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: SKILL, LABOUR, EMPLOYMENT &
ENTREPRENEURSHIP DEAPRTMENT

N O T I F I C A T I O N

Imphal, the 18th June, 2026

No. LAB-104/2/2021-LAB and EM-LAB&EMPL In supersession of previous gazette notification No. 5/44/2018-L&E(Pt-3) dated 19/11/2021. the following draft rules, which the Government of Manipur proposes to make in exercise of the powers conferred by section 67 of the Code in Wages, 2019 (No. 29 of 2019 read with section 23 of the General Clause Act, 1897 (No. 10 of 1897) and in supersession of any Rule made by the Government of Manipur in exercise of powers conferred by various Acts that are now repealed by section 67 of the said Code for information of all person likely to be affected and the notice is hereby given that the said draft rules will be taken into consideration after the expiry of a period of forty-five days from the date on which the copies of the Official Gazette in which the rules 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 suggestions 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, extent and commencement –**
   (1) These rules may be called the Code on Wages (Manipur) Rules, 2026.
   (2) These rules may extend to the state of Manipur.
   (3) They shall come into force after the date of their final publication in the Official Gazette, on the date of the commencement of the Code on Wages, 2019 (29 of 2019).

2. **Definitions-**
   In these rules, unless the subject or context otherwise requires-

(a) **"authority"** means the authority appointed by the State Government under Sub-Section **(1) of Section 45**:

(b) **"appellate authority"** means the appellate authority appointed by the State Government under Sub-Section (1) of Section 49;

(c) **"appeal"** means an appeal preferred under Sub-Section (1) of Section 49;

(d) **"Board"** means the Advisory Board constituted by the State Government under sub-Section (4) of Section 42;

(e) **"Chairperson"** means the Chairperson of the Board;

(f) **"Code"** means the Code on Wages, 2019 (29 of 2019);

(g) **"Committee"** means a committee appointed by the State Government under clause (a) of Sub-Section (1) of Section 8;

(h) **"day"** means a period of 24 hours beginning at mid-night;

(i) **"Form"** means a form appended to these rules;

(j) "family" means all or any of the following relatives of an employee namely: —

(i) a spouse;

(ii) a minor legitimate or adopted child dependent upon the employee;

(iii) a child who is wholly dependent on the earnings of the employee, and who is—

(a) receiving education, till he attains the age of twenty-one years; and

(b) an unmarried daughter;

(iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependent on the earnings of the employee, so long as the infirmity continues;

(v) dependent parents (including father-in-law and mother-in-law of a woman employee), whose income from all sources does not exceed such income as may be prescribed by the Central Government;

(k) **" highly skilled occupation"** means an occupation which calls in its performance a specific level of perfection and required competence acquired through intensive technical or professional training or practical occupational experience for a considerable period and also requires of an employee to assume full responsibility for his judgment or decision involved in the execution of such occupation;

(l) **"Inspector-cum- Facilitator"** means a person appointed by the State Government, by notification under Sub-Section (1) of Section 51;

(m) **"Member"** means a member of the Board and includes its Chairperson;

(n) **"Municipal Corporation area"** means an area which falls under the ***Imphal*** Municipal Corporation;

(o) **"Municipal Council area"** means an area which falls under any Municipal Council;

(p) **"Nagar Panchayat area"** means an area which falls under any Nagar Panchayat;

(q) **"rural area"** means the area which does not fall under Municipal Corporation and Municipal Committee/ Municipal Council and Nagar Panchayat;

(r) **"registered trade union"** means a trade union registered under the Industial Relation Code 2020 or the law defining "registered trade union" for the time being in force;

(s) **"Schedule"** means the schedule to these rules;

(t) **"Section"** means a Section of the Code;

(u) **"semi-skilled occupation"** means an occupation which in its performance requires the application of skill gained by the experience on job which is capable of being applied under the supervision of a skilled employed and includes supervision over the unskilled occupation;

(v) **"skilled occupation"** means an occupation which involves skill and competence in its performances through experience on the job or through training as an apprentice in a technical or vocational institute and the performance of which calls for initiating and judgment;

(w) **"unskilled occupation"** means an occupation which in its performance requires the application of simply the operating experience and involves no further skills;

(x) all other words and expressions used herein in these rules and not defined shall have the meanings respectively assigned to them under the Code.

CHAPTER II
Minimum Wages

(3) **Manner of calculating the minimum rate of wages-**

(1) For the purposes of Sub-Section (4) of Section 6, the minimum rate of wages shall be fixed on the day-to-day basis keeping in view of the following criteria, namely:-

(a) The standard working class family which includes a spouse and two children apart from the earning worker, an equivalent of three adult consumption units;

(b) a net intake of 2700 calories per day per consumption units;

(c) 66 meters cloth per year per standard working class family;

(d) housing rent expenditure to constitute 10 per cent of food and clothing expenditure;

(e) fuel, electricity and other miscellaneous items of expenditure to constitute 20 percent of minimum wage; and

(f) expenditure for children education, medical requirement, recreation and expenditure on contingencies to constitute 25 percent of minimum wage.

Note:- The provisions of the rule 3 are based on the criteria declared in the judgment in Workmen Represented by Secretary vs. Management of Reptakos Brett. And Co. Ltd. And Anr., 1992 AIR 504 pronounced by the Hon'ble Supreme Court and on the recommendations of the 15th Indian Labour Conference (ILC).

(2) (a)When the rate of wages for a day is fixed, then, such amount shall be divided by eight for fixing the rate of wages for an hour and multiplied by twenty-six for fixing the rate of wages for a month and in such division and multiplication the factors of one-half and more than one-half shall be rounded as next figure and the factors less than one-half shall be ignored.

(3) In case of a five day working week, the hourly rate of minimum wages so calculated shall be used to derive the minimum wages for the day.

(4) **Norms for fixation of minimum rate of wages-**

(1) While fixing the minimum rate of wages under Section 6, the State Government shall divide the concerned geographical area into three categories, that is to say area under Municipal Corporations area under Municipal Committees/ Municipal Councils/ Nagar Panchayat and Rural area.

(2) The State Government shall constitute a technical committee for the purpose of advising the State Government in respect of skill categorization, which shall consist of the following members, namely :-

(i) Deputy Labour Commissioner, Government of Manipur – Chairperson;

(ii) Additional Secretary/ Representatives, Rural Development Department – Member;

(iii) Joint Secretary SLEE, Government of Manipur – Member-cum-Secretary;

(iv) Director/ Representatives, Industries & Commerce, Government of Manipur – Member;

(v) Chief Inspector, Factories & Boilers Organization, Government of Manipur – Members;

(vi) Two technical experts in wage determination as nominated by the State Government – Members.

(3) The State Government shall, on the advice of the technical committee referred to in sub-rule (2), categorize the occupation of the employees into three categories that is to say unskilled, semi-skilled, and skilled by modifying, deleting or adding any entry in the categorization of such occupations specified in Scheduled – A.

(4) The technical committee referred in sub-rule (2) shall while advising the State Government under sub-rule (3) take into account to the possible extent, the national classification of occupation or national skills qualification framework or other similar framework for the time being formulated to identify occupations.

5. Time interval for revisions of dearness allowance -

Endeavor shall be made so that the cost of living allowance and the cash value of the concession in respect of essential commodities at concession rate shall be computed once before 1st April and then before 1st October in every year to revise the dearness allowance payable to the employers on the minimum wages.

6. Circumstances under proviso (ii) to section 10.

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

7. Number of hours of work which shall constitute a normal working day –

(1) The normal working day under clause (a) of sub Section (1) of Section 13 shall be comprised of eight hours of work and one or more intervals of rest which in total shall not exceed one hour.

(2) The working day of an employee shall be so arranged that inclusive of the intervals of rest, if any, it shall not spread over more than twelve hours on any day.

(3) The provisions of sub-rules (1) and (2) shall, in the case of an employee in agriculture employment, be subject to such modifications as may, from time to time, be determine by the State Government.

(4) Nothing in this rule shall be deemed to affect the provisions of the Factories Act, 1948 (63 of 1948).

8. Weekly day of rest –

(1) Subject to the provisions of this rule, an employee shall be allowed a day of rest every week (herein after referred to as "the rest day") which shall ordinarily be Sunday, but the employer may fix any other day of the week as the rest day for any employee or class of employees:

Provided that an employee shall be entitled for the rest day under this sub-rule if he has worked under the same employer for a continuous period of not less than six days:

Provided further that the employee shall be informed of the day fixed as the rest day and of any subsequent change in the rest day before the change is effected, by display of a notice to that effect in the place of employment at the place specified by the Inspector-cum-Facilitator in this behalf.

Explanation:- For the purpose of computation of the continuous period of not less than six days specified in the first proviso to this sub-rule, any day on which an employee is required to attend for work but is given only an allowance for attendance and is not provided with work, a day on

which an employee is laid off on payment of compensation under the Industrial Disputes Act, 1947 (14 of 1947), and any leave or holiday, with or without pay, granted by employer to an employee in the period of six days immediately preceding the rest, shall be deemed to be days on which the employee has worked.

(2) Any such employee shall not be required or allowed to work on the rest day unless he or she has or will have a substituted rest day for a whole day on one of the five working days immediately before or after the rest day:

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

(4) Where in accordance with the foregoing provisions of this rule, any employee works on a rest day and has been given a substituted rest day on anyone of the five working days before or after the rest day, the rest day shall, for the purpose of calculating the weekly hours of work, be included in the week in which the substituted rest day occurs.

(5) An employee shall be granted –

(a) for rest day wages calculated at the rate applicable to the next preceding day; and

(b) where he works on the rest day and has been given a substituted rest day, then, he shall be paid wages for the rest day on which he worked, at the overtime rate and wages for the substituted rest day at the rate applicable to the next preceding day: Provided that where-

(i) the minimum rate of wages of the employee as notified under the Code has been worked out by dividing the minimum monthly rate of wages by twenty-six; or

(ii) the actual daily rate of wages of the employee has been worked out by dividing the monthly rate of wages by twenty-six and such actual daily rate of wages is not less than the notified minimum daily rate of wages of the employee, then, no wages for the rest day shall be payable; and

(iii) the employee works on the rest day and has been given a substituted rest day, then, he shall be paid, only for the rest day on which he worked, an amount equal to the wages payable to him at the overtime rate; and, if any, dispute arises whether the daily rate of wages has been worked out in accordance with the provisions of this proviso, the Labour Commissioner or the Joint Secretary, SLEE or the Deputy Labour Commissioner, Government of Manipur having the specific jurisdiction may, on application made to him in this behalf, decide the same, after giving an opportunity to the parties concerned to make written representations: Provided further that in case of an employee governed by a piece rate system, the wages for the rest day, or the substituted rest day, as the case may be, shall be such as the State Government may, from time to time determine having regard to the minimum rate of wages fixed under the Code, in respect of the employment.

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

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

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

9. Night shifts-

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

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

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

10. The extent and conditions for the purposes of Sub-Section (2) of Section 13-

In case of employees-

(a) engaged in any emergency which could not have been foreseen or prevented;

(b) engaged in work of the nature of preparatory or complementary work which must necessarily be carried on outside the limits laid down for the general working in the employment concerned;

(c) whose employment is essentially intermittent;

(d) engaged in any work which for technical reasons has to be completed before the duty is over; and

(e) engaged in a work which could not be carried on except at times dependent on the irregular action of natural forces; the provisions of rules 6, 7 and 8 shall apply subject to the condition that-

(i) the spread over of the hours of work of the employee shall not exceed 16 hours in any day; and

(ii) the actual hours of work excluding the intervals of rest and the periods of inaction during which the employee may be on duty but is not called upon to display either physical activity or sustained attendance shall not exceed 9 hours in any day.

11. Longer wage period-

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

CHAPTER III
Payment of Wages

12. Recovery under Sub-Section (4) of Section 18-

Where the total deductions authorized under Sub-Section (2) of Section 18 exceed fifty percent of the wages of an employee, the excess shall be carried forward and recovered from the wages of

succeeding wage period or wage periods, as the case may be, in such installments so that the recovery in any month shall not exceed the fifty per cent of the wages of the employee in that month.

13. The authority under Sub-Section (I) of Section 19-

The Labour Officer having jurisdiction over the place of work of the employee concerned shall be the authority for the purpose of Sub-Section (I) of Section 19.

14. The manner of exhibiting the notice under Sub-Section (2) of Section 19-

A notice referred to in Sub-Section (2) of Section 19 shall be displayed at the conspicuous places in the premises of the work place in which the employment is carried on, so that every concerned employee would be able easily to read the contents of the notice and a copy of the notice shall be sent to the Inspector-cum- Facilitator having jurisdiction.

15. The procedure under Sub-Section (3) of Section 19-

The employer shall give an intimation in writing specifying therein the detailed particulars for obtaining the approval of the imposition of fine before the Labour Officer referred to in rule 12 who shall, before granting or refusing the approval, give opportunity of being heard to the employee and the employer concerned.

16. Intimation of deduction-

(1) Where an employer makes any deduction in pursuance of the proviso to Sub-Section (2) of Section 20, he shall make intimation of such deduction to the Inspector-cum-Facilitator having jurisdiction within 10 days from the date of such deduction explaining therein the reason of such deduction.

(2) The Inspector-cum-Facilitator shall, after receiving intimation under sub-rule (1), examine such intimation and if he finds that the explanation given therein is in contravention of any provision of the Code or the rules made thereunder, he shall initiate appropriate action under the Code against the employer.

17. Procedure for deduction under Sub-Section (2) of Section 21-

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

(i) explain to the employee personally and also in writing the damage or loss of goods expressly entrusted to the employee for custody or for loss of money for which he is required to account and how such damages or loss is directly attributable to the neglect or default of the employees; and

(ii) thereafter, give the employee an opportunity to offer any explanation and deduction for any damages or loss, if made, shall be intimated to the employee within fifteen days from the date of such deduction.

18. Conditions regarding recovery of advance under Section 23-

The recovery, as the case may be of-

(i) advances of money given to an employee after the employment begins under clause (b) of Section 23; or

(ii) advances of wages to an employee not already earned under clause (c) of Section 23, shall be made by the employer from the wages of the concerned employee in installments determine by the employer, so as any or all installments in a wage period shall not exceed fifty per cent of the wages of the employee in that wage period and the particulars of such recovery shall be recorded in the register maintained in Form-I.

19. Deduction under Section 24-

Deductions for recovery of loans granted for house building or the purposes approved by the State Government and the interest due in respect thereof shall be, subject to any direction made or circular issued by the State Government from time to time regulating the extent to which such loans may be granted and the rate of interest shall be payable thereon.

CHAPTER IV
State Advisory Board

A. **Procedure of State Advisory Board under Sub-Section (10) of Section 42.**

20. Constitute of the Board-

(1) The Board shall consist of the persons to be nominated by the State Government representing employers and employees as specified in clauses (a) and (b) of Sub-Section (6) of Section 42 and the independent persons of that Sub-Section as specified in clause (c).

(2) The persons representing employers as referred to in clause (a) of Sub-Section (6) of Section 42 shall not be less than eight and the persons representing employees referred to in clause (b) of that Sub-Section shall also not be less than ten.

(3) The independent persons specified in clause (c) of Sub-Section (6) of Section 42 to be nominated by the State Government shall consist of the following, namely:-

1.	Additional Chief Secretary/ Principal Secretary/ Secretary/ special Secretary/ Commissioner, Department of Labour, Government of Manipur.	Chairperson
2.	Additional Chief Secretary/ Principal Secretary/ Secretary/ Commissioner or their representative from department of Urban Development, Government of Manipur.	Member
3.	Additional Chief Secretary/ Principal Secretary/ Secretary/ Commissioner or their representative from department of Urban Development, Government of Manipur.	Member
4.	Additional Chief Secretary/ Principal Secretary/ Secretary/ Commissioner or their representative from Public Works Department, Government of Manipur.	Member
5.	Deputy Labour Commissioner, Government of Manipur.	Member Secretary

6.	One member who is or has been a presiding officer of an Industrial Tribunal constituted by the State Government under any law for the being in force; and	Member
7.	Two members each of whom, shall be a professional in the field of wages and labour related issues;	Member

(4) The State Government shall, while nominating the members of the Board, take into account that the independent members under sub-rules (2), shall not exceed one-third of the total members of the Board and one-third of the members of the Board shall be women.

21. Meeting of the Board-

The Chairperson may, subject to the provisions of rule 22, call a meeting of the Board, at any time he thinks fit: Provided that on requisition in writing from not less than one-half of the members, the Chairperson shall call a meeting within thirty days from the date of the receipt of such requisition.

22. Notice of meetings –

The Chairperson shall fix the date, time and place of every meeting and a notice in writing containing the aforesaid particulars along with a list of business to be conducted at the meeting shall be sent to each member by registered post and electronically at least fifteen days before the date fixed for such meeting: Provided that in the case of an emergent meeting, notice of seven days only be given to every member.

23. Functions of Chairpersons-

The Chairperson shall-

(i) Preside at the meetings of the Board: Provided that in the absence of the Chairperson at any meeting, the members shall elect from amongst themselves by a majority of votes, a member who shall preside at such meeting;

(ii) decide agenda of each meeting of the Board.

(iii) Wherein the meeting of the Board, if any, issues has to be decided by voting, conduct the voting and count or cause to be counted the secret voting in the meeting.

24. Quorum-

No business shall be transacted at any meeting unless at least one-third of the members and at least one representative member each of both the employees and an employer are present: Provided that, if at any meeting less than one-third of the members are present, the Chairperson may adjourn the meeting to a date not later than seven days from the date of the original meeting and it shall there upon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members present: Provide further that the date, time and place of such adjourned meeting shall be intimated to all the members electronically or by a registered post.

25. Disposal of business of the Board-

All business of the Board shall be considered at a meeting of the Board, and shall be decided by a majority of the votes of members present and voting.In the event of an equality of votes, the Chairperson shall have a casting vote:

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

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

26. Method of voting-

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

27. Proceedings of the meetings-

(1) The proceedings of each meeting of the Board showing inter alia the names of the members present there at shall be forwarded to each member and to the State Government as soon after the meeting as possible, and in any case, not less than seven days before the next meetings.

(2) The proceedings of each meeting of the Board shall be confirmed with such modification, if any, as considered necessary at the next meeting.

28. Summoning of witness and production of documents-

(1) The Chairperson may summon a person to appear as a witness if required in the course of the discharge of his duty and require any person to produce any document.

(2) Every person who is summoned and appears as a witness before the Board shall be entitled to an allowance for expenses by him in accordance with the scale for the time being in force for payment of such allowance to witness appearing before a civil court.

29. Appointment of the committees-

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

B. Terms of office of members of the Board under Sub-Section (11) of Section 42.

30. Term of office of members of the Board-

(1) The term of office of the Chairperson or a member, as the case may be, shall be normally two years commencing form the date of his appointment or nomination, as the case may be, under Sub-Section (11) of Section 42: Provided that such Chairperson or a member shall, notwithstanding the expiry of the said period of two years, continue to hold office until his successor is appointed, as the case may be.

(2) An independent member of the Board nominated to fill a casual vacancy shall hold office for the remaining period of the term of office of the member in whose place he is nominated.

(3) The official members of the Board shall hold office till they are replaced by respective such other official members.

(5) Notwithstanding anything contained in sub-rules (1), (2) and (3), the members of the Board shall hold office during the pleasure of the State Government.

31. Travelling allowance-

The Chairman and every member of the Board, shall be entitled to draw travelling and halting allowance for any journey performed by him in connection with his duties at the rates specified for other similar BOARDS in Manipur by the Finance Department.

32. Officers and staff-

The Labour Commissioner, Government of Manipur shall be the Ex-Office Secretary of the Board and office of the Labour Commissioner, shall provide Secretariat Assistance to the Board.

33. Eligibility for re-nomination of the member of the Board-

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

34. Resignation of the Chairperson and other members of the Board-

(1) A member of the Board, other than the Chairperson, may, by giving notice in writing to the Chairperson, resign his membership and the Chairperson may resign by a letter addressed to the state Government.

(2) A resignation shall take effect from the date of communication of its acceptance or on the expiry of 30 days from the date of resignation, whichever is earlier.

(3) when a vacancy occurs or is likely to occur in the membership of the Board, the Chairperson shall submit a report to the State Government immediately and the State Government shall, then, take steps to fill the vacancy in accordance with the provisions of the Code.

35. Cessation of membership-

If a member of the Board, fails to attend three consecutive meetings, without prior information to the Chairperson, he shall, cease to be a member thereof.

36. Disqualification-

(1) A person shall be disqualified for being nominated as, and for being a member of the Board-

(i) if he is declared to be of unsound mind by a competent court; or

(ii) if he is an un-discharged insolvent; or

(iii) if before or after the commencement of the Code, he has been convicted of an Offence involving moral turpitude.

(2) If any question arises whether a disqualification has been incurred under sub-rule (1), the decision of the state Government thereon shall be final.

CHAPTER V

Payment of Dues, Claims, etc.

37. Payment under clause (a) of Sub-Section (1) of Section 44-

(1)(a) Every employee shall make a declaration in Form- I, nominating a person conferring the right to receive the amount that may stand in his credit at the event of his death before that amount standing to his credit has become payable or where the amount has become payable, before payment has been made.

(b)If the employee has a family at the time of making nomination, the nomination shall be in favour of the spouse or the spouse in preference followed by one or more members of his family;

Provided that nomination made by an employee having a family in favour of a person other than member of his family shall be invalid; Provided further that a fresh nomination towards his spouse shall be made by the employee on his marriage and any nomination made before such marriage shall be deemed to be invalid.

(c) Where the nomination is wholly or partly in favour of a minor, the employee may appoint a major person of his family, to be the guardian of the minor nominee where there is no major person in the family, he may at his discretion, appoint any other person to be a guardian of the minor nominee.

(d) If the employee nominates more than one member, he shall specify in the nomination. the amount or share payable to each of his nominees at his own discretion so as to cover the whole of the amount that may stand to his credit.

Where any amount payable to an employee under the Code is due after his death or on account of his where about not being known, and the amount could not be paid to the nominee of the employee until the expiry of three months from the date the amount had become payable, then, such amount shall be deposited by the employee with the Labour Officer having jurisdiction, who shall disburse the amount to the person nominated by the employee after ascertaining his identity within two months of the date on which the amount was so deposited with him.

38. Deposit of the undisbursed dues under clause (b) of Sub-Section (1) of Section 44-

(1) Where any amount payable to an employee under this Code remains undisbursed because either no nomination has been made by such employee or for any other reason, such amounts could not be paid to the nominee of employees until the expiry of six months from the date of amount had become payable, all such amounts shall be deposited by the employer with the Labour Officer having jurisdiction before the expiry of the fifteenth day after the last day of the said period of six months.

(2) The amount referred to in sub-rule (1) shall be deposited by the employer with the Labour Officer having jurisdiction through bank transfer or through a crossed demand draft obtained from any scheduled bank in India drawn in favour of such Labour Officer.

39. Manner of dealing with the undisbursed dues under clause (b) of Sub-Section (1) of Section 44-

(1) The amount referred to in sub-rule (1) of rule 37 (hereinafter in this rule referred to as the amount) deposited with the Labour Officer shall remain with him and be invested in the State Government Securities or deposited as a fixed deposit in a scheduled bank.

(2) The Labour Officer having jurisdiction will exhibit, as soon as may be possible, a notice containing such particulars regarding the amount as the Labour Officer considers sufficient for information at least for fifteen days on the notice board and also publish as notice in any newspapers being circulating in the language commonly understood in the area in which undisbursed wages were earned.

(3) Subject to the provision of sub-rule (4), the Labour Officer having jurisdiction shall release the amount to the nominee or to that person who has claimed such amount, as the case may be, in whose favour such Labour Officer has decided, after giving the opportunity of being heard, the amount to be paid.

(4) If the undisbursed amount remains unclaimed for a period of seven years, the same shall be dealt within the manner as directed by the State Government from time to time in this behalf.

CHAPTER VI
Forms, Registers and Wage Slip

40. The form of a single application-

(1) A single application may be filled under Sub-Section (5) of Section 45 in Form – II along with documents specified in such Form by the Deputy Labor Commissioner from time to time.

(2) Where an application under sub-section (5) of section 45 is entertained, the authority shall serve upon the employer electronically or by registered post a notice in Form III to appear before him on the date specified in the notice with all relevant documents and witnesses, if any, and shall inform the applicant of the date so specified.

(3) If the employer or his representative fails to appear on the specified date, the authority may hear and determine the application ex-parte.

(4) If the applicant or his representative fails to appear on the specified dates without any reasonable cause shown in advance, the authority may dismiss the application.

(5) The authority appointed under sub-section (1) of section 45, shall follow the procedure, as it may deem fit; but the rules of natural justice shall be followed.

41. Appeal-

(1) Any person aggrieved by an order passed by the authority under Sub-Section (2) of Section 45 may prefer an appeal under Sub-Section (1) of Section 49 in Form – III, along with documents mentioned by the applicant in such Form, to the appellate authority having jurisdiction.

Provided that no appeal by an employer shall be admitted unless at the time of preferring the appeal, the appellant has deposited the claim amount with the appellate authority.

(2) Where an appeal under sub-section (1) of section 49 is entertained, the appellate authority, shall serve upon the respondent electronically or manually or by registered post a notice in form -V to appear before him on the date specified in the notice and shall inform the appellant of the date so specified.
(3) The appellate authority shall after hearing, the appellant and the respondent shall, by Order, decide the appeal.

42. Form of register, etc.-

(1) All fines and all realizations thereof referred to in Sub-Section (8) of Section 19 shall be recorded in a register to be kept by the employer in Form-I appended to these rules, electronically or otherwise and the authority referred to in said Sub-Section (8) shall be the Labour Officer having jurisdiction.

(2) All deductions and all realizations referred to in Sub-Section (3) of Section 21 shall be recorded in a register to be kept by the employer in Form-I appended to these rules, electronically or otherwise.

(4) Every employer of an establishment to which the Code applies shall maintain registers under Sub-Section (1) of Section 50 in Form -I and Form -IV, electronically or otherwise.

43. Wage slip-

Every employer shall issue wage slips, electronically or otherwise to the employers in Form-V under Sub-Section (3) of Section 50 on or before payment of wages.

44. Manner of holding enquiry under Sub-Section (1) of Section 53-

(1) When a complaint is filed before the officer appointed under Sub-Section (1) of Section 53 (hereinafter in this rule referred to as officer) in respect of thee offences referred to in said Sub-Section either by an officer authorized for such purpose by the State Government or by an employee aggrieved or a registered trade union registered under the Industrial Relations Code 2020 or an Inspector-cum-Facilitator, the officer, after considering such evidences as produced before him by the complainant, is of the opinion that an offence has been committed, shall issue summons to the offender on the address specified in the complaint fixing a date for his appearance.

(2) If the offender to whom the summons has been issued under sub-rule (1)appears or is produced before the officer, he shall explain the offender the offence complained against him and if the offender pleads guilty, the officer shall imposed penalty on him in accordance with the provisions of the Code and when the offender does not plead guilty, the officer shall take evidence of the witnesses produced by the complainant on oath and provide opportunity of cross-examination of the witnesses so produced. The officer shall record the statement of the witnesses on oath and in cross-examination in writing and take the documentary evidence on record.

(3) The officer shall, after the complainant's evidence is complete, provide opportunity of defense to the accused person and the witnesses produced by the accused shall be cross-examined after

their statements on oath by the complainant and documentary evidence in defense shall be taken on record by the officer.

(4) The officer shall after hearing the parties and considering the evidences both oral and documentary decide the complaint in accordance with the provisions of the Code.

45. The manner of imposing fine under Sub-Section (1) of Section 56. __

(1) An accused person desirous of making composition of offence under Sub-Section (1) of Section 56 may make an application in Form-VI electronically or otherwise to the Gazetted Officer under said Sub-Section(1) of Section 56.

(2) The Gazetted Officer referred to in sub-rule (1), shall, on receipt of such application, satisfy himself as to whether the offence is compoundable or not under the Code and if the offence is compoundable and the accused person agrees for the composition, compromise the offence for a sum of fifty per cent of the maximum fine provided for such offence under the Code, to be paid by the accused within the time specified in the order of composition issued by such officer.

(3) Where the offence has been componded under sub-rule (2) after the institution of the prosecution, then, the officer shall send a copy of such order made by him for intimation to the officer referred to in Sub-Section (1) of Section 53 for needful action under Sub-Section (6) of Section 56.

CHAPTER VII
Miscellaneous

46. Timely payment of wages-

Where the employee are employed in an establishment through contractor, then, the company or firm or association or any other person who is the proprietor of the establishment shall pay to the contractor the amount payable to him or it, as the case may be, before the date of payment of wages so that payment of wages to the employees shall be made positively in accordance with the provisions of a Section 17.

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

47. Inspection scheme-

(1) For the purposes of the Code and these rules, there shall be formulated an inspection scheme by the Labour Commissioner, Government of Manipur with the approval of the State Government.

(2) In the inspection scheme referred to in sub-rule (1), apart from other structural facts, a number shall be specified in the scheme for each Inspector -cum-Facilitator and establishment.

48. **Annual return.**

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

CHANDAM BOBO SINGH

Digitally signed by CHANDAM BOBO SINGH
Date: 2026.06.18 13:15:45 +05'30'

(Chandam Bobo Singh)
Joint Secretary to the
Government of Manipur

Schedule A

[*See Rule 4 (3)*]

Employment in Agriculture

Sl. No.	Categories of Employee
1.	Skilled Labour :- Surveyor/Senior Field Assistant/ Laboratory/LDC/Senior Carpenter/Senior Driver/ Blacksmith/Senior Mechanic and such other skilled employees
2.	Semi-Skilled Labour :- Junior Field Assistant/Junior Laboratory/Cinema Operator/Junior Carpenter/Assistant Cinema Operator/Road Moharrir/Thatcher/Junior Mechanics/Junior Driver and such other semi-skilled employees
3.	Unskilled Labour :-Peon/Mali/Chowkidar/Laboratory Attendant/Field man/Chainman/Man Labour/Woman Labour/Pump Operator/Second Driver/Cleaner and such other unskilled employees

Employment on Construction or Maintenance of Roads or in Building Operations.

Sl. No.	Categories of Employee
1.	Skilled Labour :- First Class Mason/First Class Painter/First Class Black-Smith/First Class Fitter/First Class Carpenter/Clerk/Driver(Heavy)/Head Mechanics/Head Electrician/Tracer and such other skilled employees
2.	Semi-Skilled Labour :- Second Class Mason/Second Class Blacksmith/Second Class Carpenter/Second Class Painter/Mechanic/Electrician/Third Class Mason/Third Class Cerement/Second Class Fitter/ Third Class Carpenter/Third Class Blacksmith/Welder/Road Roller Driver Grade I/Motor Heavy Driver Grade I/Road Moharrir/ Driver(Light)/Wireman

Grade I/ Power House Operator/Armature Winder Grade II/ Mazdoor(Skilled)/ Second Class Saw Cerement Operator and such

other semi-skilled employees

Unskilled Labour :- Mazdoor (unskilled)/ Ordinary Labour/ Thatcher/ Waterman/ Second Class Cerement/ Chowkidar/ Male Mali/ Excavator/Breaker/ Hole Driller/ Stone Crusher/ Sweeper/ Spray man/ Upholster/ Cleaner/ Khallashi/

3. Lorry(Coolly)/ Pump Attendant/ Boatman/ Gauge Reader/ Machine man/ Meter Reader/ Packer/ Pump Driver/ Armature Winder Grade III/Diesel Engine Driver/ Electric Generating Driver/ Switch Attendant/ Wireman Grade II/ Latheman/ Cable

Painter/ Lineman and such other unskilled employees

Employment in Public Motor Transport

Sl. No.	Categories of Employee
1.	Skilled Labour :- Clerk/ Senior Driver/ Head Mechanic/ Head Electrician/ First Class Blacksmith/ First Class Carpenter and such other skilled employees
2.	Semi-Skilled Labour :- Junior Driver/Second Class Blacksmith/Second Class Carpenter/Upholster/ First Class Fitter/ Junior Mechanic and such other semi-skilled employees
3.	Unskilled Labour :- Peon/ Chowkidar/ Mali/ Laboratory Cleaner/ Electrician/Fitter/ Sheet Metal Worker/ Tinsmith/ Oil Fitter/ Conductor and such other unskilled employees

Employment in Shops and Establishments

Sl. No.	Categories of Employee
1	**Grocery/Kirana Merchant/General Merchant/Cloth Merchant/Commission Agent:** -Salesman Grade I/Godown Keeper/Driver

	-Salesman Grade II
	-Helper/Pallidar
	Furniture:
2	-Carpenter -Blacksmith/Painter/Polisher/Cane man. -Upholster/Welder/Helper
3	**Hotels/Restaurants and Tea Stalls:** -Cook/Karigar/Tandooria -Head Bearer -Boy Helper/Boy Cleaner/Helper/Cleaner/Bearer/Waiter/Serviceman
4	**Rickshaw/Cycle/Hardware/Book/Medicine/Radio/Motor parts/ Wine/Electrical Goods/Grocery/Yarn/Watch:** Compounder/Salesman Grade I/Driver. -Salesman Grade II/Mechanic/Fitter -Weight man/Helper
5	Tailoring: -Master/Salesman Grade I/Driver/other Categories by whatever name called which are skilled labour -Salesman Grade II/Stitcher -Helper/Unskilled Tailor/Supplier.
6	**Petrol Oil Pumps:** -Salesman Grade I/Driver. -Salesman Grade II/Second Driver. -Pump man/Helper/ Supplier.
	Photography:
7	-Photographer/Photofinisher/Driver -Helper/Supplier

Other Shops:

-Salesman Grade I/Driver

8 -Salesman Grade II

-Helper/Supplier

9 **Transport Agency:**

-Driver/Station Master

-Second Driver

-Helper Supplier

10 **Public Transport by Bus Services and Other Motor Vehicles:**

-Driver/Station Master

-Line Checker/Fitter/Ticket Salesman/Second Driver/ Traffic

Inspector/Assistant Station Master

-Helper/Cleaner/Conductor.

11 **Cinema/Theatres:**

-Head Machine Operator/First Class Carpenter/Head Electrician/Driver

-Ticket Salesman/Assistant Machine Operator/Second Class Carpenter/Ticket Checker/ other categories by whatever name called which are semi-skilled labour

-Sweeper/Gate Keeper/Rewinder/Cleaner/other categories by whatever name called which are unskilled labour

12 **Clerical & Misc. staff for all the above Shops and Establishments:**

-Manager/Bill Clerk/UDC/Clerk(Graduate)

-Assistant Manager/Cashier/Muneem/Accountant/Steno-Typist/Typist Clerk(Under Graduate)/Xerox Operator/Printer

-Chowkidar/Peon/Mali/other categories by whatever name called which are unskilled labour

Employment in Dam Construction and Irrigation works

Sl. No.	Categories of Employee
1.	Skilled Labour :- First Class Mason/ First Class Blacksmith/First Class Carpenter/ Clerk/ Driver (Heavy)/ Head Mechanic/Head Electrician/ Tracer and such other skilled employees
2.	Semi-Skilled Labour :- Second Class Mason/ Second Class Blacksmith/ Second Class Carpenter/ Second Class Painter/Mechanic/ Electrician/ Third Class Mason/ First Class Cane man/ First Class Fitter/ Third Class Carpenter/ Third Class Blacksmith/ Welder/ Road Roller Driver(Grade I)/ Motor Lorry Driver Grade I/ Road Moharrir/ Driver(Light)/Wireman(Grade I)/Power House Operator/ Armature Winder Grade I/ Armature Winder Grade II/ Mazdoor (Skilled)/ Second Class Saw Cerement Operator and such other semi-skilled employees
3.	Unskilled Labour :- Second Class Cane man/ Chowkidar/Second Class Fitter/ Mali/ Excavator/ Breaker/ Hole Driller/Stone Crusher/ Sweeper/ Spray man/ Upholster/ Second Class Fitter/ Cleaner/ Khallashi/ Lorry (Coolly)/Pump Attendant/Boatman/ Gauge Reader/ Machine man/ Meter Reader/Packer/ Pump Driver/ Armature Winder Grade II/ Diesel Engine Driver/ Electric Generating Driver/ Switch Attendant/Wireman Grade II/ Latheman/ Cable Painter and such other unskilled employees

Employment in Water Supply (Operation, Maintenance of Water Treatment and Distribution System), Sanitation and Drainage

Sl. No.	Categories of Employee
1.	Skilled-Labour :- Driver(Heavy)/ Clerk/ Typist/First Class Manson/First Class Blacksmith/Foreman/Surveyor/Draftsman/Section Officer Grade-I/Roller Driver/Dozer Driver/Crank Driver/Senior Head Commercial Clerk and such other skilled employees
2.	Semi-Skilled-Labour :- Driver(Light)/ Road Mohorrir/Junior Supervision/Junior Bill Clerk/ Tracer/Meter Reader/ Fitter Grade-I/ Second Class Mason/Second Class Blacksmith/Second Class Carpenter/First Painter/Mechanic/Meter Reader/ Electrician/Wireman Grade-I/ Third Class Mason/Third Class Blacksmith/Third Class Carpenter/Wireman Grade-I/Power House Operator/ Engine Operator/Pump Operator/Driller/Welder/Asst. Mechanic/Switch Road

Attendant/Assistant Meter Reader/ Assistant Welder-II/Lineman/Gauge Reader/Filter grade-II/ Assistant Electrician/ Printer/ Turbine Operator/Electric Generator/ Driver/ Hand Pump Attendant and such other semi-skilled employees

3. Unskilled Labour :- Chowkidar/Jugali/ Khallashi/ Asst. Lineman/ Asst/ Engine Operator/Mali/Peon/ Cleaner/Sweeper/Pump Attendant/Pump Operator/ Wireman Grade-II/Asst. Driller/ Asst. Carpenter/ Asst. Hand Pump Operator/Mazdoor/ Store Attendant/ Workshop Attendant/ Store Assistant and such other unskilled employees

Employment in Generation, Transmission, Distribution and supply of Electricity or any other form of power

SI. No.	Categories of Employee
1.	Skilled Labour :- Driver(Heavy)/ Clerk, Typist/ First Class Masson/ First Class Blacksmith/ Foreman/ Surveyor/ Draftsman/ Section Officer Grade-I/ Roller Driver/ Dozer Driver/ Crank Driver/ Senior Head Commercial Clerk and such other skilled employees
2.	Semi-Skilled Labour :- Driver(Light)/Road Mohorrir/Junior Supervision/Junior Bill Clerk/ Tracer/Meter Reader/ Fitter Grade-I/ Second Class Mason/ Second Class Blacksmith/Second Class Carpenter/First Class Painter/Mechanic/Meter Reader/Electrician/ Wireman Grade-I/ Third Class Mason/Third Class Blacksmith/Third Class Carpenter/Wireman Grade-I/Power House Operator/ Engine Operator/Pump Operator/ Driller/Welder/Asst. Mechanic/Switch Road Attendant/Assistant Meter Reader/ Assistant Welder- II/Lineman/Gauge Reader/ Filter grade-II/Assistant Electrician/ Printer/ Turbine Operator/ Electric Generator/ Driver/ Hand Pump Attendant and such other semi- skilled employees

3.	Unskilled-Labour :- Chowkidar/Jugali/Khallashi/ Asst. Lineman/ Asst. Engine Operator/Mali/Peon/ Cleaner/Sweeper/Pump Attendant/Pump Operator/ Wireman Grade-II/ Asst. Driller/ Asst. Carpenter/ Asst. Hand Pump Operator/Mazdoor/ Store Attendant/Workshop Attendant/ Store Assistant and such other unskilled employees

Employment in Spinning, Weaving, Printing, Dying, Finishing and Bleaching of Silk and Pina Fibre

Sl. No.	Categories of Employee
1.	Skilled-Labour :- Weaver/Carpenter/Knitter/Blacksmith/Dye Wrapper/Tailor/Cutter/ Embroider/Wood Carver/Printer/ Clerk/Driver/ Accountant/ Typist/ Artist and such other skilled employees
2.	Unskilled Labour :- Peon Chowkidar/Cleaner/ Mali/Labour/ Jugali/Helper/watchman and such other unskilled employees

Employment in Wool Spinning, Weaving and Knitting in Handloom or in Cotton Spinning in Mill or Handloom

Sl. No.	Categories of Employee
1.	Skilled-Labour :- Weaver/Carpenter/Knitter/ Blacksmith/Dye Wrapper/ Tailor/cutter/

Embroider/Wood Carver/ Printer/ Clerk/ Driver/ Accountant/ Typist/ Artist and such other skilled employees

2. Unskilled-Labour :-

Peon/Chowkidar/Cleaner/Mali/Labour/Jugali/Helper/watchman and such other unskilled employees

Employment in Manufacture of Dolls, Toys, Brass and Bell Metal

Sl. No.	Category of Employee
1.	Skilled-Labour :- Clerk/Accountant/Typist/Managing Doll and Toy Makers and such other skilled employees
2.	Unskilled-Labour :- Mali/peon/Watchmen/Chowkidar/Weightier and such other unskilled employees

Employment in Wood, Bamboo, Cane Furniture and Fixtures.

Sl. No.	Categories of Employee
1.	Skilled-Labour :- Clerk/Accountant/Typist/ Managing Doll and Toy Makers and such other skilled employees
2.	Unskilled-Labour :- Mali/Peon/Watchmen/ Chowkidar/Weightier and such other unskilled employees

Employment in Metal and Alloy Industries:

Sl. No.	Categories of Employee
1.	Skilled-Labour :- Clerk/Accountant/Typist/Managing Doll and Toy Makers and such other skilled employees
2.	Unkilled-Labour :- Mali/Peon/Watchmen/Chowkidar/Weightier and such other unskilled employees

Employment in Preparation of Soil, Land Development and Other Agricultural Operations.

Sl. No.	Categories of Employee
1.	Skilled-Labour :- Accountant/Typist/Clerk/Store keeper/ Driver and such other skilled employees
2.	Unkilled-Labour :- Chowkidar/Cleaner/Spray man/Helper and such other unskilled employees

Employment in Plantation of Silk Worm Food Plants for Silk Worms(Mulberry, Oak, Tasar, Castor, etc)

Sl.	Categories of Employee

No.

1. Skilled-Labour:

   Accountant/Typist/Clerk/Store Keeper/Driver and such other skilled employees

2. Unkilled-Labour :-

   Mali/labour/Peon/Messenger/Watchmen/ Chowkidar/Cleaner/ Spray man/Helper and such other unskilled employees

Employment in Maintenance of Silk Worm Plants in Sericulture Farms.

SI. Categories of Employee

No.

1. Skilled-Labour :-

   Accountant/Typist/Clerk/Store name called keeper/ Driver and such other skilled employees

2. Unskilled-Labour :-
   Mali/labour/Peon/Messenger/Watchmen/Chowkidar/Cleaner/ Spray man/Helper and such other unskilled employees

Employment in any Rice Mill, Flour Mill or Dal Mill:

SI. Categories of Employee

No.

1. Skilled Labour :-

   Machine Operator/Machineman/Clerk/Accountant/ Cashier/Driver and such other

skilled employees

2. Unskilled Labour :-

Sweeper/Cleaner/loading/Chowkidar/Watch man/unloading employee and such other unskilled employees

Employment in Sweeping and Cleaning excluding activities prohibited under Employment of Manual Scavenger and Construction of Dry Latrines (Prohibition) Act, 1993:

Sl. No.	Categories of Employee
1.	Sweeper/Cleaner (Part time employment)
2.	Sweeper/Cleaner (Fulltime employment 8 hours a day)

Employment in local Authority

Sl. No.	Categories of Employee
1.	Account/Computer Operator
2.	Head Office Assistant/Head Clerk/Driver/ Tracer/Photographer/ Mechanic/Mechineman/Storekeeper and such other skilled employees.
3.	Chowkidar/Peon/Watchman/Mali/Sweeper/Cleaner/Worker and such other unskilled employees

Employment in Private Hospitals, Nursing Homes or Clinic:

Sl. No.	Categories of Employee
1.	Manager
2.	Assistant Manager
3.	OPD Assistant
4.	Computer Operator
5.	Office Assistant
6.	Receptionist/Receptionist in Charge
7.	Electrician
8	Store Keeper
9.	Store Assistant
10.	Lab. Technician in Charge
11.	Lab. Technician
12.	USG Technician in charge
13.	USG Technician
14.	USG Attendant
15.	X-ray Technician in charge
16.	X-ray Technician
17.	Ophthalmic Assistant
18.	ECG Technician in charge
19.	ECG Technician
20.	Floor Sister in charge
21.	Floor Sister

22. O.T. Sister in charge
23. O.T. Sister
24. O.T. Technician
25. Autoclave Technician
26. Dialysis Technician
27. Staff Nurse
28. Attendant
29. GNM
30. Security Guard
31. Chowkidar/Peon/Mali/Watchman/Runner

and such other unskilled Employees

Employment in Private Educational Institution

Sl. No.	Categories of Employee
1.	Principal
2.	Vice Principal
3.	Assistant Teacher
4.	Head Office Assistant (Head Clerk)
5.	Computer Operator
6.	Office Assistant
7.	Mother(Student Care Taker)
8.	Warden
9.	Security Guard

10.	Chowkidar/Peon/Mali/Watchman/Runner and such other unskilled employees

Employment in Brick Kilns

Sl. No.	Categories of Employee
1.	Manager
2.	Assistant Manager
3.	Machineman(Brick making)
4.	Firemen(Brick making)
5.	Worker(Brick making0
6.	Driver/Office Assistant/Computer Operator/Accountant /Cashier
7.	Security Guard
8.	Loading & unloading worker / Chowkidar/Peon/Mali/Watchman/Runner and such other unskilled workers.

Employment in Oil Mill

Sl. No.	Categories of Employee
1.	Machine Operator/Machineman and such other skilled employees

2. Sweeper/Cleaner/loading and unloading employee and

such other unskilled employees.

Employment in Domestic Works

Sl. No.	Categories of Employee
1.	Sweeping/ Swabbing/ Dusting (House Keeping)/ Washing Utensils/ Washing clothes (8 Hours a Day)
2.	Cooking
3.	Baby Care/ Old Age Care and such other semi-skilled workers

Employment in Stone Crushing or Stone Breaking

Sl. No.	Categories of Employee
1.	Driver/ Machine Operator/ Clerk/ Mechanic and such other skilled employees
2.	Sweeper/ Cleaner/ Loading & Unloading employee/Chowkidar/ Watchman and such other unskilled employees

Form-I
[See rue-17 and rule-41(1), (2) and (3)]
Register of Wages, Overtime, Fine Deduction for Damage and Loss

Name of the Establishment : **Name of the Employer :**

Name of the Owner : **PAN/TAN of the Employer :**

Labour Identification Number (LIN) :

Sr. No. in Employee Register	**Name of the Employee**	**Designation / Department**	**Duration of Payment of wages (Monthly, Fortnightly,Weekly, Daily, piece rated)**	**Wages period from-to**	**Total no.of days worked during the period**	**Total overtime (hours worked or production in case of piece workers)**	**Rates of wages**		
							Basic	**DA**	**Allowance**
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**

Overtime earning	Nature of Work	Amount of the imposed	Damage or loss caused to the employer by neglect or default of the employee	Amount of deduction from wages	Total amount of wages paid	Date of payment	Attendance	
							Date	Signature
11	12	13	14	15	16	17	18	19

FORM-II

[*See rule 39*]

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

FOR……AREA……

Application No…….of 20……..

Between ABC and (State the number) ……other……. Application

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

Address……

And

XYZ……

Address…….

The application states as follows :-

(1) The application(s) whose name(s) appear in the attached schedule was/were/has/have been employed from ……..… to …….. as ……..... (category) in ……..…….. (establishment) Shri/ M/S ……..… engaged in …… (nature of work) which is/are covered by the Code on Wages, 2019.

(2) The opponent(s) is/are the employer(s) within the meaning of Section 2 (1) of the Code on Wages, 2019.

(3)(a) The applicant(s) has/have been paid wages at less than the minimum rates of wages fixed for their category (categories) of employment(s) under the Code by Rs…….. per day for the period(s) from…… to……

(b) The applicant(s) has/have not been paid wages at Rs……. Per day for the weekly days of rest from…… to ……...

(c) The applicant(s) has/have not been paid wages at overtime rate(s) for the period from …….. to……

(d) The applicant(s) has/have not been paid wages for period from …… to ……

(e) Deduction have been made which are in contravention of the Code, form the wage(s) of the applicant(s) as per details specified in the annexure appended with this application.

(f) The applicant(s) has/have not been paid minimum bonus for the accounting year ……

(4) The applicant(s) estimate(s) the value of relief sought by him/them on each amount as under-

(a) Rs……..

(b) Rs……..

(c) Rs……..

Total Rs……

(5) The applicant(s), therefore , pray(s) that a direction may be issued under Section 45(20 of the Code on Wages, 2019 for-

(a) payment of the difference between the wages payable under the Code and the wages actually paid;

(b) payment of remuneration for the days of rest;

(c) payment of wages at the overtime rates;

(d) compensation amounting to Rs……

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

Dated……

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

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

FORM-III

(See rule 40)

Appeal under Section 49(1) of the Code on Wages, 2019 before the Appellate Authority Under the Code on Wages, 2019

A.B.C.

Address……..APPELLANT

Vs.

C.D.E.

Address……..RESPONDENT

DETAILS OF APPEAL

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

Number and date :

The authority who has passed the impugned order :

Amount awarded :

Compensation awarded, if any :

2. Facts of the case :-

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

3. Grounds for appeal :

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

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

5. Reliefs sought: In view of the facts mentioned above the appellate prays for the following relief(s)- [Specify below the relief(s) sought]

6. List of enclosures ;-

1.
2.
3.
4.

Date :

Place :

Signature of the appellant.

For office use

Date of filing or
Date of receipt by post Registration No.

Authorized Signatory.

FORM-IV

[*See rule 41(3)*]

EMPLOYEE REGISTER

Name of the Establishment :

Name of the Employer :

Name of the Owner :

PAN/TAN of the Employer :

Labour Identification Number (LIN) :

Sl. No.	Employee Code	Name	Surname	Gender	Father/ Spouse Name	Date of Birth	Nationality	Education Level	Date of joining
1	2	3	4	5	6	7	8	9	10

Designation	Category	Type of Employment	Mobile No.	UAN	PAN	ESIC IP No.	Aadhar	Bank A/C No.	Bank Name
11	12	13	14	15	16	17	18	19	20

Branch IFSC	Present Address	Permanent Address	Service Book No.	Date of exit	Reason for Exit	Mark of identification	Photo	Specimen Signature/ Thumb Impression	Remarks
21	22	23	24	25	26	27	28	29	30

(Highly Skilled/Skilled/Semi-Skilled/Unskilled)

FORM – V
[See rule 42]
WAGE SLIP

Date of issue :

Name of the Establishment…… Address……
Period…….

1. Name of employee :

2. Father's/ Spouse name :
3. Designation :
4. UAN :
5. Bank Account No. :
6. Wage period :
7. Rate of wages payable : (a) Basic

   (b) D.A.

   (c) other allowances

8. Total attendance/ unit of work done :

9. Overtime wages :

10. Gross wages payable :

11. Total deduction : (a) PF

    (b) ESI

    (c) others

12. Net wages paid :

Signature of Employer/Pay-In-charge.

FORM-VI

[*See rule 44*]

APPLICATION UNDER SUB-SECTION (4) OF SECTION 56 FOR COMPOSITION OF OFFENCE

1. Name of applicant :

2. Father's/ Spouse Name :

3. Address of the applicant :

4. Particulars of the offence ……

   …….

5. Section of the Code under which the offences is committed …….

6. Maximum fine provided for the offence under the Code : …….

7. Whether prosecution against the applicant is pending or not ……

8. Whether the offences is first offence or the applicant had committed any other offence prior to the offence. If yes, then, full details of the prior offence …….

   …….

9. Any other information which the applicant desires to provide ……...

   …….

Dated: **Applicant (Name and Signature)**