 of 2020), and

- (c) any leave or holiday, with or without pay, granted by the employer to an employee in the period of six days or during the stipulated number of working days of a week as the case may be, immediately preceding the rest days, shall be deemed to be days on which the employee has worked.
- (2) Any such employee shall not be required or allowed to work on the rest day unless he has or will have a substituted rest day for a whole day on one of the working days in a week immediately before or after the rest day:

Provided that no substitution shall be made which will result in the employee working for more than ten days consecutively without a rest day for a whole day.

- (3) Where in accordance with the foregoing provisions of this rule, any employee works on a rest day and has been given a substituted rest day on any one of the working days before or after the rest day, the rest day shall, for the purpose of calculating the weekly hours of work, be included in the week in which the substituted rest day occurs.
- (4) An employee shall be granted, for rest day, wages calculated at the rate applicable to the next preceding day; and where he works on the rest day and has been given a substituted rest day, then, he shall be paid wages for the rest day on which he worked, at the overtime rate and wages for the substituted rest day at the rate applicable to the next preceding day:

Provided that in case of six-day week where-

- i. the minimum rate of wages of the employee as notified under the Code has been worked out by dividing the minimum monthly rate of wages by twenty-six; or
  - ii. the actual daily rate of wages of the employee has been worked out by dividing the monthly rate of wages by twenty-six and such actual daily rate of wages is not less than the notified minimum daily rate of wages of the employee,
- then, no wages for the rest day shall be payable; and
- iii. the employee works on the rest day and has been given a substituted rest day, then, he shall be paid, only for the rest day on which he worked, an amount equal to the wages payable to him at the overtime rate;

and, if any dispute arises whether the daily rate of wages has been worked out in accordance with the provisions of this proviso, the Labour Commissioner or the Deputy Labour Commissioner having territorial jurisdiction may, on application made to him in this behalf, decide the same, after giving an opportunity to the parties concerned to make written representations.

Provided further that in case of an employee governed by a piece-rate system, he shall be paid wages for the rest day on which he works, at the overtime rate and wages for the substituted rest day at the rate applicable to the next preceding day.

Explanation.-In this sub-rule 'next preceding day' means the last day on which the employee has worked, which precedes the rest day or the substituted rest day, as the case may be; and where the substituted rest day falls on a day immediately after the rest day, the next preceding day means the last day on which the employee has worked, which precedes the rest day.

- (5) The provisions of this rule shall not operate to the prejudice of more favourable terms, if any, to which an employee may be, entitled under any other law or under the terms of any award, agreement or contract of service, and in such a case, the employee shall be entitled only to more favourable terms aforesaid.

Explanation.-For the purposes of this rule, 'week' shall mean a period of seven days beginning at midnight on Saturday night.

## 8. Night shifts

Where an employee in an employment works on a shift which extends beyond midnight, then, -

- (a) A rest day for the whole day for the purposes of rule 7 shall, in this case means a period of twenty-four consecutive hours beginning from the time when his shift ends; and

- (b) The following day in such a case shall be deemed to be the period of twenty-four hours beginning from the time when such shift ends, and the hours after midnight during which such employee was engaged in work shall be counted towards the previous day.

**9. The extent and conditions for the purposes of sub-section (2) of section 13**

In case of employees-

- (a) engaged in any emergency which could not have been foreseen or prevented;
  - (b) engaged in work of the nature of preparatory or complementary work which must necessarily be carried on outside the limits laid down for the general working in the employment concerned;
  - (c) whose employment is essentially intermittent;
  - (d) engaged in any work which for technical reasons has to be completed before the duty is over; and
  - (e) engaged in a work which could not be carried on except at times dependent on the irregular action of natural forces;
- the number of hours of work which shall constitute a normal working day inclusive of one or more specified intervals and the spread over of the hours of work of the employee may exceed the number of hours as specified by general or special order, issued from time to time, under Rule 6.

**10. Longer wage period**

The longer wage period for the purposes of minimum rate of wages under section 14 shall be by the month.

### CHAPTER-III

#### PAYMENT OF WAGES

**11. Circumstances under clause (ii) of the proviso to section 10-**

An employee shall not be entitled to receive wages for a full normal working day under section 10, if he is not entitled to receive such wage under any other law for the time being in force.

**12. Recovery under sub-section (4) of section 18-**

Where the total deductions authorized under sub-section (2) of section 18 exceed fifty percent of the wages of an employee, the excess shall be carried forward and recovered from the wages of succeeding wage period or wage periods, as the case may be, in such installments so that the recovery in any month shall not exceed the fifty percent of the wages of the employee in that month.

**13. Appointment of Authority under sub-section (1) of section 19-**

The Deputy Labour Commissioner having jurisdiction over the place of work of the employee concerned shall be the authority for the purposes of sub-section (1) of section 19.

**14. The manner of exhibiting the notice under sub-section (2) of section 19-**

A notice referred to in sub-section (2) of section 19 shall be displayed in physical form or electronically in Hindi and English at the conspicuous places in the premises of the work place in which the employment is carried on, so that every concerned employee would be able easily to read the contents of the notice and a copy of the notice shall be sent electronically or by speed post to the Inspector-cum-Facilitator having jurisdiction.

**15. The procedure under sub-section (3) of section 19-**

The employer shall give an intimation electronically or in writing specifying therein the detailed particulars for obtaining the approval of the imposition of fine to the Deputy Labour Commissioner referred to in rule 13 who shall, before granting or refusing the approval, give opportunity of being heard to the employee and the employer concerned and shall dispose of the matter within thirty days from the date of receiving such intimation, failing which it shall be deemed to be approved.

**16. Intimation of deduction**

- (1) Where an employer makes any deduction in pursuance of the proviso to sub-section (2) of section 20, he shall make intimation electronically or by speed post of such deduction to the Inspector-cum-Facilitator having jurisdiction within ten days from the date of such deduction explaining therein the reason of such deduction.
- (2) The Inspector-cum-Facilitator shall, after receiving intimation under sub-rule (1), examine such intimation and if he finds that the explanation given therein is in contravention of any provision of the Code or the rules made there under, he shall initiate appropriate action under the Code against the employer within thirty days from the date of receipt of such intimation. .

**17. Procedure for deduction under sub-section (2) of section 21**

Any employer desiring to make deduction for damages or loss under sub-section (1) of section 21 from the wages of an employee shall,-

- i. explain to the employee in writing the value of damage or loss of goods expressly entrusted to the employee for custody or for loss of money for which he is required to account and how such damages or loss is directly attributable to the neglect or default of the employee; and
- ii. give the employee an opportunity to submit any explanation and thereafter, deduction for any damages or loss, if made, shall be intimated to the employee within fifteen days from the date of such deduction.

**18. Conditions regarding recovery of advance under section 23**

The recovery of,-

- i. advances of money given to an employee after the employment begins under clause (b) of section 23; or
  - ii. advances of wages to an employee not already earned under clause (c) of section 23,
- as the case may be, shall be made by the employer from the wages of the concerned employee in installments determined by the employer, so as any or all installments in a wage period, shall not exceed fifty per cent of the wages of the employee subject to the ceiling specified in rule 12 in that wage period and the particulars of such recovery shall be recorded in the register maintained in Form I.

**19. Deduction under section 24 –**

Deductions for recovery of loans granted for house building or other purposes approved by the State Government, and the interest due in respect thereof shall be, as per instructions or guidelines of the State Government regulating the extent to which such loans may be granted and the rate of interest shall be payable thereon.

**CHAPTER-IV****HARYANA STATE ADVISORY BOARD****A. Procedure of Board under sub-section (10) of section 42****20. Constitution of the Board -**

- (1) The Board shall consist of the persons to be nominated by the State Government representing employers and employees as specified in clauses (a) and (b) of sub-section (6) of section 42 and the independent persons as specified in clause (c) of that sub-section.
- (2) The persons representing employers as referred to in clause (a) of sub-section (6) of section 42 shall be seven and the persons representing employees referred to in clause (b) of that sub section shall also be seven.
- (3) The independent persons specified in clause (c) of sub-section (6) of section 42 to be nominated by the State Government shall consist of the following, namely:-
  - (i) the Chairperson - Labour Minister;
  - (ii) one Member of the State Legislative Assembly;

- (iii) the Member Secretary - Administrative Secretary to Government, Haryana, Labour Department ;
  - (iv) the Special Secretary / Secretary to Government, Haryana, Finance Department;
  - (v) the Labour Commissioner, Haryana ;
  - (vi) the Director, Department of Economic and Statistical Affairs, Haryana;
  - (vii) one member who shall be a professional in the field of wages and labour related issues;
- (4) The State Government shall, while nominating the members of the Board, take into account that the independent members under clause (c) of sub-section (6) of section 42 shall not exceed one-third of the total members of the Board and one third of the members of the Board shall be women.

**21. Additional functions of the Board-**

In addition to the functions specified in sub-section (4) of section 42, the Board on reference by the State Government, shall advise the State Government on the said issue.

**22. Meeting of the Board-**

The Chairperson may, subject to the provisions of rule 24, call a meeting of the Board, at any time he thinks fit:

Provided that on requisition in writing from not less than one half of the members, the Chairperson shall call a meeting within thirty days from the date of the receipt of such requisition.

**23. Notice of meetings-**

The Chairperson shall fix the date; time and place of every meeting and a notice in writing containing the aforesaid particulars along with a list of business to be conducted at the meeting shall be sent to each member by speed post and electronically at least fifteen days before the date fixed for such meeting:

Provided that in the case of meeting on urgent matter, notice of only seven days may be given to every member.

**24. Functions of Chairperson-**

The Chairperson shall-

- (i) preside at the meetings of the Board.

Provided that in the absence of the Chairperson at any meeting, the members shall elect from amongst themselves by a majority of votes, a member who shall preside over meeting where Chairperson is not attending;

- (ii) decide agenda of each meeting of the Board;
- (iii) where in the meeting of the Board, if any issue has to be decided by voting, conduct the voting and count or cause to be counted the secret voting in the meeting.

**25. Quorum-**

No business shall be transacted at any meeting unless at least one-third of the members and at least one representative member each of both the employers and the employee are present:

Provided that, if at any meeting less than one-third of the members are present, the Chairperson may adjourn the meeting to a date not later than seven days from the date of the original meeting and it shall thereupon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members present:

Provided further that the date, time and place of such adjourned meeting shall be intimated to all the members electronically or by speed post.

**26. Disposal of business of the Board-**

All business of the Board shall be conducted at a meeting of the Board, and shall be decided by a majority of the votes of members (including Chairperson) present and voting, and in the event of an equal number of votes, the Chairperson shall also have an additional casting vote:



Provided that the Chairperson may, if he thinks fit, direct that any matter shall be decided by circulation of necessary papers and by securing written opinion of the members:

Provided further that no decision on any matter under the preceding proviso shall be taken, unless supported by not less than two-thirds majority of the members.

**27. Method of voting-**

Voting in the Board shall ordinarily be by show of hands, but if any member asks for voting by ballot, or if the Chairperson so decides, the voting shall be by secret ballot and shall be held in such manner as the Chairperson may decide.

**28. Proceedings of the meetings-**

- (1) The proceedings of each meeting of the Board showing inter alia the names of the members present there, shall be forwarded to each member and to the State Government as soon after the meeting as possible, and in any case, not less than seven days before the next meeting.
- (2) The proceedings of each meeting of the Board shall be confirmed with such modification, if any, as may be considered necessary at the next meeting.

**29. Summoning of witnesses and production of documents-**

- (1) The Chairperson shall have the power to summon any person to appear as a witness, if required in the course of the discharge of his duty; and to require any person to produce any document;
- (2) Every person who is summoned and appears as a witness before the Board shall be entitled to an allowance for expenses in accordance with the scale for the time being in force for payment of such allowance to witnesses appearing before a civil court.

**30. Appointment of the committees-**

The State Government may constitute as many committee under clause (a) of sub-section (1) of section 8 as it considers necessary for the purposes specified in that clause.

**B. Terms of office of members of the Board under sub-section (11) of section 42**

**31. Term of office of members of the Board-**

- (1) The term of office of a member, other than an ex-officio member, shall be normally two years commencing from the date of his appointment or nomination, as the case may be, under sub-section (6) of section 42:

Provided that such a member shall, notwithstanding the expiry of the said period of two years, continue to hold office until his successor is appointed or nominated, as the case may be.

- (2) An independent member of the Board nominated to fill a casual vacancy shall hold office for the remaining period of the term of office of the member in whose place he is nominated.
- (3) The official members of the Board shall hold office till they are replaced by respective such other official members.
- (4) Notwithstanding anything contained in sub-rules (1), (2) and (3), the members of the Board shall hold office during the pleasure of the State Government.

**32. Travelling allowance-**

Every non official member of the Board shall be entitled to draw TA/DA for any journey performed by him in connection with his duties at the rates and subject to the conditions applicable to a FPL-11 officer of the State Government.

**33. Officers and Staff-**

The State Government may appoint a Secretary (not below the rank of Group A officer of Labour Department); and other officers and staff to the Board, as it may think necessary for the functioning of the Board.

**34. Eligibility for re-nomination of the members of the Board-**

An outgoing member shall be eligible for re- nomination for the membership of the Board for not more than total two terms.

**35. Resignation of members of the Board-**

- (1) A member of the Board, other than the ex-officio, may, by giving notice in writing to the Chairperson, resign his membership.
- (2) A resignation shall take effect from the date of communication of its acceptance or on the expiry of thirty days from the date of resignation, whichever is earlier.
- (3) When a vacancy occurs or is likely to occur in the membership of the Board, the Chairperson shall submit a report to the State Government immediately and the State Government shall, then, take steps to fill the vacancy in accordance with the provisions of the Code.

**36. Cessation of membership-**

If a member of the Board, fails to attend three consecutive meetings, without prior intimation to the Chairperson, he shall immediately, cease to be a member thereof without any explicit order.

**37. Disqualification -**

- (1) A person shall be disqualified for being nominated as, and for being a member of the Board—
  - (i) if he is declared to be of unsound mind by a competent court; or
  - (ii) if he is an un-discharged insolvent; or
  - (iii) if before or after the commencement of the Code, he has been convicted of an offence involving moral turpitude.
- (2) If any question arises whether a disqualification has been incurred under sub-rule (1), the decision of the State Government thereon shall be final.

**C. Procedure & terms of office of the committees and sub-committees constituted by the Board****38. Committees and sub-committees-**

The constitution, procedure and terms of office of the committees and sub-committees constituted by the Board shall be as notified by the Board in the Official Gazette.

**CHAPTER-V****PAYMENT OF DUES, CLAIMS etc.****39. Payment under clause (a) of sub section (1) of section 44**

- (1) (a) Every employee shall make a declaration in Form II, nominating a person conferring the right to receive the amount that may stand in his credit at the event of his death before that amount standing to his credit has become payable or where the amount has become payable, before payment has been made.
- (b) If the employee has a family at the time of making nomination, the nomination shall be in favour of the spouse or the spouse in preference followed by one or more members of his family;
 

Provided that nomination made by an employee having a family in favour of a person other than member of his family shall be invalid;

Provided further that a fresh nomination towards his spouse shall be made by the employee on his marriage and any nomination made before such marriage shall be deemed to be invalid.
- (c) Where the nomination is wholly or partly in favour of a minor, the employee may appoint a major person of his family, to be the guardian of the minor nominee or where there is no major person in the family, he may at his discretion, appoint any other person to be a guardian of the minor nominee.

- (d) If the employee nominates more than one member, he shall specify in the nomination, the amount or share payable to each of his nominees at his own discretion so as to cover the whole of the amount that may stand to his credit.
- (2) Where any amount payable to an employee under the Code is due after his death or on account of his whereabouts not being known, and the amount could not be paid to the nominee of the employee until the expiry of three months from the date the amount had become payable, then, such amount shall be deposited by the employer with the Deputy Labour Commissioner having jurisdiction, who shall disburse the amount to the person nominated by the employee after ascertaining his identity within two months of the date on which the amount was so deposited with him.
- 40. Deposit of the undisbursed dues under clause (b) of sub-section (1) of section 44**
- (1) Where any amount payable to an employee under this Code remains undisbursed because either no nomination has been made by such employee or for any other reason, such amounts could not be paid to the nominee of employee until the expiry of six months from the date the amount had become payable, all such amounts shall be deposited by the employer with the Deputy Labour Commissioner having jurisdiction before the expiry of the fifteenth day after the last day of the said period of six months.
- (2) The amount referred to in sub-rule (1) shall be deposited by the employer with the Deputy Labour Commissioner having jurisdiction through bank transfer or through a crossed demand draft obtained from any scheduled bank in India drawn in favour of such Deputy Labour Commissioner.
- 41. Manner of dealing with the undisbursed dues under clause (b) of sub-section (1) of section 44. –**
- (1) The amount referred to in sub rule (1) of rule 40 (hereinafter in this rule referred to as the amount) deposited with the Deputy Labour Commissioner having jurisdiction shall remain with him and be invested in the Central or State Government Securities or deposited as a fixed deposit in a scheduled bank.
- (2) The Deputy Labour Commissioner having jurisdiction will exhibit, as soon as maybe possible, a notice containing such particulars regarding the amount as the Deputy Labour Commissioner considers sufficient for information at least for fifteen days on the notice board and also publish such notice in any two local newspapers of vernacular language commonly understood in the area in which undisbursed wages were earned.
- (3) Subject to the provision of sub-rule (4), the Deputy Labour Commissioner having jurisdiction shall release the amount to the nominee or to that person who has claimed such amount, as the case may be, in whose favour such Deputy Labour Commissioner has decided, after giving the opportunity of being heard, the amount to be paid. (4) If the undisbursed amount remains unclaimed for a period of seven years, the same shall be dealt with in the manner as directed by the State Government from time to time in this behalf.

## CHAPTER-VI

### FORMS, REGISTERS AND WAGE SLIP

**42. The form of a single application-**

- (1) A single application may be filed under sub-section (5) of section 45 in Form III manually or electronically along with documents specified in the said Form.
- (2) Where an application under sub-section (5) of section 45 is entertained, the authority shall serve upon the employer electronically or by registered post a notice in Form IV to appear before him on the date specified in the notice with all relevant documents and witnesses, if any, and shall inform the applicant of the date so specified.
- (3) If the employer or his representative fails to appear on the specified date, the authority may hear and determine the application ex-parte.
- (4) If the applicant or his representative fails to appear on the specified date without any reasonable cause shown in advance, the authority may dismiss the application.

**43. Appeal-**

- (1) Any person aggrieved by an order passed by the authority under sub-section (2) of section 45 may prefer an appeal under sub-section (1) of section 49 in Form V electronically or by speed post, along with documents mentioned by the appellant in the said Form, to the appellate authority having jurisdiction. Provided that no appeal by an employer shall be admitted unless at the time of preferring the appeal, the appellant has deposited the claim amount with the appellate authority.
- (2) Where an appeal under sub-section (1) of section 49 is entertained, the appellate authority shall serve upon the respondent electronically or by speed post a notice in Form IV to appear before him on the date specified in the notice and shall inform the appellant of the date so specified.
- (3) The appellate authority shall after hearing the appellant and the respondent shall, by order, decide the appeal.

**44. Form of register, etc.**

- (1) Every employer of all establishments to which the Code applies shall maintain under sub-section (1) of section 50, electronically or in physical form in the formats appended to these Rules, the following registers:
  - (i) Employee Register in Form VI,
  - (ii) Register of Wages, Overtime, Advances, Fines and Deductions for Damage and Loss in Form I, and
  - (iii) Attendance Register-cum-Muster Roll in Form VII.
- (2) All fines and all realizations thereof referred to in sub section (8) of section 19 shall be recorded in a register to be kept by the employer electronically or in physical form in Form appended to these rules, and the authority referred to in said sub-section(8) shall be the Deputy Labour Commissioner having jurisdiction.
- (3) All deductions and all realizations referred to in sub section (3) of section 21 shall be recorded in a register to be kept by the employer electronically or in physical form in Form I appended to these rules.
- (4) Registers required to be maintained under these rules shall be preserved for a period of five years after the date of last entry made therein.

**45. Wage slip**

Every employer shall issue wage slips, electronically or in physical form to the employees in Form-VIII under sub-section (3) of section 50 on or before payment of wages .

**46. Manner of composition of offences under sub-section (1) of section 56-**

- (1) An accused person desirous of making composition of offence under sub-section (1) of section 56 may make an application in Form IX electronically to manually to the Officer notified under said sub-section(1) of section 56.
- (2) The Officer referred to in sub-rule (1), shall, on receipt of such application, satisfy himself as to whether the offence is compoundable or not under the Code and if the offence is compoundable and the accused person agrees for the composition, compromise the offence for a sum of fifty per cent of the maximum fine provided for such offence under the Code, to be paid by the accused within thirty days of the order of composition issued by such officer.
- (3) Where the offence has been compromised under sub-rule (2) after the institution of the prosecution, then the officer shall send a copy of such order made by him for intimation to the officer referred to in sub-section (1) of section 53 for needful action under sub-section (6) of section 56.

## CHAPTER-VII

### MISCELLANEOUS

**47. Payment of Wages -**

Where the employees are employed in an establishment through contractor, then, the company or firm or association or any other person who is the proprietor of the establishment shall pay to the contractor the amount payable to him or it, in respect of the wages of employees in accordance with the provisions of the Code.

Explanation.-For the purpose of this rule, the expression “firm” shall have the meaning as assigned to it in the Indian Partnership Act, 1932 (9 of 1932).

**48. Responsibility for payment of minimum bonus-**

Where in an establishment, the employees are employed through contractor and the contractor fails to pay minimum bonus to them under section 26, then, the company or firm or association or other person as referred to in the proviso to section 43 shall, on the written information of such failure, given by the employees or any registered trade union or unions of which the employees are members and on confirming such failure, pay such minimum bonus to the employees.

**49. Annual Return.-**

The return under these rules shall be filed electronically by every employer of an establishment to which the Code applies in the relevant columns of the Form specified for such purpose in the rules made under the Occupational, Safety Health and Working Conditions Code, 2020 (37 of 2020). A copy of such return shall also be forwarded electronically to the Labour Bureau, Ministry of Labour and Employment, Government of India.

| FORM-I                                                                         |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
|--------------------------------------------------------------------------------|---------------------------------------------|----------------------|------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| [See rule 19 and 44]                                                           |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| REGISTER OF WAGES, OVERTIME, ADVANCES, FINE AND DEDUCTIONS FOR DAMAGE AND LOSS |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| Name of the Establishment:                                                     |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| Name of the Employer:                                                          |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| Name of the Owner:                                                             |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| PAN/TAN of the Employer:                                                       |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| Basic Information Proforma Number (BIP) / Labour Identification Number (LIN):  |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| Sr. No.                                                                        | Sr. No. in Employee Register/ Employee Code | Name of the Employee | Designation                              | Department                                                    | Duration of payment of wages ( Monthly /Fortnightly/ Weekly/ Daily/Piece Rated) | Wage Period From- To                                                        | Total No. of days worked during the wage period | Total overtime worked or overtime production in case of ;piece workers |
| (1)                                                                            | (2)                                         | (3)                  | (4)                                      | (5)                                                           | (6)                                                                             | (7)                                                                         | (8)                                             | (9)                                                                    |
|                                                                                |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| Rate of wages                                                                  |                                             |                      |                                          | Amount of wages earned                                        |                                                                                 |                                                                             |                                                 |                                                                        |
| Basic                                                                          | DA                                          | Allowances           | Basic                                    | DA                                                            | Allowances                                                                      | Overtime                                                                    | Total wages earned                              |                                                                        |
| (10)                                                                           | (11)                                        | (12)                 | (13)                                     | (14)                                                          | (15)                                                                            | (16)                                                                        | (17)                                            |                                                                        |
|                                                                                |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| Deductions                                                                     |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| EPF                                                                            | ESIC                                        | LWF                  | Income Tax                               | Insurance                                                     | Others                                                                          | Recovery of Fine                                                            | Recovery on account of Damages/ Losses          | Total Deductions                                                       |
| (18)                                                                           | (19)                                        | (20)                 | (21)                                     | (22)                                                          | (23)                                                                            | (24)                                                                        | (25)                                            | (26)                                                                   |
|                                                                                |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |
| Net Payment                                                                    |                                             | Date of Payment      | Receipt by employee/ Bank Transaction ID | Nature of acts and omissions for which fine imposed with date | Amount of fine imposed                                                          | Damage or loss caused to the employer by neglect or default of the employee |                                                 | Signature of Employer/ Employer Representative *                       |
| (27)                                                                           |                                             | (28)                 | (29)                                     | (30)                                                          | (31)                                                                            | (32)                                                                        |                                                 | (33)                                                                   |
|                                                                                |                                             |                      |                                          |                                                               |                                                                                 |                                                                             |                                                 |                                                                        |

\* Note: Required in case register is maintained physically.

**FORM-II****(See Rule 39)****NOMINATION FORM**

1. Name of person making nomination:  
(In block letters):
2. Father's /Spouse's Name:
3. Date of Birth:
4. Sex:
5. Marital Status:
6. Address:  
Permanent:  
Temporary:

I hereby nominate the person(s) /cancel the nomination made by me previously and nominate the person(s) mentioned below to receive any amount due to me from the employer in the event of my death:-

| Name of nominee/<br>nominees | Address | Nominee's<br>Relationship<br>with the<br>employee | Date of<br>birth | Total amount of<br>share of<br>accumulations in<br>credit to be paid to<br>each nominee | If the nominee is<br>minor, name,<br>relationship , and<br>address of the<br>guardian who may<br>receive the amount<br>during the minority<br>of nominee |
|------------------------------|---------|---------------------------------------------------|------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1)                          | (2)     | (3)                                               | (4)              | (5)                                                                                     | (6)                                                                                                                                                      |

1. Certified that I have no family and if I acquire a family hereafter, the above nomination shall be deemed as cancelled.
2. Certified that my father/mother is/are dependent upon me.
3. Strike out whichever is not applicable.

Signature or the thumb impression of the employee

**CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Ku.....employed in my establishment after he/she has read the entry /entries or have been read over to him/her by me and got confirmed by him/her in either of the cases.

Signature of the employer or other authorized officer of the establishment and designation.

Place:

Date:

Name and Address of the Factory/Establishment and rubber stamp thereof

**FORM-III***[see rule 42]*

**[SINGLE APPLICATION UNDER SUB-SECTION (5) OF SECTION 45]  
BEFORE THE AUTHORITY APPOINTED UNDER SUB SECTION (1) OF SECTION 45 OF THE CODE  
ON WAGES, 2019 (29 OF 2019)**

FOR..... AREA.....

|                                      |
|--------------------------------------|
| Photo of<br>claimant or<br>claimants |
|--------------------------------------|

Application No.....of 20.....

Between ABC and (State the number).....other.....Applicant

(Through employees concerned or registered trade union or Inspector- cum- Facilitator

Address.....

And

XYZ.....

Address.....

The application states as follows:

- (1) The applicant(s) whose name(s) appear in the attached schedule was/were/has/have been employed from.....to.....as.....(category)in.....(establishment) Shri/M/s.....engaged in.....(nature of work) which is/are covered by the Code on Wages, 2019.
- (2) The opponent(s) is/are the employer(s) within the meaning of section 2(l) of the Code on Wages, 2019.
- (3)
  - (a) The applicant(s) has/ have been paid wages at less than the minimum rates of wages fixed for their category (categories) of employment(s) under the Code by Rs.....Per day for the period(s) from.....to.....
  - (b) The applicant(s) has/ have not been paid wages at Rs..... Per day for the weekly days of rest from .....to.....
  - (c) The applicant(s) has/ have not been paid wages at overtime rate(s) for the period from.....to.....
  - (d) The applicant(s) has/have not been paid wages for period from.....to.....
  - (e) Deductions have been made which are in contravention of the Code, from the wage(s) of the applicant(s) as per details specified in the annexure appended with this application.
  - (f) The applicant(s) has/have not been paid minimum bonus for the accounting year.....
- (4) The applicant(s) estimate(s) the value of relief sought by him/ them on each amount as under:
  - (a) Rs.....
  - (b) Rs.....
  - (c) Rs.....
 Total Rs.....
- (5) The applicant(s), therefore, pray(s) that a direction may be issued under section 45(2) of the Code on Wages, 2019 for;
  - (a) payment of the difference between the wages payable under the Code and the wages actually paid,
  - (b) payment of remuneration for the days of rest
  - (c) payment of wages at the overtime rates,
  - (d) compensation amounting to Rs.....



- (6) The applicant(s) do hereby solemnly declare(s) that the facts stated in this application are true to the best of his/their knowledge, belief and information.

Dated.....

Signature or thumb-impression of the employed person(s), or official of a registered trade union duly authorized or Inspector- cum-Facilitator.

Note: The applicant(s), if required, may append annexures containing details, with this application.

**FORM-IV***[see rule 42 and 43]***(A) FORM OF NOTICE TO THE RESPONDENT TO BE ISSUED BY THE AUTHORITY  
UNDERSUB-SECTION (5) OF SECTION 45****(Title of the application)**

To

Name

Address

Whereas (name of the applicant) has made the above said application to me under the Code on Wages, 2019, you are hereby summoned to appear before me in person or by a duly authorized representative, and required to answer all material questions relating to the application, or shall be, accompanied by some person duly authorized by you and able to answer such question on the.....Day of.....20....at.....AM/PM, to answer the claim in application and as the day fixed for the appearance is appointed for the final disposal of the application, you must be prepared to produce on that day all the witnesses upon whose evidence and the documents upon which you intend to rely in support of your defense.

Take notice that in default of your appearance on the day mentioned here above, the application will be heard and disposed of in your absence.

Date.....

Signature of the Authority with seal

**(B) FORM OF NOTICE TO THE RESPONDENT TO BE ISSUED BY THE APPELLATE  
AUTHORITY UNDER SUB-SECTION (1) OF SECTION 49****(Title of the appeal)**

To

Name

Address

Take notice that an appeal (copy of which is enclosed) under section 49 of the Code on Wages, 2019 has been presented by\_\_\_\_\_ (name of appellant) before this appellate authority, and that the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ has been fixed by this appellate authority for the hearing of the appeal.

If no appearance is made by you in person or by a duly authorized representative to act for you in this appeal, it will be heard and decided in your absence

Date.....

Signature of the Appellate authority with seal

**FORM-V**  
*[see rule 42 and 43]*

**APPEAL UNDER SECTION 39(1) OF THE CODE ON WAGES, 2019  
 BEFORE THE APPELLATE AUTHORITY UNDER THE CODE ON WAGES, 2019**

A.B.C

Address.....APPELLANT

Vs.

C.D.E.

Address.....RESPONDENT

**DETAILS OF APPEAL:**

1. Particulars of the order against which the appeal is made:

Number and date:

The authority who has passed the impugned order:

Amount awarded:

Compensation awarded, if any :

2. Facts of the case:

(Give here a concise statement of facts in a chronological order, each paragraph containing as nearly as possible a separate issue or fact).

3. Grounds for appeal:

4. Matters not previously filed or pending with any other Court or any Appellate Authority:

The appellant further declares that he had not previously filed any appeal, writ petition or suit regarding the matter in respect of which this appeal has been made, before any Court or any other Authority or Appellate Authority nor any such appeal, writ petition or suit is pending before any of them.

5. Reliefs sought :

In view of the facts mentioned above the appellant prays for the following relief(s):-

[Specify below the relief(s) sought]

6. List of enclosures:

i.

ii.

Date :

Place :

Signature of the appellant.

For office use

-----  
 Date of filing or Date of receipt by post

Registration No.

Authorized Signatory

| <b>FORM-VI</b><br><i>[see rule 44]</i>                                        |                                                       |  |
|-------------------------------------------------------------------------------|-------------------------------------------------------|--|
| <b>EMPLOYEE REGISTER</b>                                                      |                                                       |  |
| Name of the Establishment                                                     |                                                       |  |
| Name of the Employer                                                          |                                                       |  |
| Name of the Owner                                                             |                                                       |  |
| PAN/TAN of the Employer                                                       |                                                       |  |
| Basic Information Proforma Number (BIP) / Labour Identification Number (LIN): |                                                       |  |
| 1.                                                                            | Employee Code                                         |  |
| 2.                                                                            | Name                                                  |  |
| 3.                                                                            | Surname                                               |  |
| 4.                                                                            | Gender                                                |  |
| 5.                                                                            | Father's/Mother's/Spouse Name                         |  |
| 6.                                                                            | Date of Birth                                         |  |
| 7.                                                                            | Place of Birth                                        |  |
| 8.                                                                            | Nationality                                           |  |
| 9.                                                                            | Education Level                                       |  |
| 10.                                                                           | Date of Joining                                       |  |
| 11.                                                                           | Designation                                           |  |
| 12.                                                                           | Category (HS/S/SS/US)*                                |  |
| 13.                                                                           | Type of Employment (P/T/FT/T/B)**                     |  |
| 14.                                                                           | Details of Posting                                    |  |
| 15.                                                                           | Pay                                                   |  |
| 16.                                                                           | Promotion                                             |  |
| 17.                                                                           | Mobile Number                                         |  |
| 18.                                                                           | Universal Account Number (UAN)                        |  |
| 19.                                                                           | PAN                                                   |  |
| 20.                                                                           | Nominee(To be filled on the basis of Nomination form) |  |
| 21.                                                                           | Details of Family                                     |  |
| 22.                                                                           | EPS/NPS                                               |  |
| 23.                                                                           | ESIC IP No.                                           |  |
| 24.                                                                           | AADHAAR                                               |  |
| 25.                                                                           | Bank A/c Number                                       |  |
| 26.                                                                           | Bank                                                  |  |
| 27.                                                                           | Branch (IFSC)                                         |  |
| 28.                                                                           | Present Address                                       |  |
| 29.                                                                           | Permanent Address                                     |  |
| 30.                                                                           | Service Book No.                                      |  |
| 31.                                                                           | Date of Exit                                          |  |
| 32.                                                                           | Reason for Exit                                       |  |
| 33.                                                                           | Mark of Identification                                |  |
| 34.                                                                           | Photo                                                 |  |
| 35.                                                                           | Specimen Signature/Thumb Impression                   |  |
| 36.                                                                           | Remarks                                               |  |

| <b>FORM-VII</b><br><i>[see rule 44]</i>                                       |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
|-------------------------------------------------------------------------------|---------------|-----|---------------------------------------|-----|-------------|-----|--------------------------------------------------------------------|-----|-----------------------------------|-----|----|-----|-------------------------------|-----|-----|-----|
| <b>ATTENDANCE REGISTER CUM MUSTER ROLL</b>                                    |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Name of the Establishment                                                     |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Name of the Employer                                                          |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Name of the Owner                                                             |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| PAN/TAN of the Employer                                                       |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Basic Information Proforma Number (BIP) / Labour Identification Number (LIN): |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| For the Month of                                                              |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Sr. No.                                                                       | Employee Code |     | Name                                  |     | Designation |     | Shift                                                              |     | Place of work /Section/Department |     |    |     |                               |     |     |     |
| (1)                                                                           | (2)           |     | (3)                                   |     | (4)         |     | (5)                                                                |     | (6)                               |     |    |     |                               |     |     |     |
|                                                                               |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Date and Time of attendance<br>(7)                                            |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Date                                                                          | 1             |     | 2                                     |     | 3           |     | 4                                                                  |     | 5                                 |     | 6  |     | 7                             |     | 8   |     |
| Time                                                                          | In            | Out | In                                    | Out | In          | Out | In                                                                 | Out | In                                | Out | In | Out | In                            | Out | In  | Out |
| Signature                                                                     |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Date                                                                          | 9             |     | 10                                    |     | 11          |     | 12                                                                 |     | 13                                |     | 14 |     | 15                            |     | 16  |     |
| Time                                                                          | In            | Out | In                                    | Out | In          | Out | In                                                                 | Out | In                                | Out | In | Out | In                            | Out | In  | Out |
| Signature                                                                     |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Date                                                                          | 17            |     | 18                                    |     | 19          |     | 20                                                                 |     | 21                                |     | 22 |     | 23                            |     | 24  |     |
| Time                                                                          | In            | Out | In                                    | Out | In          | Out | In                                                                 | Out | In                                | Out | In | Out | In                            | Out | In  | Out |
| Signature                                                                     |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Date                                                                          | 25            |     | 26                                    |     | 27          |     | 28                                                                 |     | 29                                |     | 30 |     | 31                            |     |     |     |
| Time                                                                          | In            | Out | In                                    | Out | In          | Out | In                                                                 | Out | In                                | Out | In | Out | In                            |     | Out |     |
| Signature                                                                     |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
|                                                                               |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |
| Total number of days worked                                                   |               |     | Total number of overtime hours worked |     |             |     | Brief details of tour or assignment outside the work place, if any |     |                                   |     |    |     | Signature of Register keeper* |     |     |     |
| (8)                                                                           |               |     | (9)                                   |     |             |     | (10)                                                               |     |                                   |     |    |     | (11)                          |     |     |     |
|                                                                               |               |     |                                       |     |             |     |                                                                    |     |                                   |     |    |     |                               |     |     |     |

\* Note: Required in case register is maintained physically.

| <b>FORM-VIII</b><br><i>[see rule 44]</i> |                                    |  |
|------------------------------------------|------------------------------------|--|
| <b>WAGE SLIP</b>                         |                                    |  |
| Date of issue                            |                                    |  |
| Name of the Establishment                |                                    |  |
| Address                                  |                                    |  |
| Period                                   |                                    |  |
| 1.                                       | Name of employee                   |  |
| 2.                                       | Father's/Mother's/Spouse Name      |  |
| 3.                                       | Designation                        |  |
| 4.                                       | UAN                                |  |
| 5.                                       | Bank Account Number                |  |
| 6.                                       | Wage Period                        |  |
| 7.                                       | Rate of wages payable              |  |
| a.                                       | Basic                              |  |
| b.                                       | DA                                 |  |
| c.                                       | Allowances                         |  |
| 8.                                       | Total attendance/unit of work done |  |
| 9.                                       | Overtime wages                     |  |
| 10.                                      | Gross wages payable                |  |
| 11.                                      | Total deductions                   |  |
| a.                                       | PF                                 |  |
| b.                                       | ESI                                |  |
| c.                                       | LWF                                |  |
| d.                                       | Others                             |  |
| 12.                                      | Net wages paid                     |  |
| Employer / Pay-in-charge signature       |                                    |  |

**FORM-IX***[see rule 46]***APPLICATION UNDER SUB-SECTION (4) OF SECTION 56 FOR COMPOSITION OF OFFENCE**

1. Name of applicant :
2. Father's /Spouse name :
3. Address of the applicant :
4. Particulars of the offence: ..... ..
5. Section of the Code under which the offence is committed:..... ..
6. Maximum fine provided for the offence under the Code:..... ..
7. Whether prosecution against the applicant is pending or not..... ..
8. Whether the offence is first offence or the applicant had committed any other offence prior to the offence. If yes, then, full details of the prior offence..... ..
9. Any other information which the applicant desires to provide..... ..

Dated:

Applicant  
(Name and signature)

**Schedule A**  
**[see sub-rule (3) of rule 4]**

| <b>Sr. No.</b> | <b>UNSKILLED</b>                                                                                                                                                                              |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1)            | (2)                                                                                                                                                                                           |
| 1              | Calf boy                                                                                                                                                                                      |
| 2              | Cattleman                                                                                                                                                                                     |
| 3              | Cleaner (Motor shed, Tractor, Cattle, Yard, M.T)                                                                                                                                              |
| 4              | Collecting loose fodder                                                                                                                                                                       |
| 5              | Dairy coolie                                                                                                                                                                                  |
| 6              | Mazdoor (Arportculturist Compost, Dairy's Hay staking, Irrigation, Manure, Stacking, Milk- room, Ration room Store, Anti-Malaria, M.R.)                                                       |
| 7              | Driver (Mule, Bullock, Camel, Donkey)                                                                                                                                                         |
| 8              | Grazler                                                                                                                                                                                       |
| 9              | Dairyman                                                                                                                                                                                      |
| 10             | Store-Mazdoor                                                                                                                                                                                 |
| 11             | Carrier (Stone)                                                                                                                                                                               |
| 12             | Breaker (using manual appliances)                                                                                                                                                             |
| 13             | Helper                                                                                                                                                                                        |
| 14             | Messenger (Office)                                                                                                                                                                            |
| 15             | Mali                                                                                                                                                                                          |
| 16             | Syce                                                                                                                                                                                          |
| 17             | Tying and Carrying loose hay                                                                                                                                                                  |
| 18             | Sweeper                                                                                                                                                                                       |
| 19             | Weighing and Carrying bales                                                                                                                                                                   |
| 20             | Weigh man (Bales, pally)                                                                                                                                                                      |
| 21             | Waterman                                                                                                                                                                                      |
| 22             | Stable man                                                                                                                                                                                    |
| 23             | Trolly man                                                                                                                                                                                    |
| 24             | Valve man                                                                                                                                                                                     |
| 25             | Watchman                                                                                                                                                                                      |
| 26             | Wooderman                                                                                                                                                                                     |
| 27             | Wooder Woman                                                                                                                                                                                  |
| 28             | Borryman                                                                                                                                                                                      |
| 29             | Coalman                                                                                                                                                                                       |
| 30             | Condenser                                                                                                                                                                                     |
| 31             | Attendant                                                                                                                                                                                     |
| 32             | Grass Cutter                                                                                                                                                                                  |
| 33             | Muchhers Jamadars                                                                                                                                                                             |
| 34             | Condenser Attendant                                                                                                                                                                           |
| 35             | Shunters                                                                                                                                                                                      |
| 36             | Turner                                                                                                                                                                                        |
| 37             | Bajri Spreader                                                                                                                                                                                |
| 38             | Beater Women                                                                                                                                                                                  |
| 39             | Bell-Woman                                                                                                                                                                                    |
| 40             | Chain Man                                                                                                                                                                                     |
| 41             | Boat Man                                                                                                                                                                                      |
| 42             | Bucket Man                                                                                                                                                                                    |
| 43             | Labourer (Boiler, Cattle Yard, Cultivation, General Loading and Unloading, Bunding, Carting-Fertilizers, Harvesting, Miscellaneous Seeding, Sowing, Thatching, Transplanting, Weeding Garden) |



|    |                                                                                   |
|----|-----------------------------------------------------------------------------------|
| 44 | Cleaner (Crane, Truck, Cinder for ash Pit),                                       |
| 45 | Cartman                                                                           |
| 46 | Caretaker (Bridge)                                                                |
| 47 | Carrier (Water)                                                                   |
| 48 | Chowkidar                                                                         |
| 49 | Concrete (Hand Mixer)                                                             |
| 50 | Daffadar                                                                          |
| 51 | Driver (Bullock, Camel, Donkey, Mule)                                             |
| 52 | Flag Man                                                                          |
| 53 | Flagman (Blast Train)                                                             |
| 54 | Khalasi not attending to machines                                                 |
| 55 | Gangmen                                                                           |
| 56 | Gatingman (Permanent Way)                                                         |
| 57 | Handle Man, Jumper Man                                                            |
| 58 | Kamin (Female Work)                                                               |
| 59 | Khalas                                                                            |
| 60 | Bridge                                                                            |
| 61 | Electrical                                                                        |
| 62 | Marine                                                                            |
| 63 | Moplah                                                                            |
| 64 | Store                                                                             |
| 65 | Steam Road                                                                        |
| 66 | Share                                                                             |
| 67 | Roller Survey                                                                     |
| 68 | Hole Cutter                                                                       |
| 69 | Lorry Trainees                                                                    |
| 70 | Petrolman                                                                         |
| 71 | Searcher                                                                          |
| 72 | Signal man                                                                        |
| 73 | Strikers                                                                          |
| 74 | Vaks Controller                                                                   |
| 75 | Cleaner                                                                           |
| 76 | Dresser / Dressing Mazdoor                                                        |
| 77 | Loader                                                                            |
| 78 | Messenger (Male / Female)                                                         |
| 79 | Trammer                                                                           |
| 80 | Caretaker (except in Copper, Chromite and Graphite mines where it is semiskilled) |
| 81 | Office Peon /Peon (except in Bauxite Mines)                                       |
| 82 | Carrier                                                                           |
| 83 | Number Taker                                                                      |
| 84 | Trolly Triper                                                                     |
| 85 | Water Carrier                                                                     |
| 86 | Earth Cutter                                                                      |
| 87 | Survey Khalasi                                                                    |
| 88 | Gate Man                                                                          |
| 89 | Dismantling stocks                                                                |
| 90 | Lampman                                                                           |
| 91 | Beldar/Beldar (Canteen)                                                           |

|     |                                                                                                                     |
|-----|---------------------------------------------------------------------------------------------------------------------|
| 92  | Coolie                                                                                                              |
| 93  | Cook-helper                                                                                                         |
| 94  | Office Boy                                                                                                          |
| 95  | Quarry Worker                                                                                                       |
| 96  | Jelly Maker                                                                                                         |
| 97  | Over burden Remover                                                                                                 |
| 98  | Waste removing mazdoor                                                                                              |
| 99  | Unloader                                                                                                            |
| 100 | Excavating Labour                                                                                                   |
| 101 | Digger                                                                                                              |
| 102 | Butcher                                                                                                             |
| 103 | Attender                                                                                                            |
| 104 | Lorry Helper                                                                                                        |
| 105 | Surface loader                                                                                                      |
| 106 | Wood Cutter                                                                                                         |
| 107 | Surface Mukar                                                                                                       |
| 108 | Under Ground Mukar                                                                                                  |
| 109 | Striker (Moplah gang)                                                                                               |
| 110 | Tall Boy                                                                                                            |
| 111 | Tile                                                                                                                |
| 112 | Person employed in loading and unloading                                                                            |
| 113 | Person employed in sweeping and cleaning and other categories by whatever name called which are of unskilled nature |
| 114 | Stretcher Bearer                                                                                                    |
| 115 | Nursing Orderlies                                                                                                   |
| 116 | Trolley Retriever(Airport)                                                                                          |

| Sr. No. | SEMI SKILLED                                                                                              |
|---------|-----------------------------------------------------------------------------------------------------------|
| (1)     | (2)                                                                                                       |
| 1       | Assistant (Chowdhary)                                                                                     |
| 2       | Attendant (Bull-calving lines, Chowkidar, Chaff cutter, Hostel, Dry Stock, Grain crusher, Pump, Siekline) |
| 3       | Stable, Yard Stock                                                                                        |
| 4       | Assistant-Plumber                                                                                         |
| 5       | Attendant                                                                                                 |
| 6       | Bhisti                                                                                                    |
| 7       | Brander                                                                                                   |
| 8       | Bullman                                                                                                   |
| 9       | Butterman                                                                                                 |
| 10      | Coachman                                                                                                  |
| 11      | Cobbler                                                                                                   |
| 12      | Cultivator                                                                                                |
| 13      | Daftry                                                                                                    |
| 14      | Deliveryman                                                                                               |
| 15      | Dhobi                                                                                                     |
| 16      | Dresser                                                                                                   |

|    |                                                                                                        |
|----|--------------------------------------------------------------------------------------------------------|
| 17 | Fireman                                                                                                |
| 18 | Gowala                                                                                                 |
| 19 | Helper (Blacksmith)                                                                                    |
| 20 | Helper                                                                                                 |
| 21 | Jamadar (stand)                                                                                        |
| 22 | Jamadar                                                                                                |
| 23 | Khalasi                                                                                                |
| 24 | Mali Senior                                                                                            |
| 25 | Mate/Mistry                                                                                            |
| 26 | Mazdoor (literate)                                                                                     |
| 27 | Nalband                                                                                                |
| 28 | Oilman                                                                                                 |
| 29 | Ploughman                                                                                              |
| 30 | Vtackers                                                                                               |
| 31 | Supervisor                                                                                             |
| 32 | Thatcher                                                                                               |
| 33 | Valveman                                                                                               |
| 34 | Valveman (Senior)                                                                                      |
| 35 | Wireman fixing tin cables                                                                              |
| 36 | Cook                                                                                                   |
| 37 | Dandee                                                                                                 |
| 38 | Frash                                                                                                  |
| 39 | Hacksaw man                                                                                            |
| 40 | Helper (locco-Crane/Truck)                                                                             |
| 41 | Manjhee (Boatman)                                                                                      |
| 42 | Belchawala                                                                                             |
| 43 | Muccadam (without competency certificate under Metalliferous Bulldozer Driver Mines Regulations, 1961) |
| 44 | Bhisti (with Mushk)                                                                                    |
| 45 | Boatman (head)                                                                                         |
| 46 | Breaker                                                                                                |
| 47 | Breaker (Stone, Rock, Rock Stone, Stone Metal)                                                         |
| 48 | Canweaver                                                                                              |
| 49 | Chainman(Head)                                                                                         |
| 50 | Charpoy-Stringer                                                                                       |
| 51 | Checker                                                                                                |
| 52 | Cracker                                                                                                |
| 53 | Dollyman                                                                                               |
| 54 | Assistant                                                                                              |
| 55 | Driller                                                                                                |
| 56 | Driver (Skin)                                                                                          |
| 57 | Excavator                                                                                              |

|    |                                                                                                              |
|----|--------------------------------------------------------------------------------------------------------------|
| 58 | Ferroman                                                                                                     |
| 59 | Fireman (Brick Kiln, Steam Road Roller)                                                                      |
| 60 | Gate Keeper                                                                                                  |
| 61 | Gharami                                                                                                      |
| 62 | Classman                                                                                                     |
| 63 | Grater                                                                                                       |
| 64 | Greaser-cum-Fireman                                                                                          |
| 65 | Grinder                                                                                                      |
| 66 | Hammerman                                                                                                    |
| 67 | Helper (Artisan)                                                                                             |
| 68 | Helper (Sawyer)                                                                                              |
| 69 | Keyman                                                                                                       |
| 70 | Khalasi (Head Survey, Rivertters-Moplah Gang, Supervisory)                                                   |
| 71 | Labourer (Rock-Cutting)                                                                                      |
| 72 | Lascar                                                                                                       |
| 73 | Mali (Head)                                                                                                  |
| 74 | Stockers and Boilerman                                                                                       |
| 75 | Thoombaman (Spade worker)                                                                                    |
| 76 | Trollyman (Head Motor)                                                                                       |
| 77 | Fitter (Assistant Semi-Skilled)                                                                              |
| 78 | Mate (Stone)                                                                                                 |
| 79 | Kasab                                                                                                        |
| 80 | Khalasi (Structural)                                                                                         |
| 81 | Masalchi P.M. Mates                                                                                          |
| 82 | Miner                                                                                                        |
| 83 | Untrained Mate/ Mining Mate/ Mate without Competency certificate Under Metalliferous Mines Regulations, 1961 |
| 84 | Butler/Cook                                                                                                  |
| 85 | Breaker (using mechanical appliances)                                                                        |
| 86 | Crèche Ayah/Ayah/Untrained Crèche Attendant                                                                  |
| 87 | Assistant Driller                                                                                            |
| 88 | Oilman/Oiler                                                                                                 |
| 89 | Chowkidar/ Watchman                                                                                          |
| 90 | Helper (Mason, Carpenter, Blacksmith)                                                                        |
| 91 | Tindals                                                                                                      |
| 92 | Topas                                                                                                        |
| 93 | Topkar (Big Stone Breaker)                                                                                   |
| 94 | Trolly Jamadar                                                                                               |
| 95 | Winchman                                                                                                     |
| 96 | Attendance-keeper                                                                                            |
| 97 | Assistant Wireman                                                                                            |
| 98 | Mate                                                                                                         |

|     |                                                                                           |
|-----|-------------------------------------------------------------------------------------------|
| 99  | Mate (Blacksmith, Road, Carpenter)                                                        |
| 100 | Engine Driver and/or Feeder                                                               |
| 101 | Fitter                                                                                    |
| 102 | Gang                                                                                      |
| 103 | Mazdoor Mason                                                                             |
| 104 | Permanent Way                                                                             |
| 105 | Pump-Driver, Turner                                                                       |
| 106 | Mazdoor (Heavy-weight)                                                                    |
| 107 | Charge-man                                                                                |
| 108 | Mistri (Head)                                                                             |
| 109 | Muccadam                                                                                  |
| 110 | Night-guard                                                                               |
| 111 | Runner (Post dak)                                                                         |
| 112 | Oilman                                                                                    |
| 113 | Quarry man                                                                                |
| 114 | Quarry Operator                                                                           |
| 115 | Stoneman                                                                                  |
| 116 | Stocker                                                                                   |
| 117 | Thatcher                                                                                  |
| 118 | Pump Attendant                                                                            |
| 119 | Bearer                                                                                    |
| 120 | Breakman                                                                                  |
| 121 | Crowlder Man                                                                              |
| 122 | Laboratory Boy                                                                            |
| 123 | Pointsman Sencummy                                                                        |
| 124 | Stone mines and other categories by whatever name called which are of semi-skilled nature |
| 125 | Lab Attendant                                                                             |
| 126 | Dark Room Attendant                                                                       |
| 127 | Animal Attendant                                                                          |
| 128 | Sr. Ward Orderlies                                                                        |
| 129 | Floor cleaner with machine                                                                |
| 130 | Housekeeping janitor                                                                      |
| 131 | Cylinder handler                                                                          |
| 132 | Delivery boy                                                                              |
| 133 | Lift and Escalator Operator                                                               |
| 134 | Waiter                                                                                    |

| Sr. No. | SKILLED                                                                                                                                                                                                                                                                                                                                        |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1)     | (2)                                                                                                                                                                                                                                                                                                                                            |
| 1       | Artificer (Class-II, III, IV)                                                                                                                                                                                                                                                                                                                  |
| 2       | Blacksmith                                                                                                                                                                                                                                                                                                                                     |
| 3       | Blacksmith (Class II)                                                                                                                                                                                                                                                                                                                          |
| 4       | Boilerman                                                                                                                                                                                                                                                                                                                                      |
| 5       | Carpenter                                                                                                                                                                                                                                                                                                                                      |
| 6       | Carpenter (Class II) Carpenter-cum- Blacksmith                                                                                                                                                                                                                                                                                                 |
| 7       | Chowdhary                                                                                                                                                                                                                                                                                                                                      |
| 8       | Driver/Cash Van Driver                                                                                                                                                                                                                                                                                                                         |
| 9       | Driver (Engine Tractor, M.T. Motor)                                                                                                                                                                                                                                                                                                            |
| 10      | Electrician                                                                                                                                                                                                                                                                                                                                    |
| 11      | Fitter                                                                                                                                                                                                                                                                                                                                         |
| 12      | Mason                                                                                                                                                                                                                                                                                                                                          |
| 13      | Mason Class II                                                                                                                                                                                                                                                                                                                                 |
| 14      | Machine hand (Class II, III, IV)                                                                                                                                                                                                                                                                                                               |
| 15      | Machineman                                                                                                                                                                                                                                                                                                                                     |
| 16      | Mate Gr. I (Senior)                                                                                                                                                                                                                                                                                                                            |
| 17      | Mechanic                                                                                                                                                                                                                                                                                                                                       |
| 18      | Milk Writer                                                                                                                                                                                                                                                                                                                                    |
| 19      | Mistry (Head)                                                                                                                                                                                                                                                                                                                                  |
| 20      | Moulder                                                                                                                                                                                                                                                                                                                                        |
| 21      | Muster Writer                                                                                                                                                                                                                                                                                                                                  |
| 22      | Operator (Tube-well)                                                                                                                                                                                                                                                                                                                           |
| 23      | Painter                                                                                                                                                                                                                                                                                                                                        |
| 24      | Plumber                                                                                                                                                                                                                                                                                                                                        |
| 25      | Welder                                                                                                                                                                                                                                                                                                                                         |
| 26      | Upholsterer                                                                                                                                                                                                                                                                                                                                    |
| 27      | Wireman                                                                                                                                                                                                                                                                                                                                        |
| 28      | Chipper                                                                                                                                                                                                                                                                                                                                        |
| 29      | Chipper-Cum-Grinder                                                                                                                                                                                                                                                                                                                            |
| 30      | Cook (Head)                                                                                                                                                                                                                                                                                                                                    |
| 31      | Driller                                                                                                                                                                                                                                                                                                                                        |
| 32      | Driller (Well Boring)                                                                                                                                                                                                                                                                                                                          |
| 33      | Driver(Loco/Truck)                                                                                                                                                                                                                                                                                                                             |
| 34      | Electrician (Assistant)                                                                                                                                                                                                                                                                                                                        |
| 35      | Mechanic (Tube-Well)                                                                                                                                                                                                                                                                                                                           |
| 36      | Mistry(Stell, Tube-Well, Telephone)                                                                                                                                                                                                                                                                                                            |
| 37      | Meter Reader                                                                                                                                                                                                                                                                                                                                   |
| 38      | Meteorological Observer Navghani                                                                                                                                                                                                                                                                                                               |
| 39      | Operator [Batching Plant, Cinema Project, Clamp Shelf, Compressor, Grane, Dorricks, Diesel Engine, Doser, Dragging Drill Dumber, Excavator, Fork Lift Generator, Grader, Jack Hammer and Payment breaker Loader, Pump, Pile Driving, Scrapper, Screening Plant, Shovel, Tractor, Vibrator, Weight Batcher, Railway Guards, Repairer (Battery)] |
| 40      | Sharper/Slotter                                                                                                                                                                                                                                                                                                                                |
| 41      | Sprayer (Ashalt) Station Master                                                                                                                                                                                                                                                                                                                |
| 42      | Surveyor (Silt)                                                                                                                                                                                                                                                                                                                                |
| 43      | Trades-Man                                                                                                                                                                                                                                                                                                                                     |
| 44      | Train Examiner                                                                                                                                                                                                                                                                                                                                 |

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|----|------------------------------------------------------------|
| 45 | Turner/Miller                                              |
| 46 | Tyre Vulcaniser                                            |
| 47 | Sawyer                                                     |
| 48 | Sawyer (Selection Grade Class II) Serang                   |
| 49 | Serangpile                                                 |
| 50 | Driving Pantooms with Boiler                               |
| 51 | Shapesman                                                  |
| 52 | Shift-incharge                                             |
| 53 | Sprayman                                                   |
| 54 | Sprayman (Roads)                                           |
| 55 | Stone Cutter                                               |
| 56 | Stone Cutter (Selection Grade, Grade II, Class II)         |
| 57 | Stone Chisler                                              |
| 58 | Stone Chisler (Class II)                                   |
| 59 | Stone Blasterer                                            |
| 60 | Sub-Overseer (Unqualified)                                 |
| 61 | Surveyors                                                  |
| 62 | Pump Driver                                                |
| 63 | Pump Driver (Selection Grade), Grade II and III, Class II) |
| 64 | Pump Driver (Selection Grade, P.E., Driver)                |
| 65 | Pumpman                                                    |
| 66 | Pumpman (Assistant)                                        |
| 67 | Polisher (with spray) Grade II                             |
| 68 | Ratan Man                                                  |
| 69 | Rivet Cutter (Assistant)                                   |
| 70 | Rivetter                                                   |
| 71 | Rivetter (Cutter)                                          |
| 72 | Road Inspector Grade II, Railway Plate Layer               |
| 73 | Rod Bender                                                 |
| 74 | Haulage Operator                                           |
| 75 | Dispensary Attendant                                       |
| 76 | Work Sakar                                                 |
| 77 | Mica Cutter Grade -I                                       |
| 78 | Dresser Grade -I Mica                                      |
| 79 | Supervisory Fireman                                        |
| 80 | Fireman only in Mines                                      |
| 81 | Compressor Driver                                          |
| 82 | Pump Man Driver 96. Grinder in Mica Mines                  |
| 83 | Surveyors (Assistant)                                      |
| 84 | Tailor                                                     |
| 85 | Tailor(Upholstry)                                          |
| 86 | Transprayer                                                |
| 87 | Tar man                                                    |
| 88 | Line Man                                                   |
| 89 | Tiler Class II                                             |
| 90 | Wall(Floor, Roof)                                          |
| 91 | Tiler (Selection Grade)                                    |
| 92 | Tin-Smith                                                  |

|     |                                                                                                                                                                                                                                                 |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 93  | Tin Smith(Selection Grade, Grade II and III, Class II) Tinker                                                                                                                                                                                   |
| 94  | Well Sinker                                                                                                                                                                                                                                     |
| 95  | Assistant Mistry                                                                                                                                                                                                                                |
| 96  | Armature Winder Grade-II and III                                                                                                                                                                                                                |
| 97  | Bhandari                                                                                                                                                                                                                                        |
| 98  | Blacksmith                                                                                                                                                                                                                                      |
| 99  | Blacksmith (Selection Grade, Grade II, III, Class II and III)                                                                                                                                                                                   |
| 100 | Boilerman                                                                                                                                                                                                                                       |
| 101 | Boilerman Grade II and III                                                                                                                                                                                                                      |
| 102 | Boiler Foreman Grade II                                                                                                                                                                                                                         |
| 103 | Work (Assistant)                                                                                                                                                                                                                                |
| 104 | Brick Layer                                                                                                                                                                                                                                     |
| 105 | Bricklayer (Selection Grade, Class II)                                                                                                                                                                                                          |
| 106 | Blaster                                                                                                                                                                                                                                         |
| 107 | Chowkidar (Head)                                                                                                                                                                                                                                |
| 108 | Security Guard (without arms)                                                                                                                                                                                                                   |
| 109 | Carpenter (Selection Grade, Grade II and III, Class I and III Assistant)                                                                                                                                                                        |
| 110 | B.I.M. Road                                                                                                                                                                                                                                     |
| 111 | Cabinet Maker                                                                                                                                                                                                                                   |
| 112 | Caneman                                                                                                                                                                                                                                         |
| 113 | Celotex                                                                                                                                                                                                                                         |
| 114 | Cutter Maker Chargeman, Class II and Class III, Carpenter Ordinary                                                                                                                                                                              |
| 115 | Checkder (Junior)                                                                                                                                                                                                                               |
| 116 | Chick Maker                                                                                                                                                                                                                                     |
| 117 | Chickman (Junior) Concrete Mixture Mixer                                                                                                                                                                                                        |
| 118 | Concrete Mixture Operator                                                                                                                                                                                                                       |
| 119 | Cobbler                                                                                                                                                                                                                                         |
| 120 | Coremaker                                                                                                                                                                                                                                       |
| 121 | Driver Motor Vehicle                                                                                                                                                                                                                            |
| 122 | Motor Vehicle Selection Grade                                                                                                                                                                                                                   |
| 123 | Motor Lorry                                                                                                                                                                                                                                     |
| 124 | Motor-Lorry Grade II                                                                                                                                                                                                                            |
| 125 | Lorry Grade II                                                                                                                                                                                                                                  |
| 126 | Diesel Engine                                                                                                                                                                                                                                   |
| 127 | Diesel Engine Grade II                                                                                                                                                                                                                          |
| 128 | Mechanical Road Roller I.C. and Cement Mixer etc.                                                                                                                                                                                               |
| 129 | Road Roller                                                                                                                                                                                                                                     |
| 130 | Road Roller Driver Grade II                                                                                                                                                                                                                     |
| 131 | Driver (Engine Static Stone Crusher, Tractor/Bull Dozer, Steam Road Roller,Water Pump, Mechanical Assistant, Road Roller, Mechanical, Steam Crane,Tractor with Bull Dozer Mechanical, Transport, Engine Static and Road Roller Boiler Attendant |
| 132 | Engine Operator (Stone Crusher Mechanical)                                                                                                                                                                                                      |
| 133 | Distemper, Electrician, Electrician (Grade II, Class II and Class III)                                                                                                                                                                          |
| 134 | Fitter(Selection Grade, Grade II and III) class II and III Assistant, Pipe class II, Pipe Line ending Bars for                                                                                                                                  |
| 135 | Reinforcement -cum-mechanic, Mechanic and Plumber)                                                                                                                                                                                              |
| 136 | Gharami (Head)                                                                                                                                                                                                                                  |
| 137 | Glazier                                                                                                                                                                                                                                         |
| 138 | Hole Driller for Blasting                                                                                                                                                                                                                       |



|     |                                                                                                      |
|-----|------------------------------------------------------------------------------------------------------|
| 139 | Joiner                                                                                               |
| 140 | Joiner (Cable, Cable Grade II)                                                                       |
| 141 | Lineman (Grade II,III, High Tension/Low Tension)                                                     |
| 142 | Mason                                                                                                |
| 143 | Mason (Selection Grade, Grade II, III and Class B Mistry)                                            |
| 144 | Stone (Stone Class II, Brick Work, Stone work)                                                       |
| 145 | Brick-layer                                                                                          |
| 146 | Tile Flooring                                                                                        |
| 147 | B.I.M Muccadam (Head)                                                                                |
| 148 | Stone cutting                                                                                        |
| 149 | Ordinary Machanis                                                                                    |
| 150 | Mechanic                                                                                             |
| 151 | Mechanic (Class II, Air conditioning, Air conditioning Grade II)                                     |
| 152 | Diesel Grade II                                                                                      |
| 153 | Road Roller Grade II                                                                                 |
| 154 | Assistant, Radio                                                                                     |
| 155 | Manson (Gharami)                                                                                     |
| 156 | Mistry                                                                                               |
| 157 | Mistry Grade II, Air conditioning Grade II, P. Way, Survey, Santras Works)                           |
| 158 | Mason Class A                                                                                        |
| 159 | Moulder (Brick, Tile)                                                                                |
| 160 | Painter (Selection Grade, Grade II and III, Class II, Assistant Lotter and Polisher, Polisher,Rough) |
| 161 | Plasterer                                                                                            |
| 162 | Plasterer (Mason Grade II)                                                                           |
| 163 | Plumber                                                                                              |
| 164 | Plumber (Selection Grade, Class II, Assistant Lotter and Polisher, Rough),                           |
| 165 | Plasterer                                                                                            |
| 166 | Plasterer (Mason Grade II)                                                                           |
| 167 | Plumber (Selection Grade, Class-II, Assistant Senior, Junior, Mistry Grade II)                       |
| 168 | Plumbing Mistry                                                                                      |
| 169 | Plumber-cum-Fitter                                                                                   |
| 170 | Polisher                                                                                             |
| 171 | Polisher (Floor)                                                                                     |
| 172 | Sirdhar Lathe Man                                                                                    |
| 173 | Geologist                                                                                            |
| 174 | Trailors                                                                                             |
| 175 | Turner                                                                                               |
| 176 | Upholsterer                                                                                          |
| 177 | Upholsterer (Grade II and III)                                                                       |
| 178 | Painter Spray (Class II)                                                                             |
| 179 | Wood Cutter                                                                                          |
| 180 | Wood Cutter Section Grade                                                                            |
| 181 | Wood Cutter Class II                                                                                 |
| 182 | Work Sircar                                                                                          |
| 183 | Welder                                                                                               |
| 184 | Airwineh Haulage Operator                                                                            |
| 185 | Auto-electrician                                                                                     |
| 186 | Tailor                                                                                               |

|     |                                                                                      |
|-----|--------------------------------------------------------------------------------------|
| 187 | Compressor Operator                                                                  |
| 188 | Blaster/Shot-firer                                                                   |
| 189 | Head cook                                                                            |
| 190 | Chargeman                                                                            |
| 191 | Concrete Mixer Operator                                                              |
| 192 | Compressor Attendant                                                                 |
| 193 | Air Compressor Attendant                                                             |
| 194 | Tractor Driver                                                                       |
| 195 | Vehicle Driver                                                                       |
| 196 | Chemist and Assistant/ Chemist                                                       |
| 197 | Sub- overseer (unqualified)                                                          |
| 198 | Driller                                                                              |
| 199 | Handhole Driller                                                                     |
| 200 | Drill Mechanic                                                                       |
| 201 | Driver Auto                                                                          |
| 202 | Electrician                                                                          |
| 203 | Wireless Operator Asstt. Foreman                                                     |
| 204 | Foreman                                                                              |
| 205 | Ferry Driver                                                                         |
| 206 | Issuer Loco                                                                          |
| 207 | Super Foreman                                                                        |
| 208 | Hoist Operator                                                                       |
| 209 | IMCE Driver                                                                          |
| 210 | Loco Driver                                                                          |
| 211 | Loader Operator                                                                      |
| 212 | Linesman                                                                             |
| 213 | Mechanic/ Machinist                                                                  |
| 214 | Mid Wife                                                                             |
| 215 | Tinsmith                                                                             |
| 216 | Supervisory Mechanic                                                                 |
| 217 | Pump Attendant only in Gypsum, Barytes and Rock Phosphates                           |
| 218 | Pump Operator/Driver                                                                 |
| 219 | Mining Mate with competency certificate under Metalliferous Mines Regulations, 1961. |
| 220 | Skilled Mazdoor                                                                      |
| 221 | Turner                                                                               |
| 222 | Senior Mechanic                                                                      |
| 223 | Pipe Fitter                                                                          |
| 224 | Supervisor                                                                           |
| 225 | Drafts Man                                                                           |
| 226 | Wireman                                                                              |
| 227 | Timber Man/Timber Mistry Elect.                                                      |
| 228 | Stone Crusher Operator                                                               |
| 229 | Crusher Operator                                                                     |
| 230 | Welder                                                                               |
| 231 | Operator                                                                             |
| 232 | Work Mistry                                                                          |
| 233 | Engine Driver                                                                        |
| 234 | Mining Engine Driver Grade -II                                                       |

|     |                                                                                                        |
|-----|--------------------------------------------------------------------------------------------------------|
| 235 | Engineman                                                                                              |
| 236 | Valveman                                                                                               |
| 237 | Cutter                                                                                                 |
| 238 | Winding Engine Driver Grade – II                                                                       |
| 239 | Security Guard (Unarmed) /Head Chowkidar                                                               |
| 240 | Shovel Operator                                                                                        |
| 241 | Limco Loader Operator                                                                                  |
| 242 | Surface Supervisor                                                                                     |
| 243 | Dozer Operator                                                                                         |
| 244 | Compressor Driller                                                                                     |
| 245 | Dumper Tractor Operator                                                                                |
| 246 | Boiler Man (with Certificate)                                                                          |
| 247 | Machinery Attendant                                                                                    |
| 248 | Air-conditions Mechanic                                                                                |
| 249 | Crèche Attendant only in Magnesite, Manganese and Mica Mines                                           |
| 250 | Power Shovel Operator                                                                                  |
| 251 | Power and Pump House Operator                                                                          |
| 252 | Miner Grade – I                                                                                        |
| 253 | Tractor Operator 80. Tub Repairer 81. Lathe Mistry                                                     |
| 254 | Stationery Engine Attendant 83. Generator Operator 84. Loading Foreman                                 |
| 255 | Diesel Mechanic                                                                                        |
| 256 | Ferro Printer-cum-chairman                                                                             |
| 257 | White Washing and Colour Washing Man                                                                   |
| 258 | Operator Pneumatic Tools, Operator (Fitter)                                                            |
| 259 | Boreman                                                                                                |
| 260 | Borer                                                                                                  |
| 261 | Wireman (Grade II and III, Mechanic, Electrical)                                                       |
| 262 | White Washer                                                                                           |
| 263 | White Washer (Selection Grade, Class II)                                                               |
| 264 | Welder (Class II, Bridge work)                                                                         |
| 265 | Welder gas                                                                                             |
| 266 | Muccatam (with Competency Certificate under Metalliferous Mines Regulations, 1961).                    |
| 267 | Security Guard (without arms) and other categories by whatever name called which are of skilled nature |
| 268 | Assistant (Farm)                                                                                       |
| 269 | Assistant (Cashier)                                                                                    |
| 270 | Librarian                                                                                              |
| 271 | Telex or Telephone Operator                                                                            |
| 272 | Hindi Translator                                                                                       |
| 273 | Telex or Telephone Operator                                                                            |
| 274 | Hindi Translator                                                                                       |
| 275 | Accounts Clerk                                                                                         |
| 276 | Clerks                                                                                                 |
| 277 | Computer/Data Entry Operator                                                                           |
| 278 | Telephone Operator, Typist                                                                             |
| 279 | Store Attendant                                                                                        |
| 280 | M. C. Clerk                                                                                            |
| 281 | Munshi (Matriculate, Non-matriculate)                                                                  |

|     |                                                                                  |
|-----|----------------------------------------------------------------------------------|
| 282 | Store Clerk (Matriculate Non-matriculate)                                        |
| 283 | Store Keeper                                                                     |
| 284 | Store Keeper Grade I, Grade II, (Matriculate)                                    |
| 285 | Time Keeper                                                                      |
| 286 | Time Keeper (Matriculate Non-Matriculate)                                        |
| 287 | Book Keeper                                                                      |
| 288 | Work Munshi                                                                      |
| 289 | Work Munshi (Subordinate)                                                        |
| 290 | Magazine Clerk                                                                   |
| 291 | Teller Clerk                                                                     |
| 292 | Store clerk                                                                      |
| 293 | Tally Clerk                                                                      |
| 294 | Store Issuer                                                                     |
| 295 | Tool Keeper                                                                      |
| 296 | Computer/Date Entry Operator                                                     |
| 297 | Record Keeper                                                                    |
| 298 | Tracer                                                                           |
| 299 | Clerk/File Clerk                                                                 |
| 300 | Register Keeper                                                                  |
| 301 | Time Keeper                                                                      |
| 302 | Munshi                                                                           |
| 303 | Typist and other categories by whatever name called which are of clerical nature |
| 304 | Nursing sister                                                                   |
| 305 | Staff Nurse Grade B                                                              |
| 306 | Medical Social Worker                                                            |
| 307 | Dietician                                                                        |
| 308 | Physiotherapist/Therapist                                                        |
| 309 | Technical Asst./Scientific Asst.                                                 |
| 310 | Pharmacist                                                                       |
| 311 | Radiographer                                                                     |
| 312 | ECG Technician                                                                   |
| 313 | Lab Technician                                                                   |
| 314 | AC Operator                                                                      |
| 315 | Data Entry Supervisor                                                            |
| 316 | DG Operator                                                                      |
| 317 | Pest Control                                                                     |
| 318 | Housekeeping Machine operator                                                    |
| 319 | Executive House Keeper(Railway Coach)                                            |
| 320 | Ticket Vendor(Metro)                                                             |
| 321 | Persons working at Airlines counter (Airport)                                    |
| 322 | Battery caroperator (Airport)                                                    |
| 323 | Head Waiter                                                                      |

| <b>Sr .No.</b> | <b>HIGHLY SKILLED</b>                                       |
|----------------|-------------------------------------------------------------|
| <b>(1)</b>     | <b>(2)</b>                                                  |
| 1              | Artificier Class I                                          |
| 2              | Blacksmith Class I                                          |
| 3              | Carpenter Class I                                           |
| 4              | Machine                                                     |
| 5              | Hand Class I                                                |
| 6              | Mason Class I                                               |
| 7              | Mechanic (Senior)                                           |
| 8              | Painter (Grade I, Class I, Spray) Plasterer (Mason) Class I |
| 9              | Plumber (Head, class I)                                     |
| 10             | Mistry Grade I                                              |
| 11             | Polisher (with spray Grade I)                               |
| 12             | Road Inspector Grade I                                      |
| 13             | Sawyer Class I                                              |
| 14             | Stone Cutter Class I                                        |
| 15             | Stone Cutter Grade I                                        |
| 16             | Stone Chisler Class I                                       |
| 17             | Stone Mason Class I                                         |
| 18             | Sub-Overseer (Qualified)                                    |
| 19             | Tiler Class I                                               |
| 20             | Tinsmith Grade I and Class I                                |
| 21             | Upholsterer Grade I                                         |
| 22             | Varnisher Class I                                           |
| 23             | Welder-Cum-Fitter and Air Conditioning Mechanic             |
| 27             | Welder (Gas) Class I                                        |
| 25             | White Washer Class I                                        |
| 26             | Wireman Grade I, Class I                                    |
| 27             | Wood Cutter Class I                                         |
| 28             | Grinder (Tool) Grade I                                      |
| 29             | Operator (Batching Plant Grade I)                           |
| 30             | Leader Grade I                                              |
| 31             | Pile Driving Grade I                                        |
| 32             | Pump Grade                                                  |
| 33             | Scrapper Grade I                                            |
| 34             | Screening Plant Grade I                                     |
| 35             | Pump Grade I                                                |
| 36             | Scrapper Grade I                                            |
| 37             | Security Guards (with arms)                                 |
| 38             | Armature Winder Grade I                                     |
| 39             | Blacksmith Grade I and Class I                              |
| 40             | Boilerman Grade I                                           |

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|----|----------------------------------------------------------------------|
| 41 | Boilerman Foreman Grade I                                            |
| 42 | Brick Layer class I                                                  |
| 43 | Cable Joiner Grade I                                                 |
| 44 | Carpenter grade I and Class I                                        |
| 45 | Celo Cutter and Decorator                                            |
| 46 | Chargeman Class I                                                    |
| 47 | Checker (Sr) Driver Lorry Grade I                                    |
| 48 | Motor Lorry Grade I                                                  |
| 49 | Motor Vehicle Class I and Diesel Engine Grade I                      |
| 50 | Road Roller Grade I                                                  |
| 51 | Pump Class Electrician Grade I and Class I/ Grade I                  |
| 52 | Fitter (Grade I, Class I)                                            |
| 53 | Pipe Class I (Head)                                                  |
| 54 | Foreman(Assistant) Line Man Grade I Mason (Skilled Grade I, Class I) |
| 55 | Mast Rig                                                             |
| 56 | Mechanic Class I and Class II                                        |
| 57 | Mechanic (Diesel Grade I and Road Roller Grade I)                    |
| 58 | Air-conditioning Grade I/Class I, Mistry Grade I                     |
| 59 | Mistry (Air-conditioning Grade I)                                    |
| 60 | Overseer                                                             |
| 61 | Overseer (Senior and Junior)                                         |
| 62 | Dragline Grade I                                                     |
| 63 | Drill Grade I                                                        |
| 64 | Dumper Grade I                                                       |
| 65 | Excavator Grade I                                                    |
| 66 | Fork Lift Grade I                                                    |
| 67 | Generator Grade I                                                    |
| 68 | Rigger Grade I                                                       |
| 69 | Rigger Grade II                                                      |
| 70 | Charper/Sletter Grade I                                              |
| 71 | Shovel and Dragline Tractor Grade I                                  |
| 72 | Tradesman Class I                                                    |
| 73 | Turner/Miller Grade I                                                |
| 74 | Work (Assistant) Grade I                                             |
| 75 | Compounder                                                           |
| 76 | Surveyor                                                             |
| 77 | Winding Engine Driver                                                |
| 78 | Operator (Heavy Earth Moving Shovel and Bulldozer)                   |
| 79 | Head Mistry                                                          |
| 80 | Staff Nurse Grade 'A'                                                |
| 81 | Drill Operator other than Jack Hammer                                |
| 82 | Electrical Supervisor with Competency Certificate                    |

|     |                                                                                                            |
|-----|------------------------------------------------------------------------------------------------------------|
| 83  | Underground Shift Boss                                                                                     |
| 84  | Head Mechanic                                                                                              |
| 85  | Qualified and Experienced Welder                                                                           |
| 86  | Machine Tool Mechanic                                                                                      |
| 87  | Mechanical/Plant Foreman                                                                                   |
| 88  | Mining Supervisor                                                                                          |
| 89  | Vocational Training Instructor/Teacher                                                                     |
| 90  | Head Electrician                                                                                           |
| 91  | Accountant                                                                                                 |
| 92  | Steno with 7 years of service                                                                              |
| 93  | Store Incharge                                                                                             |
| 94  | Shift Incharge                                                                                             |
| 95  | Supervisor                                                                                                 |
| 96  | Incharge of Watch and Ward                                                                                 |
| 97  | Security Guard (Armed)                                                                                     |
| 98  | Crane Grade I                                                                                              |
| 99  | Diesel Engine Grade I                                                                                      |
| 100 | Dozer Grade I                                                                                              |
| 101 | Clamp Shell Grade I                                                                                        |
| 102 | Compressor Grade I                                                                                         |
| 103 | Grader Grade I                                                                                             |
| 104 | Tractor Grade I                                                                                            |
| 105 | Vibrator Grade I                                                                                           |
| 106 | Screening Plant Grade I                                                                                    |
| 107 | Shovel Grade I                                                                                             |
| 108 | Shovel and Dragline                                                                                        |
| 109 | Tyre vulcanser Grade I                                                                                     |
| 110 | Security Guard (with Arms)and other categories by whatever name called which are of Highly- skilled nature |
| 111 | Housekeeping Supervisor                                                                                    |
| 112 | Cash/ATM Custodian                                                                                         |
| 113 | Cash Van Armed Security Guard                                                                              |

\* Note- An employee in a skill category can be elevated to higher skill category in the event of his attaining higher skill while on the job.

RAJEEV RANJAN,  
Principal Secretary to Government Haryana,  
Labour Department.