No. LAB-104/2/2021-LAB and EM-LAB&EMPL
GOVERNMENT OF MANIPUR
SECRETARIAT: SKILLS, LABOUR, EMPLOYMENT AND ENTREPRENEURSHIP DEPARMENT
***

Imphal, the 19th June, 2026

To,
Director,
Printing and Stationery,
Government of Manipur

Subject: Request for publication of notifications for 4 draft rules in the Manipur Gazette Extraordinary

Sir,

In inviting a reference to the above subject, I am directed to send herewith the signed notifications for publication for the following draft rules and to request you to kindly publish them in the Manipur Gazette Extraordinary:

1. The Occupational, Safety, Health and Working Conditions Code (Manipur) Rules, 2026.
2. Manipur Social Security Rules, 2026.
3. Code on Wages (Manipur) Rules of 2026.
4. Industrial Relations (Manipur) Rules, 2026.

Enclosed: As above

Yours faithfully,

CHANDAM BOBO SINGH
Digitally signed by CHANDAM BOBO SINGH
Date: 2026.06.19 11:36:06 +05'30'

(Chandam Bobo Singh)
Joint Secretary (SLEE)
Government of Manipur

Copy to:
1. Secretary (SLEE), Government of Manipur
2. Guard file

GOVERNMENT OF MANIPUR
SECRETARIAT: SKILLS, LABOUR, EMPLOYMENT AND ENTREPRENEURSHIP DEPARTMENT

NOTIFICATION

Imphal, the 18th June,2026.

No. LAB-104/2/2021-LAB and EM-LAB&EMPL: In supersession of previous draft Rules published vide notification No. 5/44/2018-L&E(Pt-1) dated 19th November, 2021 the following draft rules, which the State Government proposes to make in exercise of the powers conferred by Section 99 of the Industrial Relations Code, 2020 (35 of 2020) and in supersession of any rule that were framed under the Acts, which are now repealed by Section 104 of the Industrial Relations Code, 2020, except as respects things done or omitted to be done before such supersession, are hereby notified, as required by Sub-section (1) of Section 104, for information of all persons likely to be affected thereby and notice is hereby given that the draft notification will be taken in to consideration after the expiry of a period of forty-five 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 the Secretary, Skills, Labour Employment and Entrepreneurship), Government of Manipur, Ground floor, Civil Secretariat Building North Block, Imphal – 795001 (Room No. 14) or by e-mail: labemp123@gmail.com. The objections and suggestion should be sent in a performed containing column (1) specifying the name and Address of the person or Organization, column (2) Specifying the chapter and Rule or sub Rule which is proposed to be notified, column (3) specifying the revised Rule or Sub Rule proposed to be submitted and column (4) reasons thereof; Objections and Suggestions, which may be received from any person with respect to the said draft Rules before the expiry of the period specified above will be considered by the Government of Manipur.

DRAFT RULES

CHAPTER I

Preliminary

1. Short title, application and commencement: -

(a) These rules may be called the 'Industrial Relations (Manipur) Rules, 2026'.

(b) They shall come into force on the date of final publication in Manipur Gazette.

(c) They shall extend to the whole of Manipur.

2. Definition: —

(1) In these rules, unless the subject or context otherwise requires: -

(a) Central Government means the Government of India.

(b) State Government means the Government of Manipur.

(c) "code" means the Industrial Relations Code, 2020 (No. 37 of 2020);

(d) "electronically" means any information submitted by email or uploaded on the designated portal or digital payment in any mode for the purpose of the Code;

(e) "form" means a form annexed to these rules;

(f) "Section" means a Section of the Code;

(2) The words and expressions used in these rules and are not defined herein, but are defined in the Code, shall have their respective meaning as assigned to them in the Code.

3. **Written Agreement for the settlement before the Conciliation Officer under clause (zi) of Section 2.-**
Conciliation Agreement under clause (zi) of Section 2 between the employer and worker shall be in the form specified in Form-I and shall be signed by the parties in the agreement and a copy thereof shall be sent to the concerned Conciliation Officer.

CHAPTER II
Bi-Partite Forums

4.**Constitution of Works Committee etc. under Section 3.-**

(1) Every employer to whom an order made under sub-section (1) of Section 3 relates, shall forthwith proceed to constitute a Works Committee in the manner as is specified in the following sub-rules.

(2) The number of members constituting the Committee shall be fixed so as to afford representation to the various categories, groups and class of workers engaged in, and to the Sections, or departments of the establishment:

Provided that the total number of members of the Works Committee shall not exceed twenty:

Provided further that the number of representatives of the worker in the Works Committee shall not be less than the number of representatives of the employer therein.

(3) Subject to the provisions of this rule, the representatives of the employer in the Works Committee shall be nominated by the employer and shall, as far as may be possible, be officials in direct touch with or associated with, the working of the industrial establishment.

(4)(a)Where any workers of the industrial establishment are members of a registered Trade Union, the employer shall ask such Trade Union to inform him in writing as to-
(i) How many of the workers are members of such Trade Union; and

(b)Where an employer has reason to believe that the information furnished to him under clause (a) by the registered Trade Union is false, he may, after informing such Trade Union, refer the matter to the Conciliation Officer having jurisdiction, who shall, after hearing the parties, decide the matter and his decision shall be final.

(5) On receipt of the information called for under sub-rule (4), the employer shall provide for the selection of workers' representative on the Committee in two following groups, namely:
(a) Registered Trade Union may choose their representatives as members for works committee in the proportion of their membership;

(b) Where there is no registered Trade union, workers may choose amongst themselves representatives for works committee.

(6)(a) The Works Committee shall have among its office-bearers a Chairman, a Vice-Chairman, a Secretary and a Joint-Secretary. The Secretary and the Joint-Secretary shall be elected every year;

(b) the Chairman shall be nominated by the employer from amongst the employer's representatives on the Works Committee and he shall, as far as possible, be the head of the industrial establishment;

(c) the Vice-Chairman shall be elected by the members, on the Works Committee representing the workers, from amongst themselves:

Provided that in the event of equality of votes in the election of the Vice-Chairman, the matter shall be decided by a draw of a lot:

(d) the Works Committee shall elect the Secretary and the Joint Secretary provided that where the Secretary is elected from amongst the representatives of the employers, the Joint Secretary shall be elected from amongst the representatives of the workers and vice versa:

Provided that the post of the Secretary or the Joint Secretary, as the case may be, shall not be held by a representative of the employer or the worker for two consecutive years:

Provided that the representatives of the employer shall not take part in the election of the Secretary or Joint Secretary, as the case may be, from amongst the representatives of the workers and only the representatives of the workers shall be entitled to vote in such elections.

(e) In any election under clause (d), in the event of equality of votes, the matter shall be decided by a draw of lot.

(7) (a) the term of office of the representatives on the Works Committee other than a member chosen to fill a casual vacancy shall be two years;

(b) A member chosen to fill a casual vacancy shall hold office for the unexpired term of his predecessor;

(c) A member who without obtaining leave from the Works Committee, fails to attend three consecutive meetings of the Committee shall forfeit his membership.

(8) In the event of workers' representative ceasing to be a member under clause (c) of sub-rule (7) or ceasing to be employed in the establishment or in the event of his resignation, death or otherwise, his successor shall be chosen in accordance with the provisions of this rule from the same group to which the member vacating the seat belonged.

(9) The Works Committee shall have the right to co-opt in a consultative capacity, persons employed in the industrial establishment having particular or special knowledge of a matter under discussion. Such co-opted member shall not be entitled to vote and shall be present at meetings only for the period during which the particular question is before the Works Committee.

(10)(a) the Works Committee may meet as often as necessary but not less often than once in three months.

(b) the Works Committee shall at its first meeting regulate its own procedure.

(11)(a) the employer shall provide accommodation for holding meetings of the Works Committee. He shall also provide all necessary facilities to the Works Committee and to the members there of for carrying out the work of the Works Committee. The Works Committee shall ordinarily meet during working hours of the industrial establishment concerned on any working day and the representative of the workers shall be deemed to be on duty while attending the meeting;

(b)the Secretary of the Works Committee may with the prior concurrence of the Chairman, put up notice regarding the work of the Works Committee on the notice board of the industrial establishment.

5. **Manner of choosing members from the employers and the workers for Grievance Redressal Committee under sub-section (2) of Section 4.-**

(1) The Grievance Redressal Committee shall consist of equal number of members representing the employer and the workers, which shall not exceed ten.

(2) The representatives of the employer shall be nominated by the employer and shall, as far as may be possible, be officials in direct touch with or associated with the working of the industrial establishment, preferably the heads of major departments of the industrial establishment.

(3) The representatives of the workers shall be chosen by the registered Trade Union. In case where there is no registered trade union the member may be chosen by the workers of the industrial establishment:

Provided that there shall be adequate representation of women workers in the Grievance Redressal Committee and such representation shall not be less than the proportion of women workers to the total workers employed in the industrial establishment:

Provided further that the tenure of the members of the Grievance Redressal Committee shall be coterminous with the tenure of the members of the registered Trade Union:

Provided further that in the absence of registered Trade Union, the tenure of members of Grievance Redressal Committee shall be for a period of three years from the date of the constitution of the Grievance Redressal Committee.

(4) Where any workers of the industrial establishment are members of a registered Trade Union, the employer shall ask such Trade Union to inform him in writing as to-

(a) How many of the workers are members of such Trade Union;

(b)Where an employer has reason to believe that the information furnished to him under clause(a) by the registered Trade Union is false, he may, after informing such Trade Union, refer the matter to the Labour Commissioner having jurisdiction who shall, after hearing the parties, shall decide the matter and his decision shall be final.

(5) On receipt of the information called for under sub-rule (4), the employer shall provide for the selection of workers' representative on the Committee by two following groups, namely: -

(a) Registered Trade Union may choose their representatives as members for Grievance Redressal Committee in the proportion of their membership.

(b) Such workers those who are not member of registered Trade Union, may choose amongst themselves representatives for the Grievance Redressal Committee.

6. **Application in respect of any dispute to be filed before the Grievance Redressal Committee by any aggrieved worker under sub-section (5) of Section4.-**
Any aggrieved worker may file an application stating his dispute therein before the Grievance Redressal Committee giving his name, designation, employee Code, Department where posted, length of service in years, category of worker, address for correspondence, contact number, details of grievances and relief sought. Such application may be sent electronically or otherwise. The Grievance may be raised within one year from the date on which the cause of action of such dispute arises.

7. **Manner of filing application for the conciliation of grievance as against the decision of the Grievance Redressal Committee to the conciliation officer under sub-section (8) of Section4.-**
Any worker who is aggrieved by the decision of the Grievance Redressal Committee or whose grievance is not resolved by the said Committee within thirty days of receipt of the application, may file an application through electronically to the Conciliation Officer or by speed post within a period of sixty days from the date of the decision of the Grievance Redressal Committee or from the date on which the period specified in sub-section (6) of Section 4 expires, as the case may be, to the conciliation officer through the Trade Union, of which he is a member or otherwise:

Provided that in case of manual receipt of such application through speed post, the conciliation officer shall get the same digitized and enter the particulars of the application in the online mechanism under intimation to the concerned worker.

CHAPTERIII

Trade Unions

8. **Payment of subscription under clause (f) of Section 7.-**
(i) The payment of a subscription shall be from ordinary as well as honorary members of the trade union;

(ii) The ordinary as well as honorary members of the trade union along with any of the permanent citizen of India living in any part of the country can donate towards the general fund of the union electronically or through crossed cheque or draft payable to the union;

(iii) The admission subscriptions for the members of the Trade Union shall be Rs. 100/-. Annual subscription shall not be less than Rs.100/- per member for rural and unorganized workers and Rs.300/- per annum for workers in any other cases.

9. **Safe Custody of the funds of the Trade Union and Annual audit under clause (j) of Section 7.-**
(1) The funds of the registered trade union shall be deposited in any Nationalized Bank in the name of the union:

Provided that 2% of the total funds available with the union shall be kept at the disposal of the two executive members i.e. President, Secretary and Cashier for meeting any exigency pertaining to the routine affairs of the said union.

(1) **Auditors**:- The annual audit of the accounts of any registered trade union shall be conducted by an auditor authorised to audit the accounts of companies under Section 141 of the Companies Act, 2013.

Provided that where the membership of trade union did not at any time during the financial year exceeds 250, annual audit of the accounts may be conducted by any two members of the union.

Exception:- Notwithstanding anything contained in these rules, no person, who, at any time during the year, was entrusted with any part of the funds or securities belonging to the Trade Union shall be eligible to audit the accounts of the Union.

(2) **Audit of funds.**- The auditor or auditors appointed in accordance with these rules shall be given access to all the books of the Trade Union and shall verify the annual return with the accounts and vouchers relating thereto and shall thereafter sign the auditor's declaration appended in **(Form-II),** indicating separately on that form under his signature or their signatures a statement showing in what respect he or they find the return to be incorrect, unvouched or not in accordance with the Act. The particulars given in this statement shall indicate: -

(i) every payment which appears to be unauthorized by the rules of Trade Union or contrary to the provisions of the Act;

(ii) the amount of any deficiency or loss which appears to have been incurred by the negligence or misconduct of any person;

(iii) The amount of any sum which ought to have been but is not brought to account by any person.

(3) Audit of separate fund to be constituted under sub-section (2) of Section 15. The audit of the separate fund of a registered Trade Union shall be carried out with the audit of the general account of the Trade Union by the same auditor or auditors.

10. **Declaration to be made by an affidavit under clause (a) of sub-section (1) of Section 8.-** Every application under Section 8 for registration of a Trade Union in Form-III shall be accompanied by a declaration to be made by an affidavit in Form-III(A).

11. **Assets and Liabilities of the Trade Union under sub-section (2) of Section 8.-** Where a Trade Union has been inexistence for more than one year before the making of an application for its registration, there shall be delivered to the Registrar, together with the application, a general statement of assets and liabilities of the Trade Union prepared in Form-II annexed to these rules.

12. **Register of Trade Union under Sub-section (1) and Sub-section (3) of Section 9.-** The Register of Trade Unions as referred above shall be maintained in Form-IV.

Provided the fee payable for the registration of Trade Union shall be Rs.3,000/-

13. **Certificate of Registration—** Every application for registration of Trade Union shall be made in Form-III.

Provided that the Certificate of Registration issued by the Registrar under sub-section (2) of Section 9 shall be in Form-V and payable after submission of fees which is Rs.3,000/-.

Provided for duplicate registration the fees payable shall be Rs.3,000/-.

14. **Cancellation/Withdrawal of Registration under Sub-section (5) of Section 9.-**

The application of a Trade Union for cancellation / withdrawal of resignation shall be in **Form- III(B).** The application shall be verified and dully signed by the Secretary and by seven members of the Trade Union.

The Registrar on receiving an application for the cancellation/withdrawal of registration shall, before granting the approval, satisfy himself that the withdrawals or cancellation of registrations was approved by the general meeting of the Trade Union, or if it was not so approved, that it has the approval of the majority of the members of the Trade Union. For this purpose, he may call for such further particulars, as he may deem necessary and may examine (any officer or member of the union, or taken such other steps as he may consider necessary). The partial or complete alteration of Rules shall be in Form- III(C).

Provided that fee payable for complete or partial alteration of rules shall be Rs.1,500/- for each set of alteration which shall be in Form III(C).

15. **Appeal under Sub-section (1) of Section 10.-**

Any appeal made under sub-section (1) of Section10 of the Act must be filed within thirty days of the date on which the Registrar passed the order against which the appeal is made.

16. **Communications and Notices to a Registered Trade Union under sub-section (1) of Section11.-**

All the communications and notices to a registered trade union shall be sent electronically or through speed post, or manually under proper receipt.

17. **Change in the particulars as per sub-section (3) of Section 11.-**

The Trade Union shall inform the Registrar of any change in the particulars given in the application for registration and in its constitution or rules electronically or through speed post, or manually within thirty days under proper receipt.

18. **Matters to be negotiated by a negotiating union or negotiating Council in an industrial establishment under sub-section (1) of Section14.-**

(1) There shall be a negotiating union or negotiating council as the case may be in an industrial establishment having registered trade union for negotiating with the employer of the industrial establishment on the following matters: -

(i) Classification of workers, whether permanent, temporary, apprentices, probationers, badlis or fixed term employment;
(ii) Manner of intimating to workers periods and hours of work, holidays, pay-days and wage rates;
(iii) Shift working;
(iv) Attendance and late coming;
(v) Conditions of, procedure in applying for, and the authority which may grant leave and holidays;
(vi) Requirement to enter premises by certain gates, and liability to search;
(vii) Closing and reporting of Sections of the industrial establishment, temporary stoppages of work and the rights and liabilities of the employer and workers arising there from;
(viii) Termination of employment, and the notice thereof to be given by employer and workers;
(ix) Suspension or dismissal form is conduct, and acts or omissions which constitute misconduct;
(x) Means of redress for workers against unfair treatment or wrongful exactions by the employer or his agents or servants;
(xi) Any other matter which may be specified by the appropriate Government by notification.

(2) Criteria to recognise Trade Union as sole negotiating union of the workers under sub- section (2) of Section14.-

Where only one Trade Union of workers registered under the provisions of this Code is functioning in an industrial establishment, then, the employer of such industrial establishment shall recognise such Trade Union as sole negotiating union of the workers subject to the criteria that such registered Trade Union of workers shall at all times continue to have not less than twenty five per cent of the total workers in an industrial establishment or industry with which it is connected, as its members.

(3) Verification of a Trade Union by the employer of the industrial establishment under sub-section (3) and sub-section (4) of Section14.-

The verification of workers on the muster roll of the industrial establishment, under sub-section (3) and (4) of Section 14 shall be made in presence of authority as notified by State Government of the concerned area.

(4) Facilities to be provided by the Industrial Establishment under sub-section 7 of Section 14.-

The industrial establishment shall provide following facilities to a negotiating union or negotiating council: -

i. Office accommodation;

ii. Secretariat assistance;

iii. May declare the executive members of the negotiating Trade Union and members of the negotiating council as protected workman.

19. Utilization of the general funds of a Trade Union under sub-section (1) of Section15.-

The general funds of a registered Trade Union shall not be spent on any objects other than specified below-

(a) the payment of salaries, allowances and expenses to office bearers of the Trade Union;

(b) the payment of expenses for the administration of the Trade Union, including audit of the accounts of the general funds of the Trade Union;

(c) the prosecution or defence of any legal proceeding to which the Trade Union or any member thereof is a party, when such prosecution or defence is undertaken for the purpose of securing or protecting any rights of the Trade Union as such or any rights arising out of the relations of any member with his employer or with a person whom the member employs;

(d) the conduct of trade disputes on behalf of the Trade Union or any member thereof;

(e) the compensation of members for loss arising out of trade disputes;

(f) allowances to members or their dependants on account of death, old age, sickness, accidents or unemployment of such members;

(g) the issue of, or the undertaking of liability under, policies of assurance on the lives of members, or under policies insuring members against sickness, accident or unemployment;

(h) the provision of educational, social or religious benefits for members (including the payment of the expenses of funeral or religious ceremonies for deceased members) or for the dependants of members;

(i) the upkeep of a periodical published mainly for the purpose of discussing questions affecting employers or workmen as such; and

(j) the payment, in furtherance of any of the objects on which the general funds of the Trade Union may be spent, of contributions to any cause intended to benefit workmen in general, provided that the expenditure in respect of such contributions in any financial year shall not at any time during that year be in excess of one-fourth of the combined total of the gross income which has up to that time accrued to the general funds of the Trade Union during that year and of the balance at the credit of those funds at the commencement of that year.

20. Constitution of a separate fund under sub-section (2) of Section15.-
(1) A registered Trade Union may constitute a separate fund, from contributions separately levied for or made to that fund, from which payments may be made, for the promotion of the civic and political interests of its members, in furtherance of any of the objects specified in sub-rule (2).
(2) The objects referred to in sub-rule (1) are: -
(a) the payment of any expenses incurred, either directly or indirectly, by a candidate or prospective candidate for election as a member of any legislative body constituted under the Constitution or of any local authority, before, during, or after the election in connection with his candidature or election; or
(b) the holding of any meeting or the distribution of any literature or documents in support of any such candidate or prospective candidate; or
(c) the maintenance of any person who is a member of any legislative body constituted under the Constitution or of any local authority; or
(d) the registration of electors or the selection of a candidate for any legislative body constituted under the Constitution or for any local authority; or
(e) the holding of political meetings of any kind, or the distribution of political literature or political documents of any kind.
(3) No member shall be compelled to contribute to the fund constituted under sub-rule (1) and a member who does not contribute to the said fund shall not be excluded from any benefits of the Trade Union, or placed in any respect either directly or indirectly under any disability or at any disadvantage as compared with other members of the Trade Union (except in relation to the control or management of the said fund) by reason of his not contributing to the said fund and contribution to the said fund shall not be made a condition for admission to the Trade Union.

21. Subscriptions payable by the members of the Trade Union under sub-section (4) of Section15.-
Provisions specified in Sub-Rule (3) of Rule 7 shall be applicable.

22. Application for adjudication before Industrial Tribunal under sub-section (1) of Section 22.-

A registered Trade Union or office bearer authorized in this behalf by the Trade Union or the aggrieved workers shall apply in writing for adjudication before Industrial Tribunal with regard to any trade dispute for its determination under the provisions of this code in person or through authorized representatives of the Trade Union within a period of one year from occurrence of such dispute.
23. Manner of Amalgamation of Trade Unions under Sub-section(2) of Section24.—
1. Any two or more registered Trade Unions may become amalgamated together as one Trade Union with or without dissolution or division of the funds of such Trade Unions or either or any of them, provided that the votes of at least one-half of the members of each or every such Trade Union entitled to vote are recorded, and that at least sixty per cent of the votes recorded are in favour of the proposal.

2. Notice of change of name or amalgamation. - (i) Notice in writing of every change of name and of every amalgamation, signed, in the case of a change of name, by the Secretary and by seven members of the Trade Union changing its name, and, in the case of an amalgamation,

by the Secretary and by seven members of each and every Trade Union which is a party- thereto, shall be sent to the Registrar, and where the head office of the amalgamated Trade Union is situated in a different State, to the Registrar of such State.

(ii) The Registrar of the State in which the head office of the amalgamated Trade Union is situated shall, if he is satisfied that the provisions of this Act in respect of amalgamation have been complied with and that the Trade Union formed thereby is entitled to registration under Section 6, register the Trade Union in the manner provided in Section 6, and the amalgamation shall have effect from the date of such registration.

(3) **Effects of change of name and of amalgamation.** - (i) The change in the name of a registered Trade Union shall not affect any rights or obligations of the Trade Union or render defective any legal proceeding by or against the Trade Union, and any legal proceeding which might have been continued or commenced by or against it by its former name may be continued or commenced by or against it by its new name.

(ii) An amalgamation of two or more registered Trade Unions shall not prejudice any right of any of such Trade Unions or any right of a creditor of any of them.

24. Funds of a dissolved Trade Union under sub-section (2) of Section 25.-

Where it is necessary for the Registrar under Section 25 to distribute the funds of a Trade Union which has been dissolved, shall divide the funds in proportion to the amounts contributed by the members by way of subscription during their membership. In the event of death of a member of a trade union subsequent to the date of its dissolution but prior to the distribution of funds, the Registrar shall pay the sum payable to such member to his legal dependents.

25. Annual returns under clause (a) sub-section (1) of Section 26.-

The annual return to be furnished under Section 26 shall be submitted to the Registrar by the 31st day of March of every year and shall be in Form-II.

26. Recognition of the State Trade Union at the State Level under sub-section (2) of Section 27.-

(1) The State Government may recognize any trade union or federation of trade union as State trade union if the trade union or federation of union has at least a combined verified membership of twenty five thousand or more and the membership presence is in at least four types of industries in the State. It shall be mandatory for Registrar to have the members of State trade union verified through Aadhar identification.

(2) The State Government may give preference to those trade unions which are recognized as State trade union for the purpose of constitution of any tripartite forum formed under the provision of different codes or otherwise.

(3) In case of any dispute in relation to the recognition of State trade union, the tribunal constituted in the Capital of the State under the provision of the said code, shall be the final authority for adjudicating the dispute.

CHAPTER IV

Standing Order

27. Manner of forwarding information to certifying officer under sub-section (3) of Section 30.-

(1) If the employer adopts the model standing order of the Central Government referred to in Section 29 with respect to matters relevant to his industrial establishment or undertaking, then, he shall intimate the concerned certifying officer electronically or in person or by speed post the specific date from which the provisions of the model standing order which are relevant to his establishment have been adopted.

(2) On receipt of information in sub-rule (1) the certifying officer within a period of thirty days from such receipt may give his observation that the employer is required to include certain provisions which are relevant to his establishment and indicate those relevant provisions of the model standing orders which have not been adopted and shall also direct the employer to amend the standing order so adopted, by way of addition, deletion or modification within a period of thirty days from the date of the receipt of such direction and ask for compliance report only in respect of provisions which the certifying officer seeks to get so amended and such report shall be sent electronically or in person or by speed post by the employer.

(3) If no observation is made by certifying officer within a period of thirty days of the receipt of the information as specified in sub-rule (1) and (2), then, the standing order shall be deemed to have been adopted by the employer.

28. Manner of choosing representatives of workers of the industrial establishment or undertaking for issuing notice by certifying officer where there is no Trade Union operating, under clause (ii) of sub-section (5) of Section 30.-

Where there is no such Trade Union as is referred to in clause (i) of said sub-section (5), then, the certifying officer shall call a meeting of the workers to choose three representatives, to whom he shall, upon their being chosen, forward a copy of the standing order requiring objections, if any, which the workers may desire to make to the draft standing order to be submitted within fifteen days from the receipt of the notice.

29. Manner of authentication of certified standing orders under sub-section (8) of Section 30.-

Standing orders or modification in the standing orders, certified in pursuance of sub-section (8) of Section 30 or the copies of the order of the appellate authority under sub-section (1) of Section 33 shall be authenticated by the certifying officer or the appellate authority, as the case may be, and shall be sent electronically within a week to all concerned, but there shall not be any requirement of certification in cases of deemed certification under sub-section (3) of Section 30 and in cases where the employer has certified adoption of model standing orders.

30. Statement to be accompanied with draft standing orders under sub-section (9) of Section 30.-

A statement to be accompanied with-

(i) draft standing order shall contain, the particulars such as name of the industrial establishment or undertaking concerned, address, e-mail address, contact number and strength and details of workers employed therein including particulars of Trade union to which such workers belong; and

(ii) draft modification in the existing standing orders, shall contain the particulars of such standing orders which are proposed to be modified along with a tabular statement containing details of each of the relevant provision of standing order in force and proposed modification

there in and reasons thereof and such statement shall be signed by a person authorized by the. industrial establishment or undertaking.

31. **Conditions for submission of draft standing order in similar establishment under sub section (10) of Section 30:-**

In cases of group of employer engaged in similar industrial establishment may submit a joint draft standing order under Section 30 and for the purpose of proceedings specified in sub sections (l (5), (6), (8) and (9) thereof after consultation with the concerned Trade Union:

Provided that the joint draft standing orders, in cases of group of employers engaged in similar industrial establishments, will be drafted and submitted to the Labour Commissioner, Manipur who shall, in consultation with the concerned certifying officers, certify or refuse to certify the said joint draft standing order, after recording reasons therefore.

32. **Manner of disposal of appeal by appellate authority under Section 32:-**

(l) An employer or Trade Union or the negotiating union or negotiating council desirous of preferring an appeal against the order of the certifying officer given under sub-section (5) of Section 30 shall within sixty days of the receipt of such order shall draw up a memorandum of appeal in tabular form stating there in the provisions of the standing orders which are required to be altered or modified or deleted or added and reasons thereof and shall be filed electronically to the appellate authority.

(2) The appellate authority shall fix a date for the hearing of the appeal and direct notice thereof to be given-

(a) where the appeal is filed by the employer or a worker, to Trade Union of the workers of the industrial establishment or to the representative body of the workers concerned or to the employer, as the case may be;

(b) where the appeal is filed by a Trade Union, to the employer and all other Trade Unions of the workers of the industrial establishment; and

(c) where the appeal is filed by the representative of the workers, to the employer and any other worker whom the appellate authority joins as a party to the appeal.

(3) The appellant shall furnish each of the respondents with a copy of the memorandum of appeal.

(4) The appellate authority may at any stage of the proceeding call for any evidence, if it considers necessary for the disposal of the appeal.

(5) On the date fixed under sub-rule (2) for the hearing of the appeal, the appellate authority shall take such evidence as it may have called or consider to be relevant if produced and after hearing the parties dispose of the appeal.

33. **The language and the manner of maintaining standing order under sub-section (1) and (2) of Section 33:-**

(l) The standing order finally certified by certifying officer shall be sent electronically except in the case of deemed certification under Section 30.

(2) The text of the standing order as finally certified or deemed to have been certified or adopted model standing order under this Chapter shall be maintained by the employer in English and in recognized official language of Manipur as the case may be.

34. **Register for final certified copy of Standing Order under Section 34:-**

(1) The certifying officer shall maintain electronically, a register of all standing orders certified or deemed to have been certified or adopted model standing orders of all the concerned industrial establishments, inter-alia, containing the details of-

(a) the unique number assigned to each standing order;

(b) name of industrial establishment;

(c) nature of industrial establishment;

(d) date of certification or deemed certification or date of adoption of model standing order by each establishment or undertaking;

(e) the areas of the operation of the industrial establishment; and

(f) such other details as may be relevant and helpful in retrieving the standing orders and create a data base of such of all standing orders.

(2) The certifying officer shall furnish a copy of the certified standing orders or deemed certifying orders to any person applying therefore on payment of two rupees per page of the certified standing orders or deemed certified standing orders, as the case may be. The payment for such purpose can also be made through electronic mode.

35. Application for modification of Standing Order under sub-section (2) of Section 35.-

The application for modification of an existing standing order under sub-section (2) of Section 35 shall be submitted electronically or in person or by speed post and contain the particulars of such standing orders which are proposed to be modified along with a tabular statement containing details of each of the relevant provisions of standing order in force, and proposed modifications therein, reasons thereof and the details of registered Trade Union(s) operating therein, and such statement shall be signed by a person authorized by the industrial establishment or undertaking.

CHAPTER V
Notice of change

36. The manner of giving of notice for change proposed to be effected under clause (i) of Section 40.-

(1) Any employer intending to effect any change in the conditions of service applicable to any worker in respect of any matter specified in the Third Schedule to the Code, shall give notice in Form-VI to such worker affected by such change.

(2) The notice referred in sub-rule (1) shall be displayed conspicuously by the employer on the notice board at the main entrance of the industrial establishment and the office of the concerned Manager of the industrial establishment: Provided that where there is a registered Trade Union or registered Trade Unions or a negotiating union or negotiating council relating to the industrial establishment a copy of such notices shall also be served on the Secretary of such Trade Union or each of the Secretaries of such Unions, as the case may be.

CHAPTER VI
Voluntary Reference of Disputes to Arbitration

37. Form of arbitration agreement and the manner thereof under sub-section (3) of Section 42.-

(1) Where the employer and workers agree to refer the dispute to arbitration, the Arbitration Agreement shall be in Form-VII and shall be signed by the parties to the agreement. The agreement shall be accompanied by the consent either in writing or electronically of arbitrator or arbitrators.

(2) The Arbitration Agreement referred to in sub-rule (1) shall be signed-

(i) In case of an employer, by the employer himself, or when the employer is an incorporated company or other body corporate, by the agent, manager or other officer of the corporation authorized for such purposes;

(ii) In the case of the workers by the officer of the registered Trade Union authorized in this behalf or by three representatives of the workers duly authorized in this behalf at a meeting of the concerned workers held for such purpose;

(iii) In the case of an individual worker, an individual worker by the worker himself or by an officer of registered Trade Union of which the worker is a member.

Explanation: - (1) In this rule, the expression 'officer' means any officer of a registered Trade Union or an association of the employer authorized for such purpose;

(2) In this rule officer 'means any of the following officers, namely: -

(a) the President;

(b) the Vice-President;

(c) the Secretary (including the General Secretary);

(d) a Joint Secretary; and

(e)any other officer of the Trade Union authorized in this behalf by the President and Secretary of the union.

38. Manner of issue of notification under Sub-section (5) of Section 42. —

Where an industrial dispute has been referred to arbitration and the State Government is satisfied that the persons making the reference represent the majority of each party, it shall publish a notification in this behalf in the Official Gazette and electronically for the information of the employers and workers who are not parties to the arbitration agreement but are concerned in the dispute and they may present their case before the arbitrator or arbitrators appointed for such purpose.

39. Manner of choosing representatives of workers where there is no Trade Union under sub-section (5) of Section 42.-

Where there is no Trade Union, the representative of workers to present their case before the arbitrator or arbitrators in pursuance of clause (c) of the proviso to sub-section (5) of Section 42, shall be chosen by a resolution passed by the majority of concerned workers in Form-VIII authorizing therein to represent the case. Such workers shall be bound by the acts of representatives who have been authorized to represent before the arbitrator or arbitrators, as the case may be.

CHAPTER VII
Mechanism for Resolution of Industrial Disputes

40. Terms and conditions of service of the office of the Judicial Member and the Administrative Member of the Tribunal constituted by the State Government under sub-section (1) of Section 44.-

(1) The Judicial member shall be appointed by the State Government and the person so appointed shall not be qualified for such appointment unless-

(a) he is, or has been, a Judge of High Court; or

(b) he has for a period of not less than three years, been a district Judge or an additional District Judge;

(c) Every person appointed as Judicial Member shall, before entering upon his office, make and subscribe an oath of office and secrecy in the Form-IX annexed to these rules.

(2) The Administrative Member of the Tribunal shall be appointed by the State Government from the persons who having held the post not below the rank of Joint Secretary to Government of India or an

equivalent rank in the Central Government or in the State Government -

(a) Every person appointed as Administrative Member shall, before entering upon his office, make and subscribe an oath of office and secrecy in the Form-IX annexed to these rules.

(3) The salaries and allowances, resignation, removal and other terms and conditions of the Judicial/Administrative Member so appointed shall be the same as are applicable to them in their respective Cadres of service.

(4) The State Government shall fill vacancy under sub-section (9) of Section 44 in Industrial Tribunal arising out of retirement, transfer, dismissal or any other reason in accordance with these rules.

41. Manner of holding conciliation proceedings under sub-section (1), full report under sub-section (4), and application and the manner of deciding such application under sub-section (6) of Section 53.-

(1) Where any industrial dispute exists or is apprehended or a notice under Section 62 has been given, the conciliation officer on receipt of such application shall examine the application and if he finds that the dispute pertains to the jurisdiction of Central Government shall transfer the dispute to the concerned authority. In other cases, he will issue first notice to the parties concerned declaring his intention to commence conciliation proceedings,

(i) The employer or the workers representative in the first meeting shall submit their respective statement in the matter of said dispute;

(ii) The conciliation officer shall hold conciliation proceedings for the purpose of bringing about a settlement of the dispute and may do all such things as he thinks fit for the purpose of inducing the parties to come to a fair and amicable settlement.

(2) If no such settlement is arrived at in the conciliation proceeding referred to in sub-rule (1), the conciliation officer shall submit a report electronically or in any other form to the concerned parties and the State Government within seven days from the date on which the conciliation proceedings are concluded and made available on the departmental portal or website.

(3) The report referred to in sub-rule (2) shall be accessible or provided to the parties concerned.

(4) The report referred to in sub-rule (2) shall contain inter-alia the submissions of the employer, worker or Trade union, as the case may be, and it shall also contain the efforts made by the conciliation officer to bring the parties to the amicable settlement, reasons for refusal of the parties to resolve the dispute and the conclusion of the conciliation officer.

(5) Any dispute which is not settled during the conciliation proceedings, then, either of the concerned party may make an application in Form-X, before the Industrial Tribunal within ninety days from the date of the report under sub-rule (2).

(6) In case of an industrial dispute which has not been settled during the conciliation proceedings, an application may be made before the Tribunal by either of the parties concerned for adjudication. The Tribunal shall direct the party raising the dispute to file a statement of claim with complete details along with relevant documents, list of supporting documents and witnesses within thirty days from the date on which application is filed. A copy of such statement may be sent electronically or uploaded on the departmental portal or website for service on each of the opposite parties in the dispute.

(7) The Tribunal after ascertaining that the copies of statement of claim and other related documents are furnished to the other side by the party raising the dispute, the Tribunal shall fix the first hearing as soon as possible and within a period of one month from the date of

receipt of the application. The opposite party or parties shall file their written statement together with supporting documents and the list thereof and list of witnesses, if any, within a period of thirty days from the

date of first hearing and simultaneously forward a copy thereof to the opposite party or parties for service.

(8) Where the Tribunal finds that the party raising the dispute, despite its directions, did not forward the copy of the statement of claim and other documents to the opposite party or parties, it shall give directions to the concerned party to furnish the copy of the statement to the opposite party or parties, granting extension of fifteen days for filing the statement, if the Tribunal finds sufficient cause for not filing the statement of claim and other documents within time.

(9) Evidence shall be recorded either in Tribunal or, as the case may be filed on affidavit but in the case of affidavit the opposite party shall have the right to cross-examine each of the deponents filing the affidavit. Where the oral examination of each witness proceeds, the Tribunal shall make a memorandum of the substance of what is being deposed. While recording the oral evidence the Tribunal shall follow the procedure laid down in rule 5 of Order XVIII of the First Schedule to the Code of Civil Procedure, 1908 (5 of 1908).

(10) On completion of evidence, arguments may be heard immediately or a date may be fixed for arguments, which shall not be beyond a period of fifteen days from the closure of evidence.

(11) The Tribunal shall not ordinarily grant an adjournment for a period exceeding a week at a time, but not in any case more than three adjournments in all, at the instance of the parties to the dispute, shall be granted:

Provided that the Tribunal for reasons to be recorded in writing, grant an adjournment exceeding a week at a time but not in any case more than three adjournments, at the instance of any one of the parties to the dispute, shall be granted.

(12) In case any party defaults or fails to appear at any stage, the Tribunal may proceed with the case ex-parte, and decide the application in the absence of the defaulting party:

Provided that the Tribunal may on the application of either party filed before the submission of the award, revoke the order that the case shall proceed ex parte; if it is satisfied that the absence of the party was on justifiable grounds, and proceed further to decide the matter as contested.

(13) The Tribunal shall communicate its Award electronically to the parties concerned and the State Government within one month from the date of the pronouncement of the award.

(14) The Tribunal may summon and examine any person whose evidence appears to it to be material for deciding the case and shall be deemed to be a civil court within the meaning of Sections 345, 346 and348 of the Code of Criminal Procedure, 1973 (1 of 1974).

.(15) Where assessors are appointed to advise a Tribunal under sub-section (5) of Section 49 in relation to proceeding before it, the Tribunal shall obtain the advice of such assessors, but such advice Shall not be binding on such Tribunals.

(16) A party in an award, who wants to obtain a copy of the award or other document, may obtain a copy of the award or other document after depositing the fee electronically in the Tribunal in the following manner, namely: -

(a) fee for obtaining a copy of an award or the document filed in any proceedings of Tribunal be charged at the rate of rupees two per page;-

(b) For certifying a copy of any such award or order or document, a fee of rupees two per page shall be payable;

(c) Copying and certifying fees shall be payable electronically;

(d) Where a party applies for immediate delivery of a copy of any such award or document, an additional fee equal to one-half of the fee levied under this rule shall be payable.

(17) The representatives of the parties appearing before a Tribunal shall have the right of examination, cross-examination and of addressing the Tribunal when evidence has been called.

(18) The proceedings before Tribunal shall be held in open court: Provided that the Tribunal may direct any proceeding before it to be held by video conferencing:

Provided further that Tribunal may at any stage direct that any witness shall be examined or its proceedings be held in camera.

CHAPTER VIII

Strikes and Lock-outs

42. Number of persons by whom the notice of strike shall be given, the person or persons to whom such notice shall be given and the manner of giving such notice under sub-section (4) of Section 62.-

The notice of strike referred to in sub-section (1) of Section 62 shall be given to the employer of an industrial establishment in Form-XI which shall be duly signed by the Secretary and five elected representatives of the registered Trade Union relating to such industrial establishment endorsing the copy thereof electronically or in person or by speed post or otherwise to the Labour Commissioner, or Deputy Labour Commissioner and concerned Conciliation Officer.

43. Manner of giving notice of lock-out under sub-section (5) and authority under sub-section (6) of Section 62.-

(l) The notice of lock-out referred to in Sub-section (2) of Section 62 shall be given by the employer of an industrial establishment in Form-XII to the Secretary of every registered Trade Union relating to such industrial establishment endorsing a copy thereof electronically or otherwise to the Labour Commissioner, Manipur and concerned Conciliation Officer. The notice shall be displayed conspicuously by the employer on a notice board or on electronic board at the main entrance to the industrial establishment,

(2) If the employer of an industrial establishment receives from any person employed by him any notice of strike as referred to in sub-section (l) of Section 62 then he shall within five days from the date of receiving of such notice, intimate the same electronically or otherwise to the Labour Commissioner, Manipur and concerned Conciliation Officer.

(3) If the employer gives to any person employed by him a notice of lock-out, then he shall within five days from the date of such notice, intimate electronically or otherwise to the Labour Commissioner, Manipur and concerned Conciliation Officer.

CHAPTER IX

Lay-off, Retrenchment and Closure

44. Manner of serving notice before retrenchment of the worker under clause (c) of Section 70.-

If any employer desires to retrench any worker employed in his industrial establishment who has been in continuous service for not less than one year under him then, such employer shall give notice of such retrenchment, in Form-XIII to the Labour Commissioner and concerned Officer having jurisdiction through e-mail or, by registered or speed post.

45. Manner of giving an opportunity for re-employment to the retrenched workers under Section 72.-

Where any vacancy occurs in an industrial establishment and there are workers of such industrial establishment retrenched within one year prior to the proposal for filling up such vacancy, then, the employer of such industrial establishment shall offer an opportunity at least 10 days before by speed post and through e-mail to such retrenched workers who are citizens of India. If such workers give their willingness for employment then, the employer shall give them preference over other persons in filling up of such vacancy.

46. Manner of serving notice by the employer for intended closure under sub-section (1) of Section 74.-

If an employer intends to close down an industrial establishment he shall give notice of such closure in Form-XIII to the Labour Commissioner and concerned Conciliation Officer having jurisdiction by e-mail or speed post.

CHAPTER X

Special Provisions relating to lay-off, Retrenchment and closure in certain establishments

47. Manner of making application to the State Government by the employer for the intended lay-off and the manner of serving copy of such application to workers under Sub-section (2) of Section 78.-

An application for permission under sub-section (1) of Section 78 shall be made by the employer in Form-XIV stating clearly therein the reasons for the intended lay off and a copy of such application shall be served simultaneously to the worker concerned electronically and by speed post. Such application shall also be displayed conspicuously by the employer on a notice board or on electronic board at the main entrance of the industrial establishment.

48. Manner for applying for permission from the State Government to continue the lay-off under sub-section (3) of Section 78.-

The employer shall in case of an industrial establishment being a mine specified in sub-section (3) of Section 78 where the workers (other than Badli workers or casual workers) have been laid-off under sub-section (1) of Section 78 for reasons of fire, flood or excess of inflammable gas or explosion, within a period of thirty days from the date of commencement of such lay-off, apply in Form-XIV electronically and by registered or speed post with a copy to the Labour Commissioner and concerned Officer having jurisdiction for permission to continue the lay-off specifying the number of days; intimating the number of workers to be laid off, the total number of workers employed in the industrial establishment, the date of lay-off and the reasons for continuation of such lay-off.

49. Time-limit for review under sub-section (7) of Section 78.-

The State Government may§ either on its own motion or on the application made by the employer or any worker, review its order granting or refusing to grant permission under sub-section (4) of the Section 78 within a period of thirty days from the date on which such order is made.

50. **Manner of making application to the State Government by the employer for the intended retrenchment and manner of serving copy of such application to workers under sub section (2) of Section 79.-**

An application for permission referred to in sub-section (l) of Section 79 shall be made by the employer in Form-XIV stating clearly therein the reasons for the intended retrenchment electronically and a copy of such application shall also be sent to workers electronically and by speed post. Such application shall also be displayed conspicuously by the employer on a notice board or on electronic board at the main entrance to the industrial establishment.

51. **Time-limit for review under sub-section (6) of Section 79.-**

The State Government may, either on its own motion or on the application made by the employer or any worker, review its order granting or refusing to grant permission under subsection (3) of Section 79 within a period of thirty days from the date on which such orders is made.

52. **Manner of making application to the State Government by the employer for intended closing down of an industrial establishment and the manner of serving copy of such application to the representatives of workers under sub-section (1) of Section 80.-**

An employer who intends to close down an industrial establishment to which Chapter X of the Code applies shall apply electronically in Form-XIV for prior permission at least ninety days before the date on which intended closure is to become effective to the State Government, stating clearly therein the reasons for the intended closure of the industrial establishment and simultaneously a copy of such application shall also be sent to the representatives of the workers electronically and by speed post.

53. **Time-limit for review under sub-section (5) of Section 80.-**

The State Government may, either on its own motion or on the application made by the employer or any worker, review its order granting or refusing to grant permission under sub-section (2) of Section 80 within a period of thirty days from the date on which such order is made.

CHAPTER XI

Worker re-skilling Fund

54. Contribution from such other sources to be made to the worker re-skilling fund under clause (b) of sub-section (2) of section 83-

(I) The State Government may contribute to worker re-skilling fund for the purpose of re-skilling of workers.

(2) The corporate bodies may contribute to the worker re-skilling fund as Corporate Social Responsibility,

(3) Any individual may contribute to re-skilling fund.

55. Manner of utilization of fund under Sub-section (3) of Section 83,-

Every employer who has retrenched a worker or workers under this Code, within ten days, at the time of retrenching a worker or workers shall electronically transfer an amount equivalent to fifteen days of last drawn wages of such retrenched worker or workers in the account (name of the account shall be displayed on the official website of Labour Department, Manipur). The fund

so received shall be transferred by the State Government to each worker or workers' account electronically within forty five days of receipt of funds from the employer and the worker shall utilize such amount for his re-skilling. The employer shall also submit the list containing the name of each worker retrenched the amount equivalent to fifteen days of wages last drawn in respect of each worker along with their bank account details to enable the State Government to transfer the amount in their respective account.

CHAPTER XII

Offences and Penalties

56. **Manner of composition of offence by a Gazetted Officer specified under sub-section (1) of Section 89 and the manner of making application for the compounding of an offence specified under sub-section (4) of Section 89.-**

(1) The officer notified by the State Government for the purposes of compounding of offences under sub-section (1) of Section 89 (hereinafter referred to as the compounding officer), shall in the offences in which prosecution is not instituted, if the compounding officer is of the opinion that any offence under the Code for which the compounding is permissible under Section 89, he shall send a notice through electronically speed post or manually under proper receipt to the accused in Form-XV consisting of three Parts. In Part I of such Form, the compounding officer shall *inter-alia* specify the name of the offender and his other particulars, the details of the offence and in which Section the offence has been committed, the compounding amount required to be paid towards the composition of the offence. Part II of the Form shall specify the consequences, if the offence is not compounded and part III of the Form shall contain the application to be filed by the accused if he desires to compound the offence. Each notice shall have a continuous unique number containing alphabets or numeric and other details such as officer sending notice, year, place, type of inspection for the purpose of easy identification.

(2) The accused to whom the notice referred to in sub-rule (1) is served, may send the Part III of the Form duly filled by him to the compounding officer electronically and deposit the compounding amount electronically or otherwise, within fifteen days of the receipt of the notice, in the account specified by the compounding officer in the notice.

(3) Where the prosecution has already been instituted against the accused in the competent Court, he may make an application to the Court to compound the offence against him and the Court, after considering the application, may allow composition of the offence by the compounding officer in accordance with provisions of Section 89.

(4) If the accused complies with the requirement of sub-rule (2), the compounding officer shall compound the offence for the amount of money deposited by the accused and-

(a) if the offence is compounded before the prosecution, then no complaint for prosecution shall be instituted against the accused; and

(b) if the offence is compounded after institution of prosecution under sub-rule (3) with the permission of the Court, then, the compounding officer shall treat the case as closed as if no prosecution had been launched and will proceed in accordance with composition as under clause (a) and intimate the composition of offence to the competent Court in

(ii)Every complaint under sub-rule (l) shall be verified by the worker making the complaint or by authorized representative of the worker proved to the satisfaction of the conciliation officer, arbitrator, Tribunal, to be acquainted with the facts of the case,

59. **Manner of authorization of worker for representing in any proceeding under sub-section (1) of Section 94.: -**
Where the worker is not a member of any Trade Union, then, any member of the executive or other office-bearer of any Trade Union connected with or by any other worker employed in the industry in which the worker is employed may be authorized by such worker to represent him in any proceeding under the Code relating to a dispute in which the worker is a party in Form-VIII.

60. **Manner of authorization of employer for representing in any proceeding under sub-section (2) of Section 94.-**
Where the employer, is not a member of any association of employers, may authorize in Form VIII an officer of any association of employers connected with, or by any other employer engaged in, the industry in the employer is engaged to represent him in any proceeding under the Code relating to a dispute in which the employer is a party.

61. **Submission of a copy each of the Form to the office of Director General, Labour Bureau under clause (zzf) of sub-section 2 of Section 99.-**
A copy of each Form VII (notice of strike), Form VIII (notice of lockout), Form IX (notice for intimation of retrenchment or closure to the State Government), Form X (Application for permission of lay-off or retrenchment or closure), and Form XI (compounding of offences), shall be shared electronically with Director General, Labour Bureau in auto-mode.

CHANDAM BOBO SINGH
Digitally signed by CHANDAM BOBO SINGH
Date: 2026.06.18 13:12:06 +05'30'

(Chandam Bobo Singh)
Joint Secretary (SLEE),
Government of Manipur

FORM-I
(See Rule 3)
(In plain paper)

(Memorandum of settlement arrived at during conciliation or settlement arrived at between the employer and his workers otherwise than in the course of conciliation proceeding) Names of Parties;

……. Representing employer(s);

……...……Representing workers;

which the prosecution is pending and after receiving such intimation, the Court shall discharge the accused and close the prosecution.

(5) The compounding officer shall exercise the powers to compound the offence under this rule, subject to the direction, control and supervision of the State Government.

CHAPTER XIV

Miscellaneous

57. Protected workers under sub-section (3) and (4) of Section 90.-

(1) Every registered Trade Union connected with an industrial establishment, to which the Code applies, shall communicate to the employer before the 30th April of every year, the names and addresses of such of the officers of the Union who are employed in that establishment and who, in the opinion of the Union should be recognized as protected workers. Any change in the incumbency of any such officer shall be communicated to the employer by the union within fifteen days of such change.

(2) The employer shall, subject to sub-section (3) and sub-section (4) of Section 90, recognise such workers to be protected workers for the purposes of Section 90 and communicate to the Union, in writing, within fifteen days of the receipt of the names and addresses under sub- rule (1), the list of workers recognised as protected workers for the period of twelve months from the date of such communication.

(3) Where the total number of names received by the employer under sub-rule (1) exceeds the maximum number of protected workers, admissible for the industrial establishment, under sub-section (4) of Section 90, the employer shall recognise as protected workers only such maximum number of worker:

Provided that where there is more than one registered Trade Union in the industrial establishment, the maximum number shall be so distributed by the employer among the Unions that the numbers of recognised protected workers in individual Unions bear practicably by the same proportion to one another as the membership figures of the Unions. The employer shall in that case intimate in writing to the President or the Secretary of the each concerned Union, the number of protected workers allotted to it:

Provided further that where the number of protected workers allotted to a Union under this sub-rule falls short of the number of officers of the Union seeking protection, the union shall be entitled to select the officers to be recognised as protected workers. Such selection shall be made by the Union and communicated to the employer within five days of the receipt of the employer's letter in this regard.

(4) When a dispute arises between an employer and any registered Trade Union in any matter connected with the recognition of protected workers under this rule, the dispute shall be referred to the Labour Commissioner and concerned Officer having jurisdiction, whose decision thereon shall be final.

58. Manner of making complaint by an aggrieved worker under Section 91.-

(i) Every complaint under Section 91 of the Code shall be made electronically and speed post in Form-XVI and shall be accompanied by as many copies as there are opposite parties mentioned in the complaint.

Short recital of the case

.....
.....
……..

Terms of settlement

.....
.....
……..

Signature of the Witnesses in whose presence the memorandum of settlement is signed:

(1) .....

(2) .....

**Signature of Conciliation Officer*

*In case the settlement arrived at between the employer and his workers otherwise than in the course of conciliation proceeding the copy of the memorandum shall be marked to the concerned Conciliation Officer.
*In the case of witnesses, one shall be from the employer's side and another from the worker's side.

FORM-II

(See Rule 89 Rule 11 & Rule 25)

Annual Audit Report, Details of Assets and Liabilities and Annual Return to be furnished by the Trade Union for the year ending 31st December, 20…….

Name of the Union……

Registered Head Office……

Registration Certificate's number…….

Return to be made by federation of Trade Union	Number of Unions affiliated at beginning of year. Number of Unions joining during year. Number of Union disaffiliated at the end of the year.
This return need not be made by federations of Trade Unions	Number of members on books at the beginning of year. Number of members admitted during the year add together. Number of members who left during the year (deduct). Total number of members on books at the end of the year. Males. Females.

Number of members contributing to political fund.

A copy of the Rules of the Trade Union corrected up to the date of dispatch of this return is appended.

Dated: Secretary

Statement of Liabilities and Details of Assets on the day of …….20…….

Liabilities	**Rs.**	**P.**	**Assets**	**Rs.**	**P.**
Amount of general fund			Cash		
Amount of separate fund			In hands of Treasurer		
Loans from			In hands of Secretary		
Debts due to			In the Bank		
To be specified other liabilities			Securities as per list below unpaid subscription due in the Bank Loans to Immovable property goods and furniture. Other assets (to be specified.)		
Total Liabilities			**Total Assets**		

List of Securities

Particulars	**Nominal value**	**Market value at date on which accounts have been made up**

Treasurer.

General Fund Account

Income	**Rs. P.**	**Expenditure**	**Rs. P.**
Balance at beginning year of		Salaries, allowances and expenses of officers	
Contributions from members @ per member. Donations		Salaries, allowances and expenses of establishment. Auditors' fees	
Sale of Periodicals, rules, etc.		Legal expenses. Expenses in conducting trade disputes	
Interest on investment, Income from miscellaneous		Compensation paid to members for loss arising out of trade disputes	

sources (to be specified).		Funeral, old age, sickness, unemployment benefits, etc. Educational, social and religious benefits. Cost of publishing periodicals, Rent, Rates and Taxes Stationery Printing and postage. Expenses incurred under rule 18 (to be specified). Other expenses (to be specified). Balance at the end of year. Total.....	

SEPERATE FUND ACCOUNT

Income	Rs. P.	Expenditure	Rs. P.
Balance at beginning of year. Contribution from members @ per member.....		Payments made on object specified in rule 19 (to be specified). Expenses of management (to be specified). Balance at the end of year	
Total.....	Total.....		

Treasurer.....

AUDITOR'S DECLARATION

The undersigned, having had access to all the books and accounts to the Trade Union and having examined the foregoing statements and verified the same are found to be correct duly voucher and in accordance with the law, subject to the remarks if any, appended hereto.

Auditor's Sign. with seal.

_____

The following changes of officers have been made during the year.....

OFFICER RELINQUISHING OFFICE.

Name Office Date of relinquishing Office

OFFICER APPOINTED

Name Age Office Address Occupation Date of Appointment

FORM-III

(See Rule 10)

APPLICATION FOR REGISTRATION OF TRADE UNION

Dated the _____ day of 20 _____

1. We hereby apply for the registration of a Trade Union under the name of _____.

2. The address of the head office of the Union is_____

3. The Union came into existence on the ___day of _____

4. The Union is a union of employers/workers engaged in the industry or profession.

5. The particulars of the office bearers of the Trade Union as per Schedule-I.

6. The particulars given in schedule show the provision made in the rules for the names detailed in Section 7 of the Code.

7. To be struck out in the case of Unions which have not been inexistence for one year before the date of application. The particulars required by Section 8(2) of Code are given in schedule-III.

8. We have been duly authorized to made this application.

Name	Signature Signed- 1. 2. 3. 4. 5. 6. 7.	Occupation	Address	Contact/email.id

To the Registrar of Trade Unions, Schedule 1 - List of Officers

Title	Name	Age	Address	Occupation

Note: - Enter in this Schedule the names of all members of the executive of the Union showing in column I the name of any posts held by them (e.g. President, Secretary, Treasurer, etc.) in addition to their officer as members of the executive.

Schedule II—Reference to Rules.

The members of the rules making provision for the several matters detailed in column I are given in column 2 below: -

Matter	No. of rules

1. Name of Union.
2. The whole of the objects for which the Union has been established.
3. The whole of the purposes for which the general funds of the Union shall be applicable.
4. The maintenance of a list of members.
5. The facilities provided for the inspection of the list of members by officers and members.
6. The admission of ordinary members.
7. The admission of honorary or temporary members.
8. The conditions under which members are entitled to benefits assured by the rules.
9. The conditions under which fines or forfeiture can be imposed or varied or rescinded.
10. The manner in which the rules shall be amended, varied or rescinded.
11. The manner in which the members of the executive and the other officers of the union shall be appointed and removed.
12. Safe custody of funds.
13. The annual audit of the accounts.
14. The facilities for the inspection of the account books by officers and members.
15. The manner in which the Union may be dissolved.

Schedule III

Statement of Liabilities and assets on the Day of _____

(This need not be filed in if the Union came into existence less than one year before the date of application for registration).

Liabilities	Rs.	P.	Assets	Rs.	P.
Amount of general funds			Cash In hands of Treasurer		
Amount of political fund.			In hands of Secretary		
Loans from other liabilities to be specified			In hands of. In the Bank. In the Bank of Securities as per list below unpaid subscription dues. Loans to Immoveable property, goods, and furniture. (Other assets to be specified.)		
Total Liabilities			Total Assets.		

LIST OF SECURITIES

Particulars	Nominal	Market Value	In hands
Signed 1.			

2.			
3.			
4.			
5.			
6.			
7.			

FORM - Ill(A)
(See /1Rule - 10)
(Foun of Affidavit)
(In notarised Non Judicial Stamp)

I, _____ S/O, D/O Sh _____ Age _____ yrs.
R/o
_____do
hereby solemnly affirm and declare as under:-

I. That I am the elected /designated _____(post) of /1_____(Name of Trade Union) with its Head Office situated at _____ (Address of Trade Union).
2. That to the best of my knowledge and belief no Union / Association by the name of _____Union (Name of Union)" is registered in Manipur or anywhere in India.
3. That in case of any legitimate claimant of union's name, we will surrender the certificate and change name of the union as per directions of the Registrar Trade Unions, Manipur.
4. That no member or office bearer has ever been convicted by Courts of India for any offence involving moral turpitude and sentenced to imprisonment.
5. That all particulars supplied as per Forms and Schedules as well as other documents are true.
6. That the scope of the Union shall be for the employees of _____ (Name of Establishment).
7. That there are _____ employees are working in _____ (Name of Establishment) and out of which _____employees are members of our union.
8. That I shall furnish such other documents and/or in Formation as required by the Registrar for the purpose of this application.
9. That this is my true statement and it conceals nothing and that no part of it is false.
10. That the authority shall be at liberty to take appropriate action against me if any information/ document furnished is found to be false, frivolous or incorrect.
11. That the list of Trade Union Member along with attested Aadhar Number for verification is appended with the affidavit and no member has been compelled or forced to share the Aadhar.
12. The notarised Non Judicial Stamp shall be Rs. 200.

DEPONENT Verification:-

Verified at _____(Place) on .....(Date) that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

Deponent.

FORM- III(B)

(see Rule-14)

WITHDRAWAL OR CANCELLATION OF THE CERTIFICATE OF REGISTRATION

It is hereby certified that the certificate of registration No..... ..... granted to the ..... Trade Union, the head office of which is situated at .... has been withdrawn (or cancelled) from ..... here insert date.

Dated ...., Registrar

FORM- III(C)

(see Rule-14)

CERTIFICATE OF REGISTRATION COMPLETE / PARTIAL ALTERATION OF RULES

...../Trade Union Register No.....

It is hereby certified that the rules / rules, copy whereof is appended here has / have been registered in substitution of rule / rules .... already registered for ..... the ..... Trade Union, this day of .....

....., Registrar

Dated .....

FORM-IV

(See Rule 12)

Serial No:
Name of Union:
Address of Head Office:
Date of Registration:
No. of application form

List of members applied for registration	Year of entering in office	Name	Age of entry	Address/ Occupation	Year of relinquishing office	Other offices held in addition to membership

						of executive with date
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Registrar

FORM-V
(See Rule 13)

Reg. No..... Dated.....

It is certified that..... Head Office .....has been

registered under the Provisions of Industrial Relations Code 2020 on.....

Given under my seal and signature

Registrar of Trade Unions

FORM-VI
(See Rule 36)
(Notice of change of service conditions proposed by an employer)

Name of employer.....

Address.....

Dated the..... day of..... 20.....

In accordance with Section 40(1) of Industrial Relation code, I/We hereby give notice to all concerned that it is my/our intention to effect the change/changes specified in the annexure, with effect from ..... in the conditions of service applicable to workers in respect of the matters specified in the Third Schedule to this code.

Signature.....

Designation.....

ANNEXURE

(Here specify the change/changes intended to be effected)

Copy forwarded to:

l. Deputy Labour Commissioner, Manipur.

2. Secretary of Registered Trade Union, if any.

_____

FORM-VII

(Agreement for Voluntary arbitration)

(See Rule 37)

(In plain paper)

BETWEEN

……Name of the parties representing employer(s)

And

…...……. Representing worker

It is hereby agreed between the parties to refer the following dispute to the arbitration of ……... [here specify' the name(s)and address(s) of the arbitrator(s).

(i) Specific matters in dispute.

(ii) Details of the parties to the dispute including the name and address of the establishment or undertaking involved.

(iii) Name of the worker in case he himself is involved in the dispute or the name of the union, if any, representing the worker or workers in question.

(iv) Total number of workers employed in the undertaking affected.

(v) Estimated number of workers affected or likely to be affected by the dispute.

*We further agree that the majority decision of the arbitrators) shall be binding on us in case the arbitrator(s) are equally divided in their opinion they shall appoint another person as umpire whose award shall be binding on us.

The arbitrator(s) shall make his (their) award within a period of…… (here specify the period agreed upon by the parties) from the date of publication of this agreement in the Official Gazette by the State Government or within such further time as is extended by mutual agreement between us in writing. In case, the award is not made within the period afore mentioned, the reference to the arbitration shall stand automatically cancelled and we shall be free to negotiate for fresh arbitrator.

Signature of the parties Representing employer/Representing worker/workers.

Witnesses

1. ……
2. ……

Copy to:

(i) The Administrative Secretary, SLEE Department, Manipur.
(ii) The Labour Commissioner, Manipur.
(iii) The Concerned Deputy Labour Commissioner.
(iv) The Conciliation Officer [here enter office address of the Conciliation Officer for the area Concerned]

FORM-VIII

(See Rule 39)

(Authorization by a worker, group of worker, employer, group of employer to be represented in a proceeding before the authority under this Code).

Before the Authority

(Here mention the authority concerned)

In the matter of: (mention the name of the proceeding) ……workers

Versus……..Employer

I/we hereby authorize Shri / Smt (if representatives are more than one) 1……2…….3……to represent me/us in the above matter.

Dated this……day of.....20…….

Signature of person(s) nominating the representative(s)

Address Accepted

FORM-IX

(See Rule 39)

(In plain paper)

Form of Oath of Office for Judicial Member or Administrative

Member of Industrial Tribunal

I, A, B., having been appointed as Judicial Member/Administrative Member (whichever is applicable) of Industrial Tribunal (Name of the Tribunal) do solemnly affirm/do swear in the name of God that I will faithfully and conscientiously discharge my duties as the Judicial Member/Administrative Member of Industrial Tribunal (Name of the Tribunal) to the best of my ability, knowledge and judgment, without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws of the land.

(Signature)

Date:
Place:

FORM-X

(See Rule 41)

Application to be submitted before the Tribunal in the matter not settled by the Conciliation Officer) Before……. (here mention the name of the Tribunal having jurisdiction over the area) in the matter of ……. Applicant Address…….

Versus

……Opposite party (ies)
Address…….

The above mentioned applicant begs to state as follows: (Here set out the relevant facts and circumstances of the case). The applicant prays that the instant dispute may please be admitted for adjudication and request to pass appropriate Award.
Date……
Place…….

FORM-XI

(See Rule 41)

(Notice of Strike to be given by Union (Name of Union)/ Group of Workers)

Name of five elected representatives of workers……. Dated the……. day of……20…….
To

(The name of the employer).

Dear Sir/Sirs,
In accordance with the provisions contained in sub-section (1) of Section 62 of the Industrial Relation code, I/We hereby give you notice that I propose to call a strike/we propose to go on strike on …..…. 20….., for the reasons explained in the annexure.

Yours faithfully,

(Secretary of the Union)

Five representatives of the workers duly elected at a meeting held on ……. (date), vide resolution attached,]

ANNEXURE
Statement of the Case.

Copy to;
(1)The Secretary (SLEE), Government of Manipur.
(2) The Deputy Labour Commissioner, Manipur.

(3) The Conciliation Officer [here enter office address of the Conciliation Officer for the area concerned,]

FORM-XII

(Sec Rule 42)

(Notice of Lock-out to be given by an employer of an industrial establishment)

Name of employer ……

Address…….

Dated the…… day of……..... 20…….

In accordance with the provisions of 62(6) of this code, I/we hereby give notice to all concerned that it is my/our intention to effect lock out in……. department(s), Section(s) of my/ our establishment with effect from……for the reasons explained in the annexure.

Signature……

Designation……

ANNEXURE

1.	Statement of reasons

Copy to:

(i) The Secretary (SLEE), Government of Manipur

(ii) The Deputy Labour Commissioner, Manipur.

(iii) The Conciliation Officer there enter office address of the Conciliation Officer for the area concerned.]

(iv) The Secretary of the Registered Trade Union, if any.

_____

FORM- XIII

(See Rule 44 and Rule 46)

(Notice of Intimation of Retrenchment/Closure to be given by an employer to the State Government under the provisions of Chapter IX of the Industrial Relations Code, 2020 and rules made there under)

(To be submitted online. In case of exigencies, on paper in the prescribed format below) Name of Industrial Establishment/Undertaking/ Employer…….

Labour Identification Number…….

Dated……..… (Note: The intimation for Closure/Retrenchment to the appropriate government shall be 60 days and 30 days before commencement of Closure/Retrenchment respectively)

To
The Secretary (SLEE),
Government of Manipur.

*(Retrenchment) (a) Under Section 70(C) of this Code, I/we*hereby intimate you that I*/ we* have decided to retrench..... workers* * out of a total of .....Workers* * with effect from..... (DD/MM/YYYY)

or

(Closure) (b) Under Section 74(1) of this Code, I/we hereby intimate you that I*/we* have decided to close down,…….(name of the industrial establishment or undertaking)with effect from..... (DD/MM/YYYY).The number of workers whose services would be terminated on account of the closure of the undertaking is..... (number of workers)

l . The reason for Retrenchment/Closure is
……

…….

…….

2. The worker(s)* concerned were given on the.....(DD/MM/YYYY) one month's notice in writing as required under Section 70(a)*/ Section 75(1) * of this Code.

or

* The worker(s) concerned have been given on the……(DD/MM/YYYY) one month's pay in lieu of the notice as required under Section 70(a)*/ Section 75(1) * of this Code.

3. * I*/We* hereby declare that the worker(s) concerned have been*/will be* paid all their dues along with the compensation due to them under Section 70*/Section 75* of this Code before or on the expiry of the notice period.

or

I/We hereby state that currently Insolvency proceedings are on in respect of the said Industrial Establishment/Undertaking/Employer, and that I*/we* will pay all the dues along with the compensation due to them under concerned laws.

4. (Retrenchment) I/we* hereby declare that the worker(s) concerned have been*/will be* retrenched in compliance to the Section 71 and Section 72 of this Code.

5. I*/ we* hereby declare that no court case is pending before any Court in the matter, and if yes, the details thereof have been Annexed.

6. I*/ we* hereby declare that the above information given by me*/us* in this notice and the Annexure is true. I*/we* solely responsible for its accuracy and no facts/materials has been suppressed in the matter.

Yours faithfully,

(Name of Employer/***Authorized
Representative with Seal)
(*Strike off which is not applicable.)

(** Indicate number in figures and words both)
(***Copy of Authorization letter issued by the employer shall be enclosed)

Copy to:
(i) The Labour Commissioner, Manipur.
(ii) The Concerned Deputy Labour Commissioner.
(iii) The Conciliation Officer [here enter office address of the Conciliation Officer for the area concerned.]
(iii) The Registered Unions/Authorized Representatives of Workers operating in the establishments or undertakings.

FORM-XIV

[See Rule 47, Rule 48, Rule 50 and Rule 52]

[Application for permission of Lay-off/ Continuation of Layoff/Retrenchment/ Closure to be given by an employer/ Industrial establishment [Undertaking to the State Government under the provisions of Chapter X of the Industrial Relations Code, 2020 and rules made there under]

(To be submitted online. In case of exigencies on paper in the prescribed format below)

Name of Industrial Establishment or Undertaking or Employer…….
Labour Identification Number……
Dated……

(Note: The application to the State Government shall be served as indicated below:
Lay-off at least 15 days before the intended Lay-off
Continuation of /1Lay-off at least 15 days before the expiry of earlier Lay-off
Retrenchment-at least 60 days before the intended date of Retrenchment
Closure-at least 90 days before the intended date of Closure)

To,
The Secretary (SLEE)
Government of Manipur,

l. *(Lay-off) (a). Under Section 78(2) of the Industrial Relations Code, 2020, I*/we* hereby apply for permission to lay-off workers* * out of total of workers* * employed in my*/our* establishment (details to be given in Annex-I) with effect from (DD/MM/YYYY).

or

Continuation of lay-off (b) Under Section 78(3) of the Industrial Relations Code, 2020, I/we* hereby apply for permission to continue the Lay-off …….. workers** out of total of……. laid off workers* * in my*/our* establishment (details to be given in Annex-I) with effect from……..(DD/MM/YYYY).

or

(Retrenchment) (c) Under Section 79(2) of the Industrial Relations Code, 2020, I/we* hereby apply for permission for intended retrenchment of……workers out of total of…….

workers* * employed in my*/our* establishment (details to be given in Annex-I) with effect from ……. (DD/MM/YYYY).

or

(Closure) (d) Under Section 80(1) of the Industrial Relations Code, 2020, I / we hereby inform you that I*/we* intended to close down the undertaking…… (name of the industrial establishment or undertaking or employer) (details to be given in Annex-I) with effect from.....(DD/MM/YYYY). The number of workers whose services would be terminated on account of the closure of the undertaking is..... (number of workers)

2. * (Lay-off/Continuation of Lay-off) The worker(s) concerned were given on …….... (DD/MM/YYYY) one month's notice in writing a required under Section 79*/Section 80* of this Code.

or

(Retrenchment/Closure) The worker(s) concerned were given on ……. (DD/MM/YYYY) one month's notice in writing as required under Section 79/ Section 80* of this Code.

or

(Retrenchment/ Closure) The worker(s) have been given on …… (DD/MWYYYY) one month's pay in lieu of notice as required under Section 79/Section 80* of this Code.

3. The details of affected worker(s) is at Annexure II.

4. (Retrenchment) I*/we* hereby declare that the workers concerned will be retrenched in compliance to the Section 71 and Section 72 of this Code.

5. *I/We* hereby declare that the worker(s) concerned have been*/will be* paid all the dues and compensation due to them under Section 67, read with Section 78(10) */Section 79*/Section 80* of this Code before or on the expiry of the notice period.

or

I/We hereby state that currently Insolvency proceedings are on in respect of the said Industrial Establishment/Undertaking/Employer, and that I/we* will pay all the dues along with the compensation due to them under concerned laws.

6. I/we* hereby declare that no court case is pending before any Court in the matter, and if yes, the details thereof have been Annexed.

7. I/we hereby declare that the above information given by me/ us*in this notice and enclosures is/ are* true, I/we am/are solely responsible för its accuracy and no facts/materials has been suppressed in the matter. The permission sought for may please be granted.

Yours faithfully,

(Name of Employer/ ** *Authorised Representative with Seal)

(*Strike off which is not applicable.)
(** Indicate number in figures and word both)
(** *Copy of Authorization letter issued by the employer shall be enclosed)

ANNEXURE-I

(Please give replies against each item)

1.	Name of the under taking with complete postal address, email, mobile and land line.	
2.	Status of undertaking— (i) Whether Manipur public sector/State public	

	sector/etc, (ii) Whether a private limited company/ partnership firm/partnership firm (iii) Whether the undertaking is Licensed/ registered and if so, name of licensing/ registration authority and licence/ registration certificate numbers.	
3.	(a) MCA Number (b) GSTN Number	
4.	(i) Annual production, item wise for preceding three years (ii) Production figures, month-wise, for the preceding twelve months,	
5.	Audit report of establishment/undertaking including Balance sheets, profit and loss accounts for the last three years.	To be annexed
6.	Names of the inter-connected companies or under the companies same management.	
7.	Details of lay-off/ Retrenchment resorted to in the last three years including the periods of such lay-offs/Retrenchment the number of workmen involved in each such lay-off/Retrenchment/continuation of lay off.	
8.	Any other relevant details which have bearing on lay-off/ continuation of retrenchment/ closure.	

ANNEXURE II

(Details of affected workers)

Sl. No.	UAN/ CMPFO	Name of the Worker	Category (Highly Skilled/ Semi-skilled/Unskilled)	Date from which in service in/ with the said Establishment/ Undertaking/ Employer	Wage as on date of Application	Remark
1.						
2.						
3.						

FORM-XV

(See Rule 56)

Notice to the Employer who committed an offence for the first time under this code, for compounding of offence under sub-section (4) of Section 89,

The undersigned and the Compounding Officer under sub-section 1 of Section 89 of the Industrial Relation Code, 2020 hereby intimates that the allegation has been made against you

6. Details of the prosecution, if filed for the violation of abovementioned offences may be given.....
.....
.....
7. Whether the offence is first offence or the applicant had committed any other offence prior to this offence, if committed, then, full details of the offence.....
.....
.....
8. Any other information which the applicant desires to provide.....
……

Applicant
(Name and signature)

Dated:
Place:

FORM-XVI
(See Rule 59)

(Complaint under Section 91 of the Industrial Relation Code, 2020)

Before the Conciliation officer/ Arbitrator/ Tribunal ------,
In the matter of: ..... Reference No.....
A..... Complainant(s);

Versus
B..... Opposite Party(ies).

Address:

The petitioner(s) begs/beg to complain that the Opposite Party(ies) has/have been guilty of a contravention of the provisions of Section 90 of the Industrial Relation code, as shown below:
(Here set out briefly the particulars showing the manner in which the alleged contravention has taken place and the grounds on which the order or act of the management is challenged.)

The complainant(s) accordingly prays/pray that the Conciliation Officer/ Arbitrator/ Industrial Tribunal or National Tribunal may be pleased to decide the complaint set out above and pass such order or orders thereon as it may deem fit and proper.
The number of copies of the complaint and its annexure required under rule 91 of the Industrial Relation Code are submitted herewith.

Dated this.....day of.....20.... Signature of the Complainant(s)

Verification

for committing offence for the violation of various provision of this Code as per the details given below; -

PART-I

1. Name and Address of the offender Employer-
.....
2. Address of the Establishment
.....
3. Particulars of the offence
.....
4. Section of the Code under which the offence is committed.....
5. Compounding amount required to be paid towards composition of the offence.....

PART – II

You are advised to deposit the above mentioned amount within fifteen days from the date of issue of this notice for compounding the offence as per Section 89 (1) of the Industrial Relation Code, 2020, along with an application duly filled in part - III of this notice.

In case you fail to deposit the said amount within the specified time, no further opportunity shall be given and necessary direction for filing of prosecution under Section ----- shall be issued.

(Signature of the Compounding Officer)

Date:
Place:

PART-III

Application under Sub-section (4) of Section 89 for compounding of offence

1. Name of applicant (name of the employer who committed the offence under the Industrial Relation Code 2020 to be mentioned) .....
2. Address of the applicant …….....
3. Particulars of the offence.....
.....
4. Section of the Code under which the offence has been committed.....
5. Details of the compounding amount deposited (electronically generated receipt to be attached) .....
……

I do solemnly declare that what is stated in paragraph..... above is true to my knowledge and that what is stated in paragraphs.....above is stated upon information received and believed by me to be true. This verification is signed by me at.....
on.....day of.....20.....

Signature or Thumb impression of the person verifying.