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LABOUR & E.S.I. DEPARTMENT

NOTIFICATION

The 11th February, 2026

No.998—LESI-LR-POL-0001/2026/LESI.— Whereas, subsequent to the enactment of the Code on Wages, 2019 (29 of 2019) (in short the 'said Code') by Parliament, the Central Government vide notification number S.O.4604(E), dated the 18th December 2020 and notification number S.O. 5322(E), dated the 21st November, 2025, published in the Gazette of India, Extraordinary, Part II, Section 3, sub-section (ii), have brought into force all the provisions of the said Code;

Now, therefore, the following draft of certain rules, which the State Government propose to make in exercise of the powers conferred by Section 67 of the Code on Wages, 2019 read with Section 24 of the General Clauses Act, 1897 (10 of 1897) and in supersession of,-

- (i) the Odisha Payment of Wages Rules, 1936, and
- (ii) the Odisha Minimum Wages Rules, 1954,

made by the State 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by the Payment of Wages Act, 1936 (4 of 1936), the Minimum Wages Act, 1948 (11 of 1948), as the case may be, which are repealed by Section 69 of the said Code, except as respects things done or omitted to be done before such supersession, are hereby notified, as required by sub-section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 the notice is hereby given that the said 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 published, are made available to the public;

Objections and suggestions, if any, may be addressed to the Special Secretary to Government, Labour & ESI Department, Kharavel Bhawan, Bhubaneswar-751001, E-mail: labsec.or@od.gov.in. The objections and suggestions should be sent in the proforma containing column (1) specifying the name and address of the person/organization, column

(2) specifying the chapter and rule or sub-rule which is proposed to be modified, column (3) specifying the revised rule or sub-rule proposed to be substituted and column (4) reasons thereof;

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 State Government.

DRAFT RULES

CHAPTER I

PRELIMINARY

1. Short title, extent and commencement.— (1) These rules may be called the Odisha Code on Wages Rules, 2026.

(2) They extend to the whole State of Odisha.

(3) They shall come into force on the date of their publication in the *Odisha Gazette*.

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

- (a) “authority” means the authority appointed by the State Government under sub-section (1) of Section 45;
- (b) “appeal” means an appeal preferred under sub-section (1) of Section 49;
- (c) “appellate authority” means the appellate authority appointed by the State Government under sub-section (1) of Section 49;
- (d) “Board” means the State Advisory Board constituted by the State Government under sub-section (4) of Section 42;
- (e) “Chairperson” means the chairperson of the State Advisory Board constituted under the Code;
- (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 or a committee appointed by the State Advisory Board under sub-section (5) of Section 42 and includes a sub-committee appointed under that section;
- (h) “day” means a period of 24 hours beginning at mid-night;
- (i) “deduction for damage or loss” means a deduction made in accordance with the provisions of Section 21 of the Code on Wages, 2019.
- (j) “electronically” means any information stored or transacted by digital mode or uploading on the designated portal or digital payment in any mode for the purpose of the Code;

- (k) "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 by the State Government from time to time;
- (l) "Form" means a form appended to these rules;
- (m) "geographical Area" means, the areas notified as such by the State Government from time to time.
- (n) "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 judgement or decision involved in the execution of such occupation;
- (o) "Inspector-cum-Facilitator" means a person appointed by the State Government, by notification under sub-section (1) of Section 51;
- (p) "member" means a member of the board and includes its chairperson;
- (q) "registered trade union" means a trade union registered under the Industrial Relations Code, 2020 (35 of 2020);
- (r) "Schedule" means a 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 judgement;

- (v) "State Government" means Government of Odisha;
 - (w) "technical committee" means a committee constituted by the State Government for the purpose of advising the State Government under sub-rule (2) of rule 4, and
 - (x) "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 in these rules and not defined, but defined in the Code shall have the same meanings respectively assigned to them under the Code.

CHAPTER II MINIMUM WAGES

3. Manner of calculating the minimum rate of wages.— (1) For the purposes of sub-section (5) of Section 6, the minimum rate of wages shall be fixed on the day basis keeping in view the following criteria, namely:-

- (i) the standard working class family which includes a spouse and two children apart from the earning employee; an equivalent of three adult consumption units;
- (ii) a net intake of 2700 calories per day per consumption unit;
- (iii) 66 meters cloth per year per standard working class family;
- (iv) housing rent expenditure to constitute 10 *per cent* of food and 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 *per cent* 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.— (1) While fixing the minimum rates of wages under section 6, the State Government shall take into account the following:

- (i) geographical area,

- (ii) experience in the area of employment, and
- (iii) level of skill required for working under the categories of unskilled, semi-skilled, skilled and highly skilled:

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

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

- (i) Labour Commissioner, Odisha – Chairperson;
- (ii) Officer not below the rank of Joint Secretary to Government, Labour & ESI Department, Odisha dealing with the Code on Wages – Member;
- (iii) Additional Labour Commissioner, O/o. the Labour Commissioner, Odisha dealing with the Code on Wages – Member;
- (iv) A representative from the Department of Skill Development and Technical Education, Government of Odisha dealing with skill development – Member;
- (v) Two Technical Experts in wage determination as nominated by the State Government – Members; and
- (vi) Two representatives each of employers and employees who are experts in the area of skill development; and
- (vii) Joint or Divisional Labour Commissioner, O/o. the Labour Commissioner, Odisha dealing with the Code on Wages – Member Secretary

(3) The State Government may, on the advice of the Technical Committee referred to in sub-rule (2), by notification update Schedule A in respect of categorization of occupations into unskilled, semi- skilled, skilled and highly skilled by modifying, adding or deleting any entry in respect of occupations specified in Schedule A.

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

(5) The Chairperson may call a meeting of the Technical Committee referred to in sub-rule (2), at any time deemed fit and the proceedings of such meeting shall be forwarded to the State Government at least within a fortnight of the meeting.

5. Interval for revision of variable dearness allowance.— 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 variable dearness allowance payable to the employees on the minimum wages considering the Average Consumer Price Index Number for Industrial Workers published by the Labour Bureau, Ministry of Labour & Employment, Government of India.

6. Number of hours of work which shall constitute a normal working day.— (1) The number of hours of work which shall constitute a normal working day inclusive of one or more specified intervals shall be as per general or special order, issued from time to time.

(2) The period of work of an employee shall be so arranged that inclusive of the intervals of rest, the spread over shall not exceed the number of hours as per general or special order, issued from time to time.

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

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

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

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

- (a) any day on which an employee is required to attend for work but is given only an allowance for attendance and is not provided with work,
- (b) any day on which an employee is laid off on payment of compensation under the Industrial Relations Code, 2020 (35 of 2020), and
- (c) any leave or holiday, with or without pay, granted by the employer to an employee in the period of six days or during the stipulated number of working days of week as the case may be, immediately preceding the rest days,

shall be deemed to be days on which the employee has worked.

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

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

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

(4) An employee shall be granted for rest day wages calculated at the rate applicable to the next preceding day; and where he works on the rest day and has been given a substituted rest day, then, he shall be paid wages for the rest day on which he worked, at the overtime rate and wages for the substituted rest day at the rate applicable to the next preceding day:

Provided that in case of six days 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, Odisha or the Divisional Labour Commissioner having territorial jurisdiction may, on application made to him in this behalf, decide the same, after giving an opportunity to the parties concerned to make written representations:

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

Explanation.- In this sub-rule 'next preceding day' means the last day on which the employee has worked, which precedes the rest day or the substituted rest day, as the

case may be; and where the substituted rest day falls on a day immediately after the rest day, the next preceding day means the last day on which the employee has worked, which precedes the rest day.

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

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

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

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

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

- (a) engaged in any emergency which could not have been foreseen or prevented;
- (b) engaged in work of the nature of preparatory or complementary work which must necessarily be carried on outside the limits laid down for the general working in the employment concerned;
- (c) whose employment is essentially intermittent;
- (d) engaged in any work which for technical reasons has to be completed before the duty is over; and
- (e) engaged in a work which could not be carried on except at times dependent on the irregular action of natural forces;

the number of hours of work which shall constitute a normal working day inclusive of one or more specified intervals and the spread over of the hours of work of the employee may exceed the number of hours as specified by general or special order, issued from time to time, under rule 6.

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

CHAPTER III
PAYMENT OF WAGES

11. Circumstances under clause (ii) of the proviso to Section 10.— An employee shall not be entitled to receive wages for a full normal working day under section 10, if he is not entitled to receive such wage under any other labour law for the time being in force.

12. Recovery under sub-section (4) of Section 18.— Where the total deductions authorized under sub-section (2) of Section 18 exceed fifty 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.— The Divisional Labour Commissioner having jurisdiction over the place of work of the employee concerned shall be the authority for the purposes of sub-section (1) of Section 19.

14. The manner of exhibiting the notice under sub-section (2) of Section 19.— A notice referred to in sub-section (2) of Section 19 shall be displayed in physical form or electronically in English and Odia 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 or by speed post to the Inspector-*cum*- Facilitator having jurisdiction.

15. The procedure under sub-section (3) of Section 19.— The employer shall give an intimation electronically or in writing specifying therein the detailed particulars for obtaining the approval of the imposition of fine to the Divisional Labour Commissioner referred to in rule 13 who shall, before granting or refusing the approval, give opportunity of being heard to the employee and the employer concerned and shall dispose of the matter within thirty days from the date of receiving such intimation, failing which it shall be deemed to be approved.

16. Intimation of deduction.— (1) Where an employer makes any deduction in pursuance of the proviso to sub-section (2) of Section 20, he shall make intimation electronically or by registered post or by speed post of such deduction to the Inspector-*cum*-Facilitator having jurisdiction within ten days from the date of such deduction explaining therein the reason of such deduction.

(2) The Inspector-*cum*-Facilitator shall, after receiving intimation under sub-rule (1), examine such intimation and if he finds that the explanation given therein is in

contravention of any provision of the Code or the rules made thereunder, he shall initiate appropriate action under the Code against the employer within thirty days from the date of receipt of such intimation.

17. Procedure for deduction under sub-section (2) of Section 21.— Any employer desiring to make deduction for damages or loss under sub-section (1) of Section 21 from the wages of an employee shall,-

- (i) explain to the employee in writing the value of damage or loss of goods expressly entrusted to the employee for custody or for loss of money for which he is required to account and how such damage 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 damage or loss, if made, shall be intimated to the employee within fifteen days from the date of such deduction.

18. Conditions regarding recovery of advance under section 23.— The recovery of,-

- (i) advances of money given to an employee after the employment begins under clause (b) of Section 23; or
- (ii) advances of wages to an employee not already earned under clause (c) of Section 23, as the case may be,

shall be made by the employer from the wages of the concerned employee in installments determined by the employer, so as any or all installments in a wage period, shall not exceed fifty per cent of the wages of the employee subject to the ceiling specified in rule 12 in that wage period and the particulars of such recovery shall be recorded in the register maintained in **Form-IV**.

19. Deduction under section 24.— Deductions for recovery of loans granted for house building or other purposes approved by the State Government and the interest due in respect thereof shall be as per the extant instructions or guidelines of the State Government regulating the extent to which such loans may be granted and the rate of interest shall be payable thereon.

CHAPTER IV

STATE ADVISORY BOARD

A. Procedure of State Advisory Board under sub-section (10) of Section 42

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

(2) The persons representing employers as referred to in clause (a) of sub-section (6) of Section 42 shall be nine and the persons representing employees referred to in clause (b) of that sub-section shall also be nine.

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

- (i) the Chairperson;
- (ii) two Members of State Legislative Assembly; and
- (iii) four members each of whom, shall be a professional in the field of wages and labour related issues; and
- (iv) one member who is or has been a presiding officer of an Industrial Tribunal constituted by the State Government under section 44 of the Industrial Relations Code, 2020 (35 of 2020);

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

21. Additional functions of the Board.— (1) In addition to the functions specified in sub-section (4) of Section 42, the Board on reference by the State Government advice that Government on the issue relating to the fixation of minimum wages in respect of-

- (i) working journalists as defined in clause (zzm) of sub-section (1) of Section 2 of the Occupational Safety, Health & Working Conditions Code, 2020 (37 of 2020); and
- (ii) sales promotion employees as defined in clause (zze) of sub-section (1) of Section 2 of the Occupational Safety, Health & Working Conditions Code, 2020 (37 of 2020).

(2) The Board may constitute as many committees under sub-section (5) of Section 42 as it considers necessary for the purposes specified in sub-section (4) of Section 42 and under sub-rule (1) of this rule.

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

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

23. Notice of meetings.— The Chairperson shall fix the date, time and place of every meeting and a notice in writing containing the aforesaid particulars along with a list of business to be conducted at the meeting shall be sent to each member by registered post or speed post or in person 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) where in the meeting of the Board, if any issue has to be decided by voting, conduct the voting and count or cause to be counted the secret voting in the meeting.

25. Quorum.— No business shall be transacted at any meeting unless at least one-third of the members and at least one representative member each of both the employers and 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 thereupon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members present:

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

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 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.

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 electronically or by registered post or speed post or in person and to the State Government as soon after the meeting as possible, and in any case, not less than seven days before the next meeting.

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

29. Summoning of witnesses and production of documents.— (1) The Chairperson 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 State Government may constitute as many committee under clause (a) of sub-section (1) of section 8 as it considers necessary for the purposes specified in that clause.

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

31. Term of office of members of the Board.— (1) The term of office of the Chairperson or a member, as the case may be, shall be normally two years commencing from the date of such appointment or nomination, as the case may be, under sub-section (4) 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 may be.

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

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

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

32. Travelling allowance.— 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 and subject to the conditions applicable to a Group- A officer of the State Government.

33. Officers and Staff.— The Labour Commissioner, Odisha shall be the Secretary of the Board and the State Government shall provide other officers and staff to the Board, as it

may think necessary for the functioning of the Board.

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

35. Resignation of 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 thirty days from the date of resignation, whichever is earlier.

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

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

37. Disqualification.— (1) A person shall be disqualified for being nominated as, and for being a member of the Board, –

- (i) if he is declared to be of unsound mind by a competent court; or
- (ii) if he is an un-discharged insolvent; or
- (iii) if before or after the commencement of the Code, he has been convicted of an offence involving moral turpitude.

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

CHAPTER V

PAYMENT OF DUES, CLAIMS, etc.

38. Payment under clause (a) of sub-section (1) of Section 44.— (1) (a) Every employee shall make a declaration in **Form VII**, nominating a person conferring the right to receive the amount that may stand in his credit at the event of his death before that amount standing to his credit has become payable or where the amount has become payable, before payment has been made.

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

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

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

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

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

(2) Where any amount payable to an employee under the Code is due after his death or on account of his whereabouts not being known, and the amount could not be paid to the nominee of the employee until the expiry of three months from the date the amount had become payable, then, such amount shall be deposited by the employer with the Divisional 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.— (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 Divisional Labour Commissioner having jurisdiction before the expiry of the fifteenth day after the last day of the said period of six months.

(2) The amount referred to in sub-rule (1) shall be deposited by the employer with the Divisional 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 Divisional Labour Commissioner.

40. 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 38 (hereinafter in this rule referred to as the amount) deposited with the Divisional Labour Commissioner having jurisdiction shall remain with him and be invested as a fixed deposit in a scheduled bank.

(2) The Divisional Labour Commissioner having jurisdiction will exhibit, as soon as maybe possible, a notice containing such particulars regarding the amount as the Divisional Labour Commissioner considers sufficient for information at least for fifteen days on the notice board and also publish such notice in any two local newspapers in Odia language and/or in English language being circulated in the area in which undisbursed wages were earned.

(3) Subject to the provision of sub-rule (4), the Divisional 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 Divisional Labour Commissioner has decided, after giving the opportunity of being heard, the amount to be paid.

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

CHAPTER VI

FORMS, REGISTERS AND WAGE SLIP

41. Form of single application for claim.— (1) A single application for the claims which arises under the provisions of this Code, on behalf of or in respect of any number of employees employed in an establishment, may be filed under sub-section (5) of Section 45 in **Form II** manually or electronically along with documents specified in the said Form.

(2) Where an application under sub-section (5) of Section 45 is entertained, the authority shall serve upon the employer electronically or by registered post or speed post or in person, 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** electronically or by registered post, along with documents mentioned by the appellant in the said Form, to the appellate authority having jurisdiction:

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

(2) Where an appeal under sub-section (1) of Section 49 is entertained, the appellate authority, shall serve upon the respondent electronically or by 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 realisations 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 be the Divisional Labour Commissioner having jurisdiction.

(3) All deductions and all realisations 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 at least a period of five years after the date of last entry made therein.

44. Wage slip.— Every employer shall issue wage slips, electronically or in physical form 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.— (1) When a complaint is filed before the officer appointed under sub-section (1) of Section 53 (hereinafter in this rule 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 State 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 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 defence 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 defence 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.—

(1) An accused person desirous of compounding of offence under sub-section (1) of Section 56 may make an application in **Form VI** electronically or manually to the Gazetted officer as notified by the State Government 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 compounding, compromise the offence for a sum of fifty *per cent* of the maximum fine provided for such offence under the Code, to be paid by the accused within thirty days of the order of compounding issued by such officer.

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

CHAPTER VII

MISCELLANEOUS

47. Payment of Wages.— Where the employees are employed in an establishment through contractor, then, the company or firm or association or any other person who is the proprietor of the establishment shall pay to the contractor the amount payable to him or

it, in respect of the wages of employees in accordance with the provisions of the Code.

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

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

49. Power of Inspector-cum-Facilitators.— In addition to the powers specified in sub-section (6) of Section 51 of the Code, the Inspector-cum-Facilitators have powers, subject to the provisions of the Code, to prosecute, conduct or defend before a Court any complaint or other proceedings arising under the Code or in discharge of his duties and secure such evidence as may be necessary for the purpose.

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

51. Power to waive, etc.— Notwithstanding anything contained in these rules, the State Government may, when it considers that it is required in the public interest, it may, by notification, waive off or defer any of the provisions of these rules to be in force in whole State or such part thereof for such period as may be specified in the notification.

52. Adoption of procedure prescribed by Central Government.— Notwithstanding anything contained in these Rules, wherein the State Government is the appropriate Government, but the Central Government has been specifically empowered to prescribe any procedure or to make rule under the Code, the State Government shall adopt the same procedure or rule as prescribed by the Central Government.

FORM I
[See clause (i) of sub-rule (1) of rule 43]
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.	ESIC IP No.	
24.	AADHAAR	
25.	Bank A/c Number	
26.	Bank	
27.	Branch (IFSC)	
28.	Present Address	
29.	Permanent Address	
30.	Service Book No.	
31.	Date of Exit	
32.	Reason for Exit	

33.	Mark of Identification	
34.	Photo	
35.	Specimen Signature/Thumb Impression	
36.	Remarks	

* (Highly Skilled/Skilled/Semi skilled/Unskilled)

** (Permanent/Temporary/Fixed Term/Trainee/Badli)



FORM-II
[See sub-rule (1) of rule 41]
[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
 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 fromto..... as.....(category) in...(establishment)

Shri/M/s.....engaged in(nature of work) which is/are covered by the Code on Wages, 2019.

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

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

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

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

(d)The applicant(s) has/have not been paid wages for period fromto.....

(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

(g)The applicant(s) has/have not been paid wages at rates equal to those of

workers of the opposite sex for the same work or a work of similar nature from the period from.....to.....

(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.....

(d) Rs.....

(e) Rs.....

(f) Rs.....

(g) 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) Payment of delayed wages,

(e) Payment of illegally deducted wages,

(f) Payment of minimum bonus for the accounting year,

(g) Payment of the difference between the wages paid to a male employee and female employee for the same/similar work and

(h) Compensation amounting to Rs.....

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

Dated.....

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

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

FORM III

(See rule 42)

**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:

For office use

Signature of the appellant.

Date of filing

or

Date of receipt by post

Registration No.

Authorized Signature

FORM-IV

[See clause (ii) of sub-rule (1) of rule 43]

REGISTER OF WAGES, OVERTIME, ADVANCES, FINES AND DEDUCTIONS FOR DAMAGE AND LOSS

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)														
Sl. No.	Sr. No. in Employee Register/ Employee Code	Name of the employee	Designation	Department	Duration of Payment of wages (Monthly/ Fortnightly/ Weekly/ Daily/Piece rated)	Wage Period From-To	Total no. of days worked during the wage period	Total overtime hours worked or overtime production in case of piece workers	Rate of wages					
									Basic	DA	Allowances			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)			
Amount of wages earned					Deductions							Net Payment		
Basic	DA	Allowances	Overtime	Total wages earned	EPF	ESIC	Society	Income Tax	Insurance	Others	Recovery of Fine		Recovery on account of Damages/ Losses	Total Deductions
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)
Date of Payment	Receipt by employee/Bank transaction ID		Nature of acts and omissions for which fine imposed with date			Amount of fine imposed		Damage or loss caused to the employer by neglect or default of the employee				Signature of Employer/Employer Representative*		
(28)	(29)		(30)			(31)		(32)				(33)		

*Note: Required in case register is maintained physically.

FORM V
(See rule 44)
WAGE SLIP

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

FORM VI
(See rule 46)

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

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

Dated:

Applicant
(Name and signature)



FORM-VII
(See rule 38)

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

Signature of the employer or other authorised officer of the establishment and Designation

Place:

Date:

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



FORM VIII

[See rule 41 and sub-rule (2) of rule 42]

(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 of your appearance on the day mentioned here above, the application will be heard and disposed of in your absence.

Date.....

Signature of the authority
with seal

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

(Title of the appeal)

To

Name
Address

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

_____20_____ has been fixed by this appellate authority for the hearing of the appeal.

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

Date.....

Signature of the Appellate authority with seal



Form IX

**[See clause (iii) of sub-rule (1) of rule 43]
ATTENDANCE REGISTER CUM MUSTER ROLL**

Name of the Establishment																						
Name of the Employer																						
Name of the Owner																						
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.

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

Sl. No.	Unskilled
1.	Beldar/ Beldar (Canteen)
2.	Calf boy
3.	Cattleman
4.	Helper
5.	Cook Helper
6.	Lorry Helper
7.	Cleaner (Motor Shed, Tractor, Cattle, Yard, Motor Transport, crane, truck, etc.)
8.	Cleaner
9.	Dairy coolie
10.	Mulia/ Mazdoor
11.	Cartman/ Driver (Mule, Bullock, Camel, Donkey)
12.	Grazer
13.	Dairyman
14.	Stone Carrier
15.	Breaker (using manual appliances)
16.	Messenger (Office)
17.	Mali/Gardener
18.	Syce
19.	Tying and Carrying loose hay
20.	Sweeper
21.	Weighman/ Weighing and Carrying bales
22.	Waterman
23.	Stable man
24.	Trolley man
25.	Valveman
26.	Watchman
27.	Wooder man/ Wooder woman
28.	Coalman
29.	Attendant
30.	Grass Cutter
31.	Spreader
32.	Bellow-man
33.	Chain man

34.	Boat man
35.	Labourer (Boiler, Cattle Yard, Cultivation, General Loading and Unloading, Bunding, Carting Fertilizers, Harvesting, Miscellaneous Seeding, Sowing, Thatching, Transplanting, Weeding Garden, Concrete Hand mixer, ec.)
36.	Caretaker
37.	Carrier (Stone/ Water)
38.	Chowkidar
39.	Daffadar
40.	Flagman
41.	Khalasi not attending to machines
42.	Gateman (Permanent way)
43.	Gangman
44.	Hole cutter
45.	Lorry Trainee
46.	Petrolman
47.	Searcher
48.	Signal man
49.	Striker
50.	Valve Controller
51.	Dresser/ Dressing Mazdoor
52.	Messenger
53.	Massager (Male/ Female)
54.	Office Peon /Peon
55.	Carrier
56.	Earth-cutter
57.	Survey Khalasi
58.	Lampman
59.	Sweeper
60.	Coolie
61.	Office Boy
62.	Quarry worker
63.	Waste Removing Mazdoor
64.	Excavating labourer
65.	Digger
66.	Butcher
67.	Surface Loader
68.	Wood cutter

69.	Person employed in loading and unloading
70.	Stretcher Bearer
71.	Nursing Orderly
72.	Person employed in sweeping and cleaning and other categories by whatever name called which are of unskilled nature
73.	Person employed in any occupation by whatever name called, which involves simple operation requiring little or no skill or no experience in the job
Sl. No.	Semi-Skilled
1.	1st Drawing Operator
2.	2 Siders/ 3 Siders
3.	Ampule Charge man
4.	Announcer
5.	Apprentice Operator
6.	Arranger
7.	Artist Grade II
8.	Assistant
9.	Assistant Driller
10.	Assistant Painter
11.	Assistant to Bhattiman
12.	Assistant to Jali Maker
13.	Assistant to Mistry
14.	Assistant to Wire Binder
15.	Assistant Moulder
16.	Assistant Operator
17.	Assistant Plumber
18.	Assistant Wireman
19.	Attendance Keeper
20.	Barman
21.	Bearer
22.	Belchawala
23.	Bhisti
24.	Binder
25.	Blacksmith (Class III)
26.	Blacksmith (Grade-III)
27.	Blaster
28.	Boatman (Head)

29.	Boiler
30.	Brander
31.	Breaker
32.	Brick Maker
33.	Brick Moulder
34.	Bundler
35.	Butler/ Assistant Cook
36.	Butterman
37.	Canweaver
38.	Carpenter
39.	Carterman
40.	Caster
41.	Chainman(Head)
42.	Charge-man
43.	Charpoy-Stringer
44.	Checker
45.	Classman
46.	Coachman
47.	Cobbler Trade II/ Grade II
48.	Coconut Plucker
49.	Coir-twister
50.	Compositor doing distribution and supply of types and ordinary composition of manuscript without correction
51.	Cook Helper / Cook Junior
52.	Cotton plucker
53.	Cracker
54.	Crane Helper
55.	Crech Ayah/ Ayah/ Untrained Crech Attendant
56.	Crowlder Man
57.	Crusher
58.	Cultivator
59.	Cutter of husks
60.	Cutterman
61.	Cycle Fitter
62.	Daftary / Daftry
63.	Dandee
64.	Deliveryman

65.	Dellowman
66.	Dhai
67.	Dhobi
68.	Dilman
69.	Distributor
70.	Dollyman
71.	Dresser (Grade III)
72.	Driller
73.	Driver (Skin)
74.	Drying Chamber
75.	Duplicating Operator
76.	Electrical Helper
77.	Electrician Grade III / Without B Class (Licence)
78.	Feeder
79.	Fertilizer applier
80.	Fibre bundler
81.	File Driving
82.	Filling man
83.	Finisher
84.	Fireman (Brick Kiln, Steam Road Roller)
85.	Fitter Assistant
86.	Fitter Grade III
87.	Gardern Helper
88.	Gate Keeper
89.	Glazer
90.	Grater
91.	Greaser-cum-Fireman
92.	Grinder
93.	Hacksaw man
94.	Hammerman
95.	Handling Hot Binder and Tar-Boilman
96.	Harvester
97.	Headmulia
98.	Helper to Operator
99.	House-keeper
100.	Junior Driver
101.	Junior Lineman

102.	Khalasi
103.	Laboratory Boy
104.	Mali (Head)
105.	Mason Mate
106.	Mate
107.	Mazdoor (Heavy-weight)
108.	Mazdoor Mason
109.	Mechanical Helper
110.	Mistry Grade-II
111.	Moharir
112.	Motor Winder / Winder
113.	Mould Maker / Moulder Grade II
114.	Multipurpose workers
115.	Munsi
116.	Night Mulia
117.	Night-guard
118.	Number maker
119.	Oilman
120.	Operator Grade III
121.	Packer/ Packingman
122.	Painter
123.	Pile Driving Mate (Guideman)
124.	Plaster
125.	Ploughman
126.	Plumber Grade III
127.	Plumber Asst
128.	Polisher
129.	Press Mistry/ Pressman
130.	Proof Puller
131.	Puddler
132.	Pump Attendant
133.	Pump Helper
134.	Pumpman
135.	Remover of husks from the pit beater of noted husks
136.	Rickshaw Puller
137.	Rigger Helper
138.	Road Blinder and Binder

139.	Roasting man
140.	Rod Binder and Bender
141.	Watcher (Store)
142.	Sales Assistant
143.	Salesman (with experience upto five years)
144.	Sample Collector
145.	Senior Messenger
146.	Serviceman
147.	Sewing Machine Helper
148.	Shelter -cum- Loader Grade-B
149.	Shutter
150.	Silver Feeder
151.	Skilled Mulia
152.	Softner/ Softner Feeder
153.	Sorter
154.	Sowingman
155.	Spade worker
156.	Spirit Cleaner and Finisher
157.	Splitter
158.	Squizman
159.	Stacker
160.	Stencillers
161.	Stitching Helper
162.	Stitching man
163.	Stocker
164.	Stockers and Boilerman
165.	Stocking
166.	Stone mines and other categories by whatever name called which are of semi-skilled nature
167.	Stone Packer
168.	Stoneman
169.	Store Packer
170.	Storekeeper Grade II
171.	Supplier (with experience upto five years)
172.	Switch Board Attendant
173.	Tailor
174.	Tea plucker

175.	Teaser Operator
176.	Tester
177.	Thatcher or Gharmi
178.	Thrasherman
179.	Tile Turner / Tile Layer
180.	Time-Keeper
181.	Tin Sealer
182.	Transplanter
183.	Treasury Sarkar/ Treasury Guard
184.	Turner
185.	Twine Cutter
186.	Typist
187.	Tyreman
188.	Unloader Grade B
189.	Uprooter
190.	Valve Cutter
191.	Valveman (Senior)
192.	Watchman (Store)
193.	Weed Remover
194.	Weighman
195.	Well Sinker (open well)
196.	Wireman
197.	Work Sarkar
198.	Wrapping Bey Pressman
199.	Yeast Cultivator
200.	Persons employed in other similar categories by whatever name called which are of semi-skilled nature
Sl. No.	Skilled
1	4 Siders and 5 Siders
2	Accounts Assistant
3	Accounts Clerk
4	Air Compressor Attendant
5	Air-conditions Mechanic
6	Airwineh Haulage Operator
7	Amin
8	Analyst
9	Anganbadi Sikhyakarmi

10	Armature Winder Grade-II and III
11	Artificer (Class-II, III, IV)
12	Artist Grade II
13	Artist Retoucher
14	Assistant Chemist
15	Assistant Foreman
16	Assistant Melter
17	Assistant Secretary
18	Assistant Station Master
19	Assistant Store-keeper
20	Assistant Supervisor
21	Auto Electrician
22	Back Sizer
23	Balance Car Operator
24	Band Saw Cutter
25	Batching Machine Operator
26	Batching Mistry
27	Bhattiman
28	Bhattiman Typist
29	Bill Assistant
30	Bill Clerk
31	Bill Collector
32	Binding Mate
33	Binding Mohrir
34	Bio-Chemist
35	Birth and Death Registration Clerk
36	Blacksmith Class II / Grade II
37	Blaster/ Shotifirer Grade II
38	Body Machine Operator
39	Boilerman Grade-II
40	Boiler Attendant Grade-II
41	Boiler Foreman Grade II
42	Booking Clerk
43	Boreman
44	Borer
45	Boring Mistry
46	Bottler

47	Boxman
48	Bradma Operator
49	Brick Layer (Class II)
50	Building Oversier
51	Cabinet Maker
52	Calveman
53	Camera Operator
54	Carpenter Grade II / 2nd Class
55	Carpenter-cum- Blacksmith (Class II)
56	Carriage Fitter
57	Cart Designer
58	Cashier
59	Cashier Salesman
60	Caster / Castingman
61	Cembaman
62	Chargeman
63	Checker
64	Chemist (Shop and Candle work)
65	Chick Maker
66	Chipper Coir maker
67	Chipper Driver (Light Vehicle)
68	Cin Operator
69	Clerk
70	Clerk-cashier
71	Cobbler Trade I/ Grade I
72	Cobbler with Tools (Class II)/ (Grade II)
73	Colour Designer
74	Colour Mixer
75	Colourman
76	Comber Tentor
77	Compositor doing display and complicated finished job composition, correction, make up and imposition of composed matter
78	Compounder Grade II / 2nd Class
79	Compressor Attendant
80	Compressor Driller
81	Compressor Driver

82	Compressor Operator
83	Computer/Data Entry Operator (Junior / With experience upto five years)
84	Concrete Mixer Operator
85	Concrete Mixture Operator
86	Conductor
87	Cook
88	Copper man
89	Copwinder
90	Coremaker
91	Correction
92	Core sanitation worker Grade II engaged under Local Authority
93	Cot Grinder
94	Crane Operator
95	Crech Attendant only in Magnesite, Manganese and Mica Mines
96	Crusher Operator
97	Cubbler with Tools (2nd Class/ Grade II)
98	Cutter or Boring Mistry (2nd Class/ Grade II)
99	Decorator Grade-II
100	Demonstrator
101	Designer Grade-II
102	Despatcher
103	Diarist
104	Diesel Mechanic
105	Dispensary Attendant
106	Dosa Maker
107	Doubling Tentors
108	Draftsman Grade II / 2nd Class
109	Dragger
110	Dresser (Grade II / 2nd Class)
111	Driller Grade-II / 2nd Class
112	Driver (Crane, Stone Crusher, Tractor, Bull Dozer, Road Roller, Water Pump, Pump)
113	Driver (Light Vehicle / Motor Lunch(Ferry))
114	Driver (Grade II / 2nd Class)
115	Dry Cleaner
116	Dyeings man
117	Electrical Mechanic Grade I

118	Electrician Grade-I
119	Electrician Grade-II / B Class (Licenced)
120	Electro Plaster
121	Embroidery man
122	Enforcement Assistant
123	EPABX Operator
124	Estimator
125	Finisher of Gold and Silver ornaments and articles of artistic design
126	Fire Protector
127	Fireman Grade-II
128	Fitter in Spinning Mill
129	Fitter (Drawing / Winding / Beaming / Leader / Sowing / Finishing / Pipe)
130	Fitter (Grade II / 2nd Class)
131	Flant Grinder
132	Foreman
133	Front Sizer
134	Furnace man
135	Furnace Operator
136	Gas Cutter
137	Gas filler
138	Gini Driver (Light vehicle)
139	Godown Assistant/ Godown Keeper
140	Grade II Assistant
141	Grinder (Stripper/ Flat/ Cot)
142	Grinder Designer Gr.II
143	Hamming Machine Operator
144	Hat maker
145	Havildar
146	Hesian Weaver
147	Holder / Section Holder
148	Hots Operators
149	Jali Maker / Jaliman
150	Jobber
151	Joiner (Cable Grade II)
152	Junior Auditor
153	Junior Statistical Assistant
154	Junior Stenographer

155	Junior Supervisor
156	Junior Telephone Operator
157	Knotter
158	Laboratory Assistant Grade II
159	Librarian
160	Line Man
161	Lino Operator
162	Lower Division Assistant
163	Machine Electrician
164	Machine-man Grade II
165	Machine Operator
166	Machinist Grade II
167	Mason Grade II / 2nd Class
168	Mason Moulder Grade II
169	Mate Grade I (Senior)
170	Maxman
171	Mechanic Grade II / 2nd Class
172	Mechanist Grade II / 2nd Class
173	Mechine man (Grade II)
174	Melder
175	Mender
176	Meter Reader
177	Mid Wife
178	Mistry (Sweet Maker) / Karigar
179	Mistry Grade II
180	Mixer
181	Moharir
182	Mono Operator
183	Motor Mechanic Grade II
184	Moulder Grade I / Grade A
185	Munim / Munsif
186	Munsif Clerk
187	Nurse (Junior / With experience upto five years)
188	Nursery School Teacher
189	Octroi Moharir
190	Office Assistant
191	Operator Grade II / 2nd Class

192	Operator Mistry
193	Order Master
194	Ornaments Welder Grade-II
195	Personal Assistant (PA)
196	Painter or Polisher Grade II / 2nd Class
197	Pattern Maker Grade II
198	Pharmacist Grade II
199	Photo Artist Grade I
200	Photographer
201	Picer
202	Picker Sardar
203	Pile Driver
204	Pipe Fitter Grade II
205	Planner Mechanic
206	Plant Operator
207	Plasterer
208	Plumber Grade II / 2nd Class
209	Plumbing Mistry
210	Power and Pump House Operator
211	Press Driver Grade II
212	Press Fitter
213	Press Operator
214	Pressman
215	Primary School Teacher
216	Printer Grade II
217	Process Assistant
218	Production Assistant
219	Proof Reader
220	Publisher
221	Pump Driver
222	Pump Operator
223	Pumpman
224	Pumpman (Assistant)
225	Pumpset Driver
226	Puncher
227	Purchase Assistant,
228	Radio Machanic

229	Radiographer
230	Receptionist
231	Record / Register Keeper
232	Reflectioneryman (Optical shop)
233	Refrigeration Assistant
234	Rigger Grade-II / 2nd Class
235	Road Roller Driver
236	Roll Former
237	Rope maker
238	Sacking Weaver
239	Salesman (with experience of five years or more)
240	Salt Artisan
241	Sarang
242	Sardar
243	Saw Decorator
244	Saw Sharpener
245	Seasons Checker or Binding Checker or Circle Checker
246	Security Guard (unarmed/ without arms) and other categories by whatever name called which are of skilled nature
247	Senior Assistant / Office Assistant
248	Senior Binder
249	Senior Lineman
250	Senior Mechanic
251	Senior Pump Driver
252	Senior Repairer
253	Servicing Mechanic
254	Sharpener
255	Shelter-cum-Loader (Grade A)
256	Shift-in-Charge
257	Sikhyakarmi
258	SL/RL Tentor, Card Tentor, Dray Tentor, Special Tentor, Comber Tentor, Doubling Tentor
259	Slyman
260	Sorter
261	Speal Winder
262	Spinner
263	Steno Typist

264	Stenographer (Grade II/ Junior)
265	Sticher
266	Stiching Master
267	Stillman Electrician
268	Stone Dresser Grade II / 2nd Class
269	Store Assistant / Storeman
270	Store Keeper Grade I
271	Store Keeper Grade II (Matriculate)
272	Sub Station Attendant
273	Supervisor
274	Tailor grade with a minimum outturn of 4 shirts or 3 pants 8 blouses or 3 sets of salwars or 3 sets of Punjabis a day
275	Tally Clerk
276	Tax Collector
277	Tax Sarkar
278	Tea Maker
279	Teacher of Lower Primary
280	Technician Grade-II / 2nd Class
281	Tento Spinner
282	Tester
283	Tiller Class II
284	Tiller Operator
285	Timber Man / Timber Mistry Elect.
286	Time Keeper
287	Tinkers (Soldering of tin can)
288	Tin-Smith
289	Tool Keeper
290	Tracer Grade II / 2nd Class
291	Traffic Inspector
292	Troller Salesman
293	Trolley Cutter
294	Trolley Man
295	Turner Grade-II / 2nd Class
296	Twister
297	Type Caster
298	Typist and other cateogires by whatever name called which are of clerical nature

299	U.D. Clerk
300	Unloader (Gr.A)
301	Upholsterer
302	Valveman
303	Vulcaniser
304	Washerman
305	Watch Mechanic
306	Weaver
307	Weaver Spinning
308	Weigh Bridge Asst
309	Weighing Machine Operator
310	Welder
311	Winder
312	Wire Binder
313	Wireman
314	Wireman (Grade II and III, Mechanic, Electrical)
315	Wood Cutter
316	Work Sakar
317	Xerox Operator
318	X-Ray Photographer
319	Persons employed in other similar categories by whatever name called which are of skilled nature
Sl. No.	Highly Skilled
1	1st Class Fitter
2	1st Class Welder
3	Accountant
4	Administrative Officer
5	Agent
6	Air-conditioning Grade I/Class I
7	Assistant Engineer
8	Banger
9	Batching Sardar
10	Battery Charger
11	Beaming Sardar
12	Blacksmith Grade I
13	Blander
14	Blaster (Licence)

15	Boiler Attendant Grade I
16	Branch Manager
17	Breaker
18	Burner
19	Carding Sardar
20	Carpenter Class I / Grade I
21	Cashier-cum-Recorder
22	Chargeman
23	Chemical Analyst
24	Chemist
25	Chief Designer
26	Compounder Grade I
27	Compressor Grade I
28	Computer/Data Entry Operator (Senior / With experience of five years and above)
29	Core sanitation worker Grade I engaged under Local Authority
30	Court Legal Assistant
31	Craftsman
32	Crane Operator Grade I
33	Cubbler with Tool
34	Cutting Mistry
35	Decorator Grade-I
36	Department Line Sardar
37	Designer
38	Dietcian
39	Draftsman Grade I
40	Drawing Line Sardar
41	Drill Grade I
42	Drill Operator other than Jack Hammer
43	Driller Grade I
44	Driver (Heavy vehicle)
45	Driver for well Sinking in Bridges
46	Dyeing Master
47	Electrical Supervisor with Competency Certificate
48	Electrician Grade I / Grade A
49	Engine Assistant
50	Engine Driver
51	Engineer

52	Excavator
53	Executive Assistant
54	Field Officer
55	Finisher Card Sardar
56	Fireman
57	Fisheries Extension Officer
58	Fisheries Officer
59	Fisheries Supervisor
60	Fitter (Grade I, Class I)
61	Foreman Grade II / 2nd Class
62	Forest Supervisor
63	Forklift Operator
64	Gini Driver
65	Godwon Secretary (Material)
66	Grader Grade I
67	Grinder Grade I
68	Head A.C. Operator
69	Head Assistant
70	Head Cashier
71	Head Checker
72	Head Chief Operator
73	Head Clerk
74	Head Compositor
75	Head Designer
76	Head Mechanic
77	Head Mistry
78	Headmaster of U.P. School
79	Inspectors
80	Jobber
81	Jute in charge
82	Jute Technologist
83	Kabiraj Hakim
84	Laboratory Assistant
85	Legal Assistant Manager
86	Light Inspector
87	Loco-Driver
88	Machine man

89	Maintenance Jobber
90	Malaria Health Inspector
91	Manager
92	Mason Grade I / Class I
93	Material Chasser
94	Mechanic Grade I
95	Mechanical Compositor
96	Mechanical Supervisor
97	Mechanical/Plant Foreman
98	Mechanist Grade I / Class I
99	Medical Technician
100	Melter
101	Motor Mechanic Grade I
102	Moulder Grade I
103	Muxy Jobber
104	Nurse (Senior / With experience of five years or above)
105	Nursing Superintendent
106	Octroi Superintendent
107	Office Superintendent
108	Operator Grade I / Class I
109	Ornaments Welder Grade-I
110	P.T.I.
111	Painter Grade I / Class I
112	Pattern Maker Grade I
113	Pharmacist Grade I
114	Physician
115	Plain Jobber
116	Plumber Grade I / Class I
117	Polisher (Special Cobbler with Tool)
118	Polisher (special)
119	Polisher (with spray Grade I)
120	Preparatory Jobber
121	Press Driver Grade I
122	Printer Grade I
123	Procurement Inspector
124	Production Manager
125	Purchase Assistant

126	Qualified and Experienced Welder
127	Quality Checkers or Controller
128	Radiographer
129	Reeler Sardar
130	Rigger Grade I / Class I
131	Rod Binder
132	Safari Sticher
133	Sal Seed Collection Agent
134	Sales Promotion Employees
135	Sales Representative
136	Sample Sticher
137	Secretary
138	Section Holder
139	Section Officer
140	Security Guard (with Arms) and other categories by whatever name called which are of Highly-skilled nature
141	Selector Sardar
142	Sending Section Sardar
143	Senior Accountant
144	Senior Auditor
145	Senior Commercial Assistant
146	Senior Personal Assistant
147	Senior Station Master
148	Senior Stenographer
149	Senior Store-keeper
150	Senior Telephone Operator
151	Senior Typist
152	Society Secretary
153	Speal Winding Sardar
154	Special Binding Machine Operator
155	Special Grade Operator
156	Spinning Master
157	Senior Amin Auditor
158	Station Superintendent
159	Statistical Assistant
160	Stock Verifier

161	Stone Cutter Class I
162	Stone Cutter Grade I
163	Stone Dresser Grade I / Class I
164	Store Incharge
165	Store Keeper Grade I / Class I
166	Superintendent
167	Supervisor
168	Teacher of Upper Primary School
169	Technical Supervisory Staff
170	Technician Grade-I
171	Tiler Class I
172	Tinsmith Grade I and Class I
173	Turner Grade-I
174	Upholsterer Grade I
175	Vibrator Grade I
176	Vocational Training Instructor/Teacher
177	Weaving Line Sardar
178	Weaving Master
179	Weaving Supervisor
180	Welder Grade I
181	Winder Grade I
182	Wireman Grade I / Class I
183	Wood Inspector
184	Works Supervisor
185	Works Supervisor (Technical)
186	X-ray Technician
187	Persons employed in other similar categories by whatever name called which are of highly skilled nature

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

By Order of the Governor
CHITHRA ARUMUGAM
 Additional Chief Secretary to Government