



**GOVERNMENT OF JAMMU AND KASHMIR
LABOUR AND EMPLOYMENT DEPARTMENT
CIVIL SECRETARIAT, SRINAGAR**

Notification

Srinagar, the ^{19th} June, 2026

SO 176 The following draft rules, which the Jammu and Kashmir Government proposes to make in exercise of the powers conferred by section 67 of the Code on Wages, 2019 (29 of 2019) read with section 24 of the General Clauses Act, 1897 (10 of 1897) and in supersession of the :—

- (i) The Jammu and Kashmir Payment of Wages Rules, 1972 ;
- (ii) The Jammu and Kashmir Minimum Wages Rules, 1972 ;

made by the Jammu and Kashmir Government in exercise of the powers conferred by the Payment of Wages Act, 1936 (4 of 1936), the minimum Wages Act, 1948 (11 of 1948), as the case may be, which are repealed by section 69 of the Code on Wages, 2019, except as respective things done or omitted to be done before such supersession, are hereby notified, as required by sub-section (1) of section 67, for information of all persons likely to be affected thereby and notice is hereby given that the draft notification 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 this notification is pre-published are made available to the public ;

Objections and suggestions, if any, may be addressed to Commissioner/Secretary, Labour and Employment (labour-emp@jk.gov.in).

Objections and suggestions, which may be received from any person with respect to the said draft notification before expiry of the period specified above, will be considered by the Jammu and Kashmir Government.

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CHAPTER-I Preliminary

1. Short title, extent and Commencement. — (I) These rules may be called the **Jammu and Kashmir Code on Wages (Rules), 2026**.

1. These rules extend to the territorial jurisdiction of Jammu and Kashmir.
2. They shall come into force after the date of their final publication in the Official Gazette.

2. Definitions. — (1) In these rules, unless the subject or context otherwise requires, —

- (a) **"authority"** means the authority appointed by the Hon'ble Lieutenant Governor under sub-section (1) of section 45;
- (b) **"Appellate authority"** means the appellate authority appointed by the Hon'ble Lieutenant Governor under sub-section (1) of section 49;
- (c) **"appeal"** means an appeal preferred under sub-section (1) of section 49;
- (d) **"Board"** means the Jammu and Kashmir Advisory Board constituted by the Hon'ble Lieutenant Governor 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 Hon'ble Lieutenant Governor under clause (a) of sub-section (1) of section 8;
- (h) **"day"** means a period of 24 hours beginning at mid-night;
- (i) **"family"** means all or any of the following relatives of an employee namely: —
 - a. a spouse;
 - b. a minor legitimate or adopted child dependent upon the employee;
 - c. a child who is wholly dependent on the earnings of the employee, and who is— (i) receiving education, till he




attains the age of twenty-one years; and (ii) an unmarried daughter;

d. 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;

e. dependent parents (including father-in-law and mother-in-law of a woman employee), whose income from all sources does not exceed such income as may be specified under the Code;

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

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

(l) **"Inspector-cum-Facilitator"** means Assistant Labour Commissioner to be appointed by the Hon'ble Lieutenant Governor 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 Jammu/Srinagar Municipal Corporation;

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

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

(q) **"Registered trade union"** means a trade union registered under **The Industrial Relations Code, 2020 (35 of 2020).**

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

(s) **"section"** means a section of the Code;

(t) **"semi-skilled occupation"** means an occupation which in its performance requires the application of skill gained by the

experience on job which is capable of being applied under the supervision or guidance of a skilled employee and includes supervision over the unskilled occupation;

- (u) **"skilled occupation"** means an occupation which involves skill and competence in its performance through experience on the job or through training as an apprentice in a technical or vocational institute and the performance of which calls for initiating and judgment;
- (v) **"unskilled occupation"** means an occupation which in its performance requires the application of simply the operating experience and involves no further skills;
- (2) Words and expressions used herein 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 (5) of section 6 read with section 9 of code on wages, 2019, the minimum rate of wages shall be fixed on the day basis keeping in view the following criteria, namely: —

- (I) the standard working-class family which includes a spouse and two children apart from the earning employee; an equivalent of three adult consumption units;
- (II) A net intake of 2700 calories per day per consumption unit;
- (III) 66 meters cloth per year per standard working class family;
- (IV) Housing rent expenditure to constitute 10percentoffoodand clothing expenditure;
- (V) Fuel, electricity and other miscellaneous items of expenditure to constitute 20 per cent of minimum wage; and
- (VI) Expenditure for children education, medical requirement, recreation and expenditure on contingencies to

constitute 25% of minimum wage;

- (2) when the rate of wages for a day is fixed, then, such amount shall be divided by eight for fixing the rate of wages for an hour and multiplied by twenty-six for fixing the rate of wages for a month and in such division and multiplication the factors of one-half and more than one-half shall be rounded as next figure and the factors less than one-half shall be ignored. In case of a five-day 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. —(I) While fixing the minimum rate of wages under section 6 of code on wages 2019, the Jammu and Kashmir Government shall take into account the following

- (i) Geographical Area into two, that is to say category means Municipal/Urban and Rural Areas.
- (ii) Experience in the area of employment, and
- (iii) Level of skill required for working under the categories of unskilled, semi-skilled, skilled and highly skilled.

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

(2) The Hon'ble Lieutenant Governor shall constitute a technical committee for the purpose of advising the Jammu and Kashmir Government in respect of skill categorization of occupation, arduousness of work, hazardous occupations or processes and underground work and like other categorization, which shall consist of the following members, namely: —

- (i) Commissioner/Secretary to Government, Labour and Employment (Jammu and Kashmir)-Chairperson (Ex-Officio);
- (ii) Commissioner/Secretary to the Government, J&K, Law, Justice and Parliamentary Affairs Department-Member;
- (iii) Labour Commissioner, J&K-Member-cum-Secretary;
- (iv) Director, Skill Development and Entrepreneurship, Government of J&K-Member;
- (v) Director Employment, Government of J&K-Member;

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- (vi) Additional/Deputy Secretary to Govt. J&K, Labour and Employment Department-Member; and
- (vii) Two technical experts in wage determination as nominated by the Jammu and Kashmir Government-Members.
- (viii) **Two representatives each of employers and employees who are experts in the area of skill development; and - Members**

(3) The Hon'ble Lieutenant Governor shall, on the advice of the technical committee referred to in sub-rule (2), categorize the occupations of the employees into four categories that is to say unskilled, semi-skilled, skilled and highly skilled by modifying, deleting or adding any entry in the categorization of such occupations specified in Schedule-A.

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

5. **Time interval for revision of dearness allowance.** — Endeavour shall be made so that the cost-of-living allowance and the cash value of the concession in respect of essential commodities at concession rate shall be computed once before 1st April and then before 1st October in every year to revise the dearness allowance payable to the employees on the minimum wages.

6. **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 Code on Wages 2019 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) 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) The provisions of sub-rules (1) to (3) shall, in the case of an employee employed in agricultural employment, be subject to such

modifications as may, from time to time, be determined by the Jammu and Kashmir Government.

7. **Weekly day of rest.**—(1) Subject to the provisions of this rule, an employee shall be allowed a day of rest of one day or more than one day, as the case may be every week (hereinafter referred to as "the rest days") which shall ordinarily be Sunday, and in case of less than six day week shall include Saturday and 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 in a six-day working week or less than six days working week, as the case may be, the remaining days of the week shall be paid rest days for such employees.

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

Provided further that the employee shall be informed of the 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 at a conspicuous place in the place of employment.

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

- a) any day on which an employee is required to attend for work but is given only an allowance for attendance and is not provided with work,
 - b) any day on which an employee is laid off on payment of compensation under the Industrial relations code, 2020 (35 of 2020),
 - c) any leave or holiday, with or without pay, granted by the employer to an employee in the period of six days or during the stipulated number of working days of a week as the case may be, immediately preceding the rest days, shall be deemed to be days on which the employee has worked.
- (2) Any such employee shall not be required or allowed to work on the rest day unless he has or will have a substituted rest day for a whole day on one of the working days in a week immediately

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before or after the rest day.

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

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

(4) An employee shall be granted, —

- (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 in case of a six- day week where, —

- (i) the minimum rate of wages of the employee as notified under the Code has been worked out by dividing the minimum monthly rate of wages by twenty-six; or
- (ii) the actual daily rate of wages of the employee has been worked out by dividing the monthly rate of wages by twenty-six and such actual daily rate of wages is not less than the notified minimum daily rate of wages of the employee, then, no wages for the rest day shall be payable; and
- (iii) the employee works on the rest day and has been given a substituted rest day, then, he shall be paid, only for the rest day on which he worked, an amount equal to the wages payable to him at the overtime rate; and, if any, dispute arises whether the daily rate of wages has been worked out in accordance with the provisions of this proviso, the Labour Commissioner, J&K or the Deputy Labour Commissioner or the Assistant Labour Commissioner (Jammu and Kashmir) having territorial jurisdiction may, on application made to him in this behalf, decide the same, after giving an



opportunity to the parties concerned to make written representations:

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

Explanation: —In this sub-rule 'next preceding day' means the last day on which the employee has worked, which preceding 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.

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

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

8. **Night shifts.** —Where an employee in an employment works on a shift which extends beyond midnight, then, —

- (a) A rest day for the whole day for the purposes of rule 7 shall, in this case means a period of twenty-four consecutive hours beginning from the time when his shift ends; and
- (b) the following day in such a case shall be deemed to be the period of twenty-four hours beginning from the time when such shift ends, and the hours after midnight during which such employee was engaged in work shall be counted towards the previous day.

9. **The extent and conditions for the purposes of sub-section (2) of section 13.** —In case of employees, —

- (a) engaged in any emergency which could not have been foreseen or prevented;
- (b) engaged in work of the nature of preparatory or

complementary work which must necessarily be carried on outside the limits laid down for the general working in the employment concerned;

- (c) whose employment is essentially intermittent;
- (d) engaged in any work which for technical reasons has to be completed before the duty is over; and
- (e) engaged in a work which could not be carried on except at times dependent on their regular action of natural forces the number of hours of work which shall constitute a normal working day inclusive of one or more specified intervals and the spread over of the hours of work of the employee may exceed the number of hours as specified by general or special order, issued from time to time, under Rule 6.

the provisions of rule 6,7 and 8 shall apply subject to the condition that-

- (i) the spread over the hours of work of the employees 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.

10. **Longer wage period.** —The longer wage period for the purposes of minimum rate of wages shall attract the provision under Section 14 of Code on Wages 2019.

CHAPTER-III

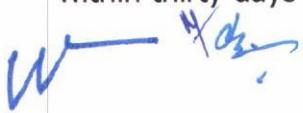
Payment of Wages

11. **Circumstances under clause (ii) of the proviso to section 10, Code on Wages 2019.**—An employee shall not be entitled to receive wages for a full normal working day under section 10, if he is not entitled to receive such wage under any other labour law for the time being in force.
12. **Recovery under sub-section (4) of section 18 under C.**—Where the total deductions authorized under sub-section (2) of

section 18 exceed fifty per cent 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 (1) of section 19, Code on Wages 2019.**—The Assistant Labour Commissioner having jurisdiction over the place of work of the employee concerned shall be the authority for the purposes of sub-section (1) of section 19.
14. **The manner of exhibiting the notice under sub-section (2) of section 19, Code on Wages 2019.**—A notice referred to in sub-section (2) of section 19 shall be displayed in physical form or electronically in Hindi, English and local language at the conspicuous places in the premises of the work place in which the employment is carried on, so that every concerned employee would be able easily to read the contents of the notice and a copy of the notice shall be sent electronically or by registered post to the Inspector-cum-Facilitator having jurisdiction.
15. **The procedure under sub-section (3) of section 19, Code on Wages 2019.**—The employer shall give an intimation in writing specifying there in the detailed particulars for obtaining the approval of the imposition of fine to the Assistant Labour Commissioner referred to in rule 13 who shall, before granting or refusing the approval, give opportunity of being heard to the employee and the employer concerned and shall dispose of the matter within Thirty days from the date of receiving such intimation, failing which it shall be deemed to be approved.
16. **Intimation of deduction.** — (1) Where an employer makes any deduction in pursuance of the proviso to sub-section (2) of section 20, **he/she** shall make intimation of such deduction to the Inspector-cum- Facilitator having jurisdiction within ten days from the date of such deduction explaining there in the reason of such deduction.

(2) The Inspector-cum-Facilitator shall, after receiving intimation under sub-rule (1), examine such intimation and if he/she finds that the explanation given there in is in contravention of any provision of the Code or the rules made there under, he/she shall initiate appropriate action under the Code against the employer within thirty days from the date of receipt of such intimation.



17. **Procedure for deduction under sub-section (2) of section 21, Code on Wages 2019.**—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 value of damage or loss of goods expressly entrusted to the employee for custody or for loss of money for which he is required to account and how such damages or loss is directly attributable to the neglect or default of the employee; and
 - ii) give the employee an opportunity to submit any explanation and thereafter deduction for any damages or loss, if made, shall be intimated to the employee within fifteen days from the date of such deduction.
18. **Conditions regarding recovery of advance under section 23, Code on Wages.** —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, as the case may be shall be made by the employer from the wages of the concerned employee in installments determined by the employer, so as any or all installments in a wage period shall not exceed fifty percent of the wages of the employee subject to the **ceiling specified in rule 12** in that wage period and the particulars of such recovery shall be recorded in the **register maintained in Form-IV.**
19. **Deduction under section 24, Code on Wages 2019.**—Deductions for recovery of loans granted for house building or other purposes approved by the Jammu and Kashmir Government, and the interest due in respect thereof shall be, subject to any direction made or circular issued by the Jammu and Kashmir Government from time to time regulating the extent to which such loans may be granted and the rate of interest **that** shall be payable thereon.

CHAPTER-IV

Jammu and Kashmir Advisory Board

A. Procedure of Jammu and Kashmir Advisory Board under

sub- section (10) of section 42, Code on Wages 2019.

20. Constitution of the Board. — (1) The Board shall consist of the persons to be nominated by the Hon'ble Lieutenant Governor 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) of that sub-section.**

(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 eight.

(3) The independent persons specified in clause(c) of sub-section (6) of section 42 to be nominated by the Hon'ble Lieutenant Governor shall consist of the following, namely: —

- (i) Administrative Secretary, Labour and Employment Department, J&K or any other officer as may be appointed by Hon'ble Lieutenant Governor;
- (ii) Representative of Finance Department, Law Department, Industries & Commerce Department, Skill Development Department, Rural Development, Housing & Urban Development Department not below the rank of Special Secretary/ Additional Secretary.
- (iii) Labour Commissioner, J&K(Member-cum-Secretary);
- (iv) Two members each of whom, shall be a professional in the field of wages and labour related issues;
- (v) one member who is or has been a presiding officer of an Industrial Tribunal constituted by the Hon'ble Lieutenant Governor under **section 44 of the Industrial relations code, 2020 (35 of 2020)** and

(4) The Hon'ble Lieutenant Governor shall, while nominating the members of the Board, take into account that the independent members **under sub-rule (3) 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. Function of the Board: - The functions of the Board are as under read with Section 42, of Code on Wages 2019.

- (a) In fixation of revision of minimum wages and other connected matters;
- (b) For the purpose of providing increasing employment

opportunities for women.

(c) With regard to the extent to which women may be employed in such establishments or employments.

(d) In any other matter relating to Code on Wages, which UT Government may refer from time to time to the Board.

22. 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.

23. Notice of meetings. —The Chairperson shall fix the date, time and place of every meeting and a notice in writing containing the aforesaid particulars along with a list of business to be conducted at the meeting shall be sent to each member by 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 may be given to every member.

24. Functions of Chairperson. —The Chairperson shall, —

(i) Preside at the meetings of the Board:

Provided that in the absence of the Chairperson at any meeting, the members shall elect from amongst themselves by a majority of votes, a member who shall preside at such meeting;

(ii) Decide agenda of each meeting of the Board;

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

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

Provided that, if at any meeting less than one-third of the

members are present, the Chairperson may adjourn the meeting to a date not later than seven days from the date of the original meeting and it shall there upon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members present:

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

- 26. 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 and in the event of 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.

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

- 28. Proceedings of the meetings.** —(1) The proceedings of each meeting of the Board showing *inter alia* the names of the members present thereat shall be forwarded to each member and to the Jammu and Kashmir Government as soon after the meeting as possible, and in any case, not less than seven days before the next meeting.

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

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

(1) The Chairperson may summon any 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 witnesses appearing before a civil court.

- 30. Appointment of the committees.** —The Chairperson, with the prior approval of the Hon'ble Lieutenant Governor, may constitute such committees under clause (a) of sub-section (1) of section 8, including Advisory, Technical, Legal, Finance, Audit, and Grievance Redressal Committees, or any other committee as may be considered necessary for carrying out the purposes of the Act and the rules made thereunder

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

- 31. Term of office of members of the Board.** — (1) The term of office of the Chairperson or a member, as the case may be, shall be normally two years commencing from 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 or nominated, as the case maybe.

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

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

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

- 32. 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/her** in connection with **his/her** duties at the rates specified for other similar boards in J&K by the Finance Department.

- 33. Officers and staff.** —The Labour Commissioner, Jammu and Kashmir Government shall be the Ex-Office Secretary of the Board and office of The Labour Commissioner, J&K shall provide Secretariat Assistance to the Board.

- 34. Eligibility for re-nomination of the members of the Board.** —An outgoing member shall be eligible for re-nomination for the

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membership of the Board for not more than total two terms.

35. 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 Hon'ble Lieutenant Governor.

(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 Hon'ble Lieutenant Governor immediately and the Hon'ble Lieutenant Governor shall, then, take steps to fill the vacancy in accordance with the provisions of the Code.

36. Cessation of membership. — If a member of the Board, fails to attend three consecutive meetings, without prior intimation to the Chairperson, he shall, cease to be a member thereof.

37. Disqualification. — (1) A person shall be disqualified for being nominated as, and for being a **member/ chairperson** 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 Hon'ble Lieutenant Governor there on shall be final.

CHAPTER-V

Payment of Dues, Claims, etc.

38. Payment under clause (a) of sub-section (1) of section 44, Code on Wages 2019. —

(1) (a) Every employee shall make a declaration in Form-VII, nominating a person conferring the right to receive the amount

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that may stand in his credit at the event of his death before that amount standing to his credit has become payable or where the amount has become payable, before payment has been made.

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

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

Provided further that a fresh nomination towards his spouse shall be made by the employee on his marriage and any nomination made before such marriage shall be deemed to be invalid.

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

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

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

- 39. Deposit of the undisbursed dues under clause (b) of sub-section(1) of section 44, Code on Wages 2019-** (1) where any amount payable to an employee under this Code remains undisbursed because either no nomination has been made by such employee or for any other reason, such amounts could not be paid to the nominee of employee until the expiry of six months from the date the amount had become payable, all such amounts shall be deposited by the employer with the Assistant Labour Commissioner

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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 Assistant Labour Commissioner having jurisdiction through bank transfer or through a crossed demand draft obtained from any scheduled bank in India drawn in favour of such Assistant Labour Commissioner.

40. Manner of dealing with the undisbursed dues under clause (b) of sub-section (1) of section 44, Code on Wages 2019.—

(1) The amount referred to in sub-rule (1) of rule 38 (hereinafter in this rule referred to as the amount) deposited with the Assistant Labour Commissioner having jurisdiction shall remain with him and be invested in the Jammu and Kashmir or UT Government Securities or deposited as a fixed deposit in a scheduled bank.

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

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

(3) If the undisbursed amount remains unclaimed for a period of seven years, the same shall be dealt with in the manner as directed by the Jammu and Kashmir Government from time to time in this behalf.

CHAPTER-VI

Forms, Registers and Wage Slip

41. The form of a single application. — (1) A single application may be filed under sub-section (5) of section 45 in Form-II manually or electronically along with documents specified in such Form.

(2) Where an application under sub-section (5) of section 45 is

entertained, the authority shall serve upon the employer electronically or by registered post a notice in Form VIII to appear before him on the date specified in the notice with all relevant documents and witnesses, if any, and shall inform the applicant of the date so specified.

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

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

42. 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 manually or electronically, along with documents mentioned by the appellant 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 by registered post a notice in Form VIII 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.

43. Form of register, etc.—(1) Every employer of all establishments to which the Code applies shall maintain under sub-section (1) of section 50, electronically or in physical form in the formats appended to these Rules, the following registers:

- i) Employee Register in Form I,
- ii) Register of Wages, Overtime, Advances, Fines and Deductions for Damage and Loss in Form IV, and
- iii) Attendance Register-cum-Muster Roll in Form IX.

(2) All fines and all realizations thereof referred to in sub section (8) of section 19 shall be recorded in a register to be kept by the employer electronically or in physical form in Form - IV appended to these rules, and the authority referred to in said sub-section (8) shall

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be the Assistant Labour Commissioner having jurisdiction.

(3) All deductions and all realizations referred to in sub section (3) of section 21 shall be recorded in a register to be kept by the employer electronically or in physical form in Form IV appended to these rules.

(4) Registers required to be maintained under these rules shall be preserved for a period of five years after the date of last entry made therein

44. **Wage slip.** —Every employer shall issue wage slips, electronically or otherwise to the employees in **Form-V** under sub-section (3) of section 50 on or before payment of wages.

45. **Manner of holding enquiry under sub-section (1) of section 53, Code on Wages 2019.**—(1) When a complaint is filed before the officer appointed under sub-section (1) of section 53 (here in after in this ruler referred to as the officer) in respect of the offences referred to in said sub-section either by an officer authorized for such purpose by the Jammu and Kashmir Government or by an employee aggrieved or a registered trade union registered under the Industrial Relations Code, 2020 (35 of 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 impose 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 statement son 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.

46. The manner of composition of offences under sub-section (1) of section 56, Code on Wages 2019.— (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 manually to the Gazetted Officer notified under said sub-section (1).

(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 percent of the maximum fine provided for such offence under the Code, to be paid by the accused within thirty days of the order of composition issued by such officer.

(3) Where the offence has been compromised under sub-rule (2) after the institution of the prosecution, then, the officer shall send a copy of such order made by him for intimation to the officer referred to in sub-section (1) of section 53 for needful action under sub-section(6) of section56.

CHAPTER-VII

INSPECTOR-CUM-FACILITATOR

47. Appointment of Assistant Labour Commissioner as Inspector-cum-Facilitator or any other officer to be appointed by Hon'ble Lieutenant Governor-) The Hon'ble Lieutenant Governor

may, by notification, appoint Assistant Labour Commissioner or any other officer appointed by Hon'ble Lieutenant Governor as Inspector-cum-Facilitators for the purposes of this Code who shall exercise the powers conferred on them under sub-section (4) throughout the UT or such geographical limits assigned in relation to one or more establishments situated in such State or geographical limits or in one or more establishments, irrespective of geographical limits, assigned to him by the appropriate Government, as the case may be.

(2) The Hon'ble Lieutenant Governor may, by notification, lay down an inspection scheme which may also provide for generation of a web-based inspection and calling of information relating to the inspection under this Code electronically.

(3) Without prejudice to the provisions of sub-section (2), the Hon'ble Lieutenant Governor may, by notification, confer such jurisdiction of

- randomized selection of inspection for the purposes of this Code to the Inspector-cum-Facilitator as may be specified in such notification.
- (4) Every Inspector-cum-Facilitator appointed under sub-section (1) shall be deemed to be a public servant within the meaning of clause (28) of section 2 of the Bharatiya Nyaya Sanhita, 2023."
 - (5) The Inspector-cum-Facilitator may— (a) advice to employers and workers relating to compliance with the provisions of this Code (45 of 1860); (b) inspect the establishments as assigned to him by the appropriate Government, subject to the instructions or guidelines issued by the appropriate Government from time to time.
 - (6) Subject to the provisions of sub-section (4), the Inspector-cum-Facilitator may,— (a) examine any person who is found in any premises of the establishment, whom the Inspector-cum-Facilitator has reasonable cause to believe, is a worker of the establishment; (b) require any person to give any information, which is in his power to give with respect to the names and addresses of the persons; (c) search, seize or take copies of such register, record of wages or notices or portions thereof as the Inspector-cum-Facilitator may consider relevant in respect of an offence under this Code and which the Inspector-cum-Facilitator has reason to believe has been committed by the employer; (d) bring to the notice of the appropriate Government defects or abuses not covered by any law for the time being in force; and 25 (e) exercise such other powers as may be prescribed.
 - (7) Any person required to produce any document or to furnish any information required by an Inspector-cum-Facilitator under sub-section (5) shall be deemed to be legally bound to do so within the meaning of the corresponding provisions of the Bharatiya Nyaya Sanhita, 2023 relating to omission to produce documents or furnish information to a public servant.
 - (8) The provisions of the Bharatiya Nagarik Suraksha Sanhita, 2023 shall, so far as may be, apply to any search or seizure under sub-section (5) in the same manner as they apply to a search or seizure carried out under the authority of a search warrant issued under the said Sanhita.

Explanation: Assistant Labour Commissioner shall be read as Inspector-Cum-Facilitator wherever it appears.

CHAPTER-VIII

Miscellaneous

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

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

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

- 50. Inspection scheme.** — (1) For the purposes of the Code and these rules, there shall be formulated an inspection scheme by the Labour Commissioner (Jammu and Kashmir) with the approval of the Hon'ble Lieutenant Governor.

(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.

- 51. Annual Return.** - The return under these rules shall be filed electronically by every employer of an establishment to which the Code applies in the relevant columns of the Form specified for such purpose in the rules made under the Occupational, Safety Health and Working Conditions Code, 2020 (37 of 2020).

By Order of the Lieutenant Governor.

Sd/-

**(Kr. Rajeev Ranjan) IAS
Secretary to the Government**

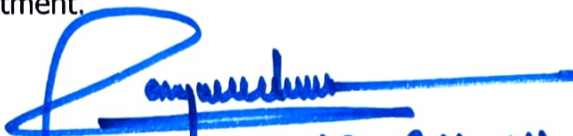
No LE-LAB/04/2026-11-L&E (e-7720443)

Dated:-/9-06.2026

Copy to the: -

1. Secretary to the Government of India, MoLE, Shram "Shakti Bhawan, New Delhi.
2. All Administrative Secretaries, J&K.

3. Financial Commissioner (Additional Chief Secretary) to the Hon'ble Chief Minister, J&K
4. Principal Secretary to the Hon'ble Lieutenant Governor, J&K
5. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
6. Divisional Commissioner, Jammu/Kashmir.
7. Secretary, Legislative Assembly, J&K
8. All Deputy Commissioners.
9. All Heads of Department.
10. Director, Information, J&K, (with request to publish notification in leading English dailies of each division).
11. Labour commissioner, J&K, Jammu.
12. Director, Archives, Archaeology & Museums, J&K.
13. OSD to Hon'ble Chief Minister, J&K.
14. OSD to Hon'ble Deputy Chief Minister (Minister In-charge Labour and Employment Department).
15. General Manager, Government Press, Jammu/Srinagar (for publication in next issue of Government Gazette).
16. Private Secretary to Chief Secretary, J&K.
17. Private Secretary to Secretary to the Government, Labour & Employment Department.
18. I/C Website, Labour & Employment Department.
19. SO File/Stock File.


 (Waheed Ahmed) JKAS
 Under Secretary to the Government
 19.06.2026

Schedule-A

[See Rule 4(3)]

S.No.	Unskilled
1	2
1	Beldar
2	Calf boy
3	Cattleman
4	Cleaner (MotorShed, Tractor, Cattle, Yard, M.T.)
5	Collecting loose fodder
6	Dairy coolie
7	Mazdoor (Arportculturst Compost, Dairy's Hay staking, Irrigation, Manure, Stacking, Milk-room, Ration-room Store, Anti-Malaria, M.R.)
8	Driver(Mule, Bullock, Camel, Donkey)
9	Dresser
10	Driver(Bullocks Mule)
11	Grazler
12	Dairyman
13	(Store-Mazdoor)
14	Carrier(Stone)
15	Breaker(using manual appliances)
16	Helper
17	Messenger(Office)
18	Mali

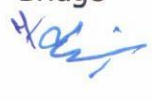



- 19 Syce
- 20 Tying and Carrying loose hay
- 21 Sweeper
- 22 Weighing and Carrying bales
- 23 Weigh man(Bales ally)
- 24 Waterman
- 25 Stableman
- 26 Troll man
- 27 Valve man
- 28 Watchman
- 29 Whitewasher
- 30 Wooderman
- 31 WooderWoman
- 32 Borryman
- 33 Coalman
- 34 Condenser
- 35 Attendant
- 36 Grass Cutter
- 37 Muchhers Jamadars
- 38 Condenser Attendant
- 39 Shunters
- 40 Turner
- 41 Bajri Spreader
- 42 Beater Women

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- 43 Bell-Woman
- 44 Chain Man
- 45 Boat Man
- 46 Bucket Man
- 47 Labourer (Boiler, Cattle Yard, Cultivation, General Loading and Unloading, Bunding, Carting-Fertilizers, Harvesting, Miscellaneous Seeding, Sowing, Thatching, Transplanting, Weeding)
- 48 Cleaner(Crane, Truck ,CinderforashPit)
- 49 Cart man
- 50 Caretaker(Bridge)
- 51 Carrier(Water)
- 52 Chowkidar
- 53 Concrete(Hand Mixer)
- 54 Daffadar
- 55 Driver(Bullock, Camel, Donkey, Mule)
- 56 Flagman
- 57 Flagman(Blast Train)
- 58 Khalasi no tattending to machines
- 59 Gagmen
- 60 Gating man (Permanent Way)
- 61 Handle Man,Jumper Man
- 62 Kamin (Female Work)
- 63 Khalas
- 64 Bridge

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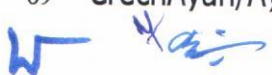
- 65 Electrical
- 66 Marine
- 67 Moplah
- 68 Store
- 69 Steam Road
- 70 Share
- 71 Roller Survey
- 72 Labourer (Garden)
- 73 Mazdoor
- 74 Hole Cutter
- 75 Lorry Trainees
- 76 Patrolman
- 77 Searcher
- 78 Signalman
- 79 Strikers
- 80 Yaks Controller
- 81 Cleaner
- 82 Dresser/Dressing Mazdoor
- 83 Loader
- 84 Mazdoor(Male/Female)
- 85 Messenger(Male/Female)
- 86 Trammer
- 87 Caretaker(except in Copper, Chromite and Graphite mines where it is semiskilled)



- 88 Office Peon/Peon(except in Bauxite Mines)
- 89 Sweeper(Male/Female)
- 90 Carrier
- 91 Number Taker
- 92 TrollyTriper
- 93 Water Carrier
- 94 Earth Cutter
- 95 Survey Khalasi
- 96 Gate Man
- 97 Concrete(Hand Mixer)
- 98 Dismantling stocks
- 99 Lamp man
- 100 Beldar/ Beldar(Canteen)
- 101 Coolie
- 102 Peon
- 103 Cook-helper
- 104 Office Boy
- 105 Quarry Worker
- 106 Jelly Maker
- 107 Over Burden Remover
- 108 Waste Removing Mazdoor
- 109 Unloader
- 110 Excavating Labour
- 111 Digger



- 67 Hammer man
- 68 Helper(Artisan)
- 69 Helper(Sawyer)
- 70 Keyman
- 71 Khalasi (HeadSurvey, Rivertters-MoplahGang,Supervisory)
- 72 Labourer(Rock-Cutting)
- 73 Lascar
- 74 Mali(Head)
- 75 Stockers and Boilerman
- 76 Thoombaman(Spade Worker)
- 77 Tindals
- 78 Trolly man(Head Motor)
- 79 Fitter(Assistant Semi-Skilled)
- 80 Jamadar(Semi-Skilled)
- 81 Mate(Stone)
- 82 Kasab
- 83 Khalasi (Structural)
- 84 MasalchiP.M.Mates
- 85 Miner
- 86 Untrained Mate/ Mining Mate/ Mate without
Competency Certificate under Metalliferous
MinesRegulations,1961
- 87 Butler/Cook
- 88 Breaker(using mechanical appliances)
- 89 CrechAyah/Ayah/Untrained Crech Attendant



- 90 Assistant Driller
- 91 Oilman/Oiler
- 92 Chowkidar/Watchman
- 93 Helper(Mason, Carpenter, Blacksmith)
- 94 Tindals
- 95 Topas
- 96 Topkar (Big Stone Breaker)
- 97 TrollyJ amadar
- 98 Winch man
- 99 Attendance-keeper
- 100 Assistant Wireman
- 101 Mate
- 102 Mate(Blacksmith, Road, Carpenter)
- 103 Engine Driverand/orFeeder
- 104 Fitter
- 105 Gang
- 106 Mazdoor Mason
- 107 Permanent Way
- 108 Pump-Driver, Turner
- 109 Mazdoor(Heavy-weight)
- 110 Charge man
- 111 Mistri (Head)
- 112 Muccadam



- 113 Night-guard
- 114 Runner(PostDak)
- 115 Oilman
- 116 Quarryman
- 117 Quarry Operator
- 118 Stone man
- 119 Stocker
- 120 Thatcher
- 121 Pump Attendant
- 122 Bearer
- 123 Break man
- 124 Crowlder Man
- 125 Laboratory Boy
- 126 Pointsman Sencummy
- 127 Stone mines and other categories by whatever
name called which are of Semi-Skilled nature
- 128 Any other category of employees by whatever
name called which are of Semi-Skilled nature

S. No.	Skilled
1	2
1	Artificer(Class-II,III,IV)
2	Blacksmith
3	Blacksmith(Class-II)
4	Boiler man
5	Carpenter
6	Carpenter(Class-II)Carpenter-cum-Blacksmith
7	Chowdhary
8	Driver
9	Driver(Engine Tractor,M.T.Motor)
10	Electrician
11	Fitter
12	Mason
13	Mason Class-II
14	Machine Hand(Class-II,III,IV)
15	Machine man
16	Mate Gr.-I(Senior)
17	Mechanic
18	Milk Writer
19	Mistry (Head)
20	Moulder
21	Muster Writer
22	Operator(Tube-well)



- 23 Painter
- 24 Plumber
- 25 Welder
- 26 Upholsterer
- 27 Wireman
- 28 Chipper
- 29 Chipper-cum-Grinder
- 30 Cook(Head)
- 31 Driller
- 32 Driller(Well Boring)
- 33 Driver(Loco/Truck)
- 34 Electrician(Assistant)
- 35 Mechanic(Tube-Well)
- 36 Mistry (Stell,Tube-Well, Telephone)
- 37 Meter Reader
- 38 Meteorological Observer Navghani
- 39 Operator (Batching Plant, Cinema Project, Clamp Shelf, Compressor, Grane, Dorricks, Diesel Engine, Doser, Dragline Drill Dumb, Excavator, Fork Lift Generator, Grader, Jack Hammer and Payment Breaker Loader, Pump, Pile Driving, Scraper, Screening Plant, Shovel, Tractor, Vibrator, Weight Batcher, Railway Guards, Repairer(Battery))

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40 Sharper/Slotter

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1	2
41	Sprayer(Ashalt) Station Master
42	Surveyor(Silt)
43	Trades-Man
44	Train Examiner
45	Turner/Miller
46	Tyre Vulcaniser
47	Sawyer
48	Sawyer(Selection GradeClass-II)Serang
49	Serangpile
50	Driving Panto oms with Boiler
51	Shapes man
52	Shift-incharge
53	Spray man
54	Spray man(Roads)
55	Stonecutter
56	Stonecutter(Selection Grade,Grade-II,Class-II)
57	Stone Chisler
58	Stone Chisler (Class-II)
59	StoneBlasterer
60	Sub-Overseer(Unqualified)
61	Surveyors
62	Pump Driver
63	Pump Driver(Selection Grade),Grade-II and III,Class-II)



- 64 Pump Driver (Selection Grade P.E.Driver)
 - 65 Pump man
 - 66 Pump man(Assistant)
 - 67 Plumber
 - 68 Polisher (with spray) Grade-II
 - 69 Ratan Man
 - 70 Rivet Cutter (Assistant)
 - 71 Rivetter
 - 72 Rivetter (Cutter)
 - 73 Road Inspector Grade-II, Railway Plate Layer
 - 74 Rod Bender
 - 75 Haulage Operator
 - 76 Dispensary Attendant
 - 77 Work Sakar
 - 78 Mica Cutter Grade-I
 - 79 Dresser Grade-I Mica
 - 80 Supervisory Fireman
 - 81 Fireman only in Mines
 - 82 Compressor Driver
 - 83 Pump Man Driver 96. Grinder in Mica Mines
 - 84 Surveyors (Assistant)
 - 85 Tailor
 - 86 Tailor (Upholstery)
- 

- 87 Tran sprayer
- 88 Tarman
- 89 Lineman
- 90 Tiler Class-II
- 91 Wall(Floor Root)
- 92 Tiler (Selection Grade)
- 93 Tin-Smith
- 94 Tin Smith (Selection Grade Grade-II and III,Class-II) Tinker
- 95 Well Sinker
- 96 Assistant Mistry
- 97 Armature Winder Grade-II and III
- 98 Bhandari
- 99 Blacksmith
- 100 Blacksmith (Selection Grade, Grade-II, III, Class-II and III)
- 101 Boiler man
- 102 Boilerman Grade-II and III
- 103 Boiler Foreman Grade-II
- 104 Work (Assistant)
- 105 Bricklayer
- 106 Bricklayer (Selection Grade, Class-II)
- 107 Blaster
- 108 Chowkidar (Head)
- 109 Security Guard(without arms)



- 110 Carpenter
- 111 Carpenter (Selection Grade, Grade-II and III, Class-I and III Assistant)
- 112 B.I.M. Road
- 113 Cabinet Maker
- 114 Cane man
- 115 Cutter Maker Chargeman, Class- II and Class-III, Carpenter Ordinary
- 116 Checkder (Junior)
- 117 Chick Maker
- 118 Chickman (Junior)Concrete Mixture Mixer
- 119 Concrete Mixture Operator
- 120 Cobbler
- 121 Core maker
- 122 Driver
- 123 Driver Motor Vehicle
- 124 Motor Vehicle Selection Grade
- 125 Motor Lorry
- 126 Motor-Lorry Grade-II
- 127 Lorry Grade-II
- 128 Diesel Engine
- 129 Diesel Engine Grade-II
- 130 Mechanical Road RollerI/c and Cement Mixer etc.
- 131 Road Roller

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- ¹132 Road Roller Driver Grade²-II
- 133 Driver (Engine Static Stone Crusher, Tractor/Bull Dozer, Steam Road Roller, Water Pump, Mechanical Assistant, Road Roller, Mechanical, Steam Crane, Tractor with Bull Dozer Mechanical, Transport, Engine Static and Road Roller Boiler Attendant
- 134 Engine Operator (Stone Crusher Mechanical)
- 135 Distemper, Electrician, Electrician (Grade-II, Class-II and Class-III)
- 136 Fitter
- 137 Fitter (Selection Grade, Grade-II and III) Class-II and III Assistant, Pipe Class-II, Pipeline ending Bars for)
- 138 Reinforcement-cum-Mechanic, Mechanic and Plumber
- 139 Gharami (Head)
- 140 Glazier
- 141 Hole Driller for blasting
- 142 Joiner
- 143 Joiner (Cable, Cable Grade-II)
- 144 Lineman (Grade-II, III, High-tension/ Low-tension)
- 145 Mason
- 146 Mason (Selection Grade, Grade-II, III and Class-B Mistry)
- 147 Stone (Stone Class-II, Brick Work, Stone Work)
- 148 Brick-layer
- 149 Tile Flooring
- 150 B.I.M. Muccadam (Head)



- | | |
|-----|---|
| 1 | 2 |
| 151 | Stone Cutting |
| 152 | Ordinary Mechanic |
| 153 | Mechanic |
| 154 | Mechanic (Class-II, Air Conditioning, Air-conditioning Grade-II |
| 155 | Diesel Grade-II |
| 156 | Road Roller Grade-II |
| 157 | Assistant Radio |
| 158 | Manson (Gharami) |
| 159 | Mistry |
| 160 | Mistry Grade-II, Air Conditioning Grade-II, P. Way, Survey, Santras Works |
| 161 | Mason Class-A |
| 162 | Moulder |
| 163 | Moulder (BrickTile) |
| 164 | Painter |
| 165 | Painter (Selection Grade, Grade-II and III, Class-II, Assistant Lotter and Polisher, Polisher, Rough) |
| 166 | Plasterer |
| 167 | Plasterer (Mason Grade-II) |
| 168 | Plumber |
| 169 | Plumber (Selection Grade, Class-II, Assistant Lotter and Polisher, Rough) |
| 170 | Plasterer |



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-
- 171 Plasterer (Mason Grade-II)
- 172 Plumber (Selection Grade, Class-II, Assistant Senior, Junior, Mistry Grade-II)
- 173 Plumbing Mistry
- 174 Plumber-cum-Fitter
- 175 Polisher
- 176 Polisher (Floor)
- 177 Sridhar Lathe Man
- 178 Geologist
- 179 Tailors
- 180 Turner
- 181 Upholsterer
- 182 Upholsterer (Grade-II and III)
- 183 Painter Spray (Class-II)
- 184 Woodcutter
- 185 Woodcutter Section Grade
- 186 Woodcutter Class-II
- 187 Work Sircar
- 188 Welder
- 189 Air wine Haulage Operator
- 190 Auto-electrician
- 191 Painter
- 192 Blacksmith
- 193 Tailor



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- 194 Compressor Operator
195 Blaster/Shot-firer
196 Driver
197 Head Cook
198 Carpenter
199 Concrete Mixer Operator
200 Compressor Attendant
201 Air Compressor Attendant
202 Tractor Driver
203 Vehicle Driver
204 Chemist and Assistant/Chemist
205 Sub-Overseer (Unqualified)
206 Driller
207 Handhole Driller
208 Drill Mechanic
209 Driver Auto
210 Electrician
211 Wireless Operator Asstt. Foreman
212 Foreman
213 Fitter
214 Ferry Driver
215 Issuer Loco
216 Super Foreman



1	2
217	Hoist Operator
218	IMCE Driver
219	Driver
220	Loco Driver
221	Loader Operator
222	Linesman
223	Mechanic/Machinist
224	Mason
225	Midwife
226	Tinsmith
227	Supervisory Mechanic
228	Pump Attendant only in Gypsum, Barytes and Rock Phosphates
229	Pump Operator/Driver
230	Mining Mate with competency certificate under Metalliferous Mines\Regulations, 1961
231	Mistry
232	Skilled Mazdoor
233	Turner
234	Senior Mechanic
235	Pipe Fitter
236	Supervisor
237	DraftsMan
238	Wireman
239	Timber Man/ Timber Mistry Elect.

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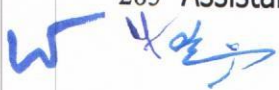
-
- 240 Stone Crusher Operator
241 Crusher Operator
242 Moulder
243 Welder
244 Operator
245 Work Mistry
246 Engine Driver
247 Mining Engine Driver Grade-II
248 Engineman
249 Valve man
250 Cutter
251 Winding Engine Driver Grade-II
252 Security Guard (Unarmed)/Head Chowkidar
253 Shovel Operator
254 Limca Loader Operator
255 Surface Supervisor
256 Dozer Operator
257 Compressor Driller
258 Dumper Tractor Operator
259 Boiler Man(with Certificate)
260 Machinery Attendant
261 Air Conditions Mechanic
262 Crech Attendant only in Magnesite, Manganese and Mica Mines



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-
- 263 Power Shovel Operator
- 264 Power and Pump House Operator
- 265 Miner Grade-I
- 266 Tractor Operator 80. Tub Repairer 81. Lather Mistry
- 267 Stationery Engine Attendant 83. Generator Operator
84. Loading Foreman
- 268 Diesel Mechanic
- 269 Ferro Printer-cum-Chairman
- 270 White Washing and Colour Washing Man
- 271 Operator Pneumatic Tools, Operator (Fitter)
- 272 Boreman
- 273 Borer
- 274 Wireman (Grade-II and III, Mechanic, Electrical)
- 275 White Washer
- 276 White Washer (Selection Grade, Class-II)
- 277 Wireman
- 278 Welder (Class-II, Bridge Work)
- 279 Welder Gas
- 280 Muccatam (with Competency Certificate under
Metalliferous Mines Regulations, 1961)
- 281 Security Guard (without arms) and other categories
by whatever name called which are of skilled nature
- 282 Assistant (Farm)
- 283 Assistant (Cashier)



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- 284 Librarian
- 285 Telexor Telephone Operator
- 286 Hindi Translator
- 287 Telexor Telephone Operator
- 288 Hindi Translator
- 289 Accounts Clerk
- 290 Clerks
- 291 Computer/Data Entry Operator
- 292 Telephone Operator, Typist
- 293 Store Attendant
- 294 M.C. Clerk
- 295 Munshi (Matriculate, Non-Matriculate)
- 296 Store Clerk (Matriculate Non-Matriculate)
- 297 Storekeeper
- 298 Storekeeper Grade-I, Grade-II (Matriculate)
- 299 Timekeeper
- 300 Timekeeper (Matriculate Non-Matriculate)
- 301 Bookkeeper
- 302 Work Munshi
- 303 Work Munshi (Subordinate)
- 304 Magazine Clerk
- 305 Teller Clerk
- 306 Store Clerk



1	2
307	Tally Clerk
308	Store Issuer
309	Tool Keeper
310	Computer/Date Entry Operator
311	Record Keeper
312	Tracer
313	File Clerk
314	Register Keeper
315	Timekeeper
316	Clerk
317	Munshi
318	Typist and other categories by whatever name called which are of clerical nature
319	Any other category of employees by whatever name called which are of skilled nature.



S.No.	Highly Skilled
1	2
1	Artificier Class-I
2	Blacksmith Class-I
3	Carpenter Class-I
4	Machine
5	Hand Class-I
6	Mason Class-I
7	Mechanic (Senior)
8	Painter (Grade-I, Class-I, Spray) Plasterer (Mason) Class-I
9	Plumber (Head Class-I)
10	Mistry Grade-I
11	Polisher (with Spray Grade-I)
12	Road Inspector Grade-I
13	Sawyer Class-I
14	Stone Cutter Class-I
15	Stone Cutter Grade-I
16	Stone Chisler Class-I
17	Stone Mason Class-I
18	Sub-Overseer (Qualified)
19	Tiler Class-I
20	Tinsmith Grade-I and Class-I
21	Upholsterer Grade-I
22	Varnisher Class-I

W 4/2/26

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-
- 23 Welder-cum-Fitter and Air Conditioning Mechanic
 - 24 Welder (Gas)Class-I
 - 25 White Washer Class-I
 - 26 Wireman Grade-I, Class-I
 - 27 Wood Cutter Class-I
 - 28 Grinder (Tool)Grade-I
 - 29 Operator (Batching Plant Grade-I)
 - 30 Leader Grade-I
 - 31 Pile Driving Grade-I
 - 32 Pump Grade
 - 33 Scrapper Grade-I
 - 34 Screening Plant Grade-I
 - 35 Pump Grade-I
 - 36 Scrapper Grade-I
 - 37 Security Guards (with arms)
 - 38 Armature Winder Grade-I
 - 39 Blacksmith Grade-I and Class-I
 - 40 Boilerman Grade-I
 - 41 Boilerman Foreman Grade-I
 - 42 Bricklayer Class-I
 - 43 Cable Joiner Grade-I
 - 44 Carpenter Grade-I and Class-I
 - 45 Celo Cutter and Decorator



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- 46 Chargeman Class-I
 - 47 Checker (Sr.) Driver Lorry Grade-I
 - 48 Motor Lorry Grade-I
 - 49 Motor Vehicle Class-I and Diesel Engine Grade-I
 - 50 Road Roller Grade-I
 - 51 Pump Class Electrician Grade-I and Class-I/Grade-I
 - 52 Fitter (Grade-I, Class-I)
 - 53 Pipe Class-I(Head)
 - 54 Foreman (Assistant) Line Man Grade-I
Mason (Skilled Grade-I, Class-I)
 - 55 Mast Rig
 - 56 Mechanic Class-I and Class-II
 - 57 Mechanic (Diesel Grade-I and Road Roller Grade-I
 - 58 Air Conditioning Grade-I/Class-I, Mistry Grade-I
 - 59 Mistry (Air Conditioning Grade-I)
 - 60 Overseer
 - 61 Overseer (Senior and Junior)
 - 62 Dragline Grade-I
 - 63 Drill Grade-I
 - 64 Dumper Grade-I
 - 65 Excavator Grade-I
 - 66 Forklift Grade-I
 - 67 Generator Grade-I



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- 68 Rigger Grade-I
 - 69 Rigger Grade-II
 - 70 Charper/ Sletter Grade-I
 - 71 Shovel and Dragline Tractor Grade-I
 - 72 Tradesman Class-I
 - 73 Turner/Miller Grade-I
 - 74 Work (Assistant)Grade-I
 - 75 Compounder
 - 76 Surveyor
 - 77 Winding Engine Driver
 - 78 Operator (Heavy Earth Moving Shovel and Bulldozer)
 - 79 Head Mistry
 - 80 Staff Nurse with Diploma
 - 81 Drill Operator other than Jack Hammer
 - 82 Electrical Supervisor with Competency Certificate
 - 83 Underground Shift Boss
 - 84 Head Mechanic
 - 85 Qualified and Experienced Welder
 - 86 Machine Tool Mechanic
 - 87 Mechanical/Plant Foreman
 - 88 Mining Supervisor
 - 89 Vocational Training Instructor/Teacher
 - 90 Head Electrician




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-
- 91 Accountant
 - 92 Stenowith7yearsofservice
 - 93 Store In-charge
 - 94 Shift In-charge
 - 95 Supervisor
 - 96 In-charge of Watch and Ward
 - 97 Security Guard (Armed)
 - 99 Crane Grade-I
 - 100 Diesel Engine Grade-I
 - 101 Dozer Grade-I
 - 102 Clamp Shell Grade-I
 - 103 Compressor Grade-I
 - 104 Grader Grade-I
 - 105 Tractor Grade-I
 - 106 Vibrator Grade-I
 - 107 Screening Plant Grade-I
 - 108 Shovel Grade-I
 - 109 Shovel and Dragline
 - 110 Tyre vulcanser Grade-I
 - 111 Security Guard (with Arms) and other categories by
whatever name called which are of Highly-Skilled
nature
 - 112 Any other category of employees by whatever
name called which are of Highly-Skilled nature.



FORM I
Seerule 42(1)(i)

EMPLOYEE REGISTER

Name of the Establishment

Name of the Employer

Name of the Owner

PAN/TAN of the Employer

Registration Number of the establishment (Labour Identification Number (LIN) shall be

The Registration Number of the Establishment)

1.	Employee Code
2.	Name
3.	Surname
4.	Gender
5.	Father's/Mother's/Spouse Name
6.	Date of Birth
7.	Place of Birth
8.	Nationality
9.	Education Level
10.	Date of Joining
11.	Designation
12.	Category (HS/S/SS/US) *
13.	Type of Employment(P/T/FT/T/B)**
14.	Details of Posting
15.	Pay
16.	Promotion
17.	Mobile Number
18.	Universal Account Number(UAN)
19.	PAN
20.	Nominee (To be filled on the basis of Nomination form)
21.	Details of Family
22.	EPS/NPS
23.	ESICIP No.
24.	AADHAAR
25.	Bank A/c Number
26.	Bank
27.	Branch (IFSC)
28.	Present Address
29.	Permanent Address
30.	Service Book No.
31.	Date of Exit
32.	Reason for Exit
33.	Mark of Identification
34.	Photo
35.	Specimen Signature/Thumb Impression
36.	Remarks

Term/Trainee/Badli

FORM-II

[See rule 40(1)]

**[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..... Applicant
(Through employees concerned or registered trade union or Inspector-
cum-Facilitator**

Address.....

And

XYZ.....

....

Address.....

The application states as follows:

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

(a) **Rs.....**

(b) **Rs.....**

(c) **Rs.....**

Total Rs.....

(5) **The applicant(s), therefore, pray(s) that a direction may be issued under section 45(2) of the Code on Wages, 2019 for;**

(a) **Payment of the difference between the wages payable under the Code and the wages actually paid,**

(b) **Payment of remuneration for the days of rest**

(c) **Payment of wages at the overtime rates,**

(d) **Compensation amounting to Rs.....**

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

Dated.....

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

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

FORM III
See rule 41(1)

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

5. **Reliefs sought:**

In view of the facts mentioned above the appellant prays for the following

relief(s):— [Specify below the relief(s) sought]

6. **List of enclosures:**

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 (Seerule42)	
REGISTER OF WAGES, OVERTIME, ADVANCES, FINE SAND DEDUCTIONS AND LOSS	
Name of the Establishment	
Name of the Employer	
Name of the Owner	
PAN/TAN of the Employer	
Registration Number of establishment (Labour Identification Number (LIN) shall be The Registration Number of the Establishment)	

Sl N	Sr.No.in Emp loyee Code	Nam em p over	Des ---	De ---	Duration (Monthly/ Fortnightl /Piecerate	Wag - From	Totaln duri ngth period	Total overtimepro caseof worker	Radewagen					
									Bas ic	DA	Allowa nces			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(1)	(11)	(12)			
Amount or wages earned					Deductions							Net Payme nt		
Bas ic	DA	Allow ances	O v er ti me	To tal wa ge s ear ned	EP F	ES IC	Soc iety	Inc o m eT ax	Insu ranc e	Ot her s	Rec ove ryo fFin e		Recovery on accou nt of Damages / Losses	Total Ded ucti ons
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)

3/4/2026-11-LABOUR AND EMPLOYMENT DEPARTMENT (Computer No. 7720443)

		FORMV (Seerule43) WAGESLIP	
Date of issue			
Name of the Establishment			
Address			
Period			
1.	Name of employee		
2.	Father's/Mother's/Spouse Name		
3.	Designation		
4.	UAN		
5.	Bank Account Number		
6.	Wage period		
7.	Rate of wages payable		
	a.	Basic	
	b.	DA	
	c.	Allowances	
8.	Total attendance/unit of workdone		
9.	Over time wages		
10.	Gross wages payable		
11.	Total deductions		
	a.	PF	
	b.	ESI	
	c.	Others	
12.	Net wages paid		
Employer/Pay-in-charge signature			

Handwritten signature: *W. H. D.*

FORMVI**[See rule 45]**

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

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

Date**Applicant (Name and signature)**

W



FORM-VII
see rule 37(1)
NOMINATION FORM

1. **Name of person making nomination:**

(In block letters):

2. **Father's/Spouse's Name:**

3. **Date of Birth:**

4. **Sex:**

5. **Marital Status:**

6. **Address:**

Permanent:

Temporary:

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

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

1. **Certified that I have no family and if I acquire a family hereafter, the above nomination shall be deemed as cancelled.**

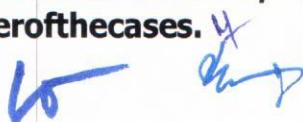
2. **Certified that my father/mother is/are dependent upon me.**

3. **Strike out whichever is not applicable.**

Signature or the thumb impression of the employee

CERTIFICATE BY EMPLOYER

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



**Signature of employer/authorized officer of the
establishment & Designation Place:**

Date:

**Name and Address of the
Factory/Establishment and rubber stamp there
of**

**FORM-VIII
See rule 40(2)**

**(A). FORM OF NOTICE TO THE RESPONDENT TO BE
ISSUED BY THE AUTHORITY UNDER SUB- SECTION (5)
OF SECTION 45**

(Title of the application)

To

**Name
Address**

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

**Take notice that in default to four appearance on the
ay mentioned here above, the application will be heard**

and disposed of in your absence.

Date _____
with seal

Signature of the authority

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

(Title of the appeal)

To

Name
Address

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

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

Date.....

Signature of the Appellate authority with seal

Form IX (Seerule 42(1)(iii))	
ATTENDANCE REGISTER CUM MUSTER ROLL	
Name of the Establishment	
Name of the Employer	
Name of the Owner	

W *X*

Registration Number of the establishment (Labour Identification Number (LIN) shall be the Registration Number of the Establishment)											
For the Month of											
Sl. No.	Employee Code	Name	Designation	Shift	Place of work/Section/Department						
(1)	(2)	(3)	(4)	(5)	(6)						
Date and Time of attendance (7)											
Date	1	2	3	4	5	6	7	8	9	10	11
Time	In Out	In Out	In Out	In Out	In Out	In Out	In Out	In Out	In Out	In Out	In Out
Signature											

Date	12	13	14	15	16	17	18	19	20	21
Time	In Out	In Out	In Out	In Out	In Out	In Out	In Out	In Out	In Out	In Out
Signature										
Date	22	23	24	25	26	27	28	29	30	31
Time	In Out	In Out	In Out	In Out	In Out	In Out	In Out	In Out	In Out	In Out
Signature										

Total number of days worked	Total number of overtime hours worked	Brief details of tour or assignment outside the work place, if any	Signature of Register keeper*
(8)	(9)	(10)	(11)

Note: Required in case register is maintained physically.