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### LEGISLATIVE SUPPLEMENT

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**PART III**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF LABOUR**  
**NOTIFICATION**

The 24th March, 2021

**No. G.S.R. 38/C.A.29/2019/S.67/2021.**-The following draft rules, which the Governor of Punjab proposes to make an exercise of the powers conferred by sub-section (2) of section 67 of the Code on Wages, 2019 (Central Act No. 29 of 2019), and all other powers enabling him in this behalf, is published as required by sub-section (1) of section 67 of the said Act, for information of the persons likely to be affected thereby.

Notice is hereby given that the said draft will be taken into consideration by the State Government on or after the expiry of a period of thirty days from the date of publication of this notification in the official Gazette, together with any objection and suggestion, which may be received by the Labour Commissioner, Punjab, Model Welfare Centre (Kirat Bhawan), Phase-X, Sector-64, SAS Nagar (Mohali) (Email: lcpboffice@gmail.com) from any person or organization with respect to the said draft rules before the expiry of the period so specified namely:-

**DRAFT RULES**  
**CHAPTER I**  
**PRELIMINARY**

**1.Short title, extent and commencement.-**

- (1) These rules may be called the Code on Wages (Punjab) Rules, 2021.
- (2) They shall extend to the whole of the State of Punjab.
- (3) They shall come into force on and with effect from the date of their after publication in the Official Gazette.

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

- (a) “authority” means the authority appointed by the State Government under sub-section (1) of section 45;
- (b) “appellate authority” means the appellate authority appointed by the State Government under sub section (1) of section 49;

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- (c) “appeal” means an appeal preferred under sub-section (1) of section 49;  
“Board” means the State Advisory Board constituted by the State Government under sub-section (4) of section 42;
- (d) “Chairperson” means the Chairperson of the Board;
- (e) “Code” means the Code on Wages, 2019 (Central Act No. 29 of 2019);
- (f) “committee” means a committee appointed by the State Government under clause (a) of sub-section (1) of section 8;
- (g) “day” means a period of 24 hours beginning at mid-night;
- (h) “Form” means a form appended to these rules;
- (i) “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;
- (j) “Inspector-cum-Facilitator” means a person appointed by the State Government, by notification, under sub-section (1) of section 51;
- (k) “member” means a member of the Board and includes its Chairperson;
- (l) “metropolitan area” means a compact area having a population of forty lakhs or more comprised in one or more districts;
- (m) “non-metropolitan area” means a compact area having a population of more than ten lakhs but less than forty lakhs, comprised in one or more districts;
- (n) “population” means the population as ascertained at the last preceding census of which the relevant figures have been published;
- (o) “registered trade union” means a trade union registered under the Trade Unions Act, 1926 (Central Act No. 16 of 1926);
- (p) “rural area” means the area which is not the metropolitan area or non-metropolitan area;
- (q) “Schedule” means the Schedule appended to these rules;
- (r) “section” means a section of the Code;

- (s) “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;
- (t) “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; and
- (u) “unskilled occupation” means an occupation which in its performance requires the application of simply the operating experience and involves no further skills.

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

## CHAPTER II

### MINIMUM WAGES

**3. Manner of calculating the minimum rate of wages.**— (1) For the purposes Section 6 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 worker; 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 percent of minimum wages; and
- (vi) expenditure for children education, medical requirement, recreation and expenditure on contingencies to constitute 25 percent of minimum wages;

- (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.

Section 6 **4. Norms for fixation of minimum rate of wages.-** (1) While fixing the minimum rate of wages under section 6, the State Government shall divide the concerned geographical area into three categories, that is to say, the metropolitan area, non-metropolitan area and the rural area.

- (2) The State Government shall constitute a technical committee for the purpose of advising the State Government in respect of skill categorization, which shall consist of the following members, namely:-
- (i) Minister of Labour- Chairperson;
  - (ii) Principal Secretary to the Government of Punjab, Department of Labour - Member;
  - (iii) a representative from the Government of Punjab, Department of Skill Development and Entrepreneurship dealing with skill development - Member;
  - (iv) Labour Commissioner, Punjab - Member;
  - (v) two technical experts in wage determination as nominated by the State Government -Members; and
  - (vi) Additional Labour Commissioner, Punjab - Member Secretary.
- (3) The State Government 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 to 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 frame work or other similar frame work 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. Section 7

**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 shall be comprised of eight hours of work and one or more intervals of rest which in total shall not exceed one hour. Section 13

- (2) The working day of an employee shall be so arranged that inclusive of the intervals of rest, if any, it shall not spread over more than twelve hours on any day.
- (3) The provisions of sub-rules (1) and (2) shall, in the case of an employee employed in agricultural employment, be subject to such modifications, as may, from time to time, be determined by the State Government.
- (4) Nothing in this rule shall be deemed to affect the provisions of the Factories Act, 1948 (Central Act No. 63 of 1948).

**7. Weekly day of rest.-** (1) Subject to the provisions of this rule, an employee shall be allowed a day of rest every week (hereinafter referred to as “the rest day”), which shall ordinarily be Sunday, but the employer may fix any other day of the week as the rest day for any employee or class of employees: Section 13

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

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

**Explanation.-** For the purpose of computation of the continuous period of not less than six days specified in the first proviso to this sub-rule, any day on which an employee is required to attend for work but is given only an allowance for attendance and is not provided with work, a day on which an employee is laid off on payment of compensation under the Industrial Disputes Act, 1947

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(Central Act No. 14 of 1947), and any leave or holiday, with or without pay, granted by the employer to an employee in the period of six days immediately preceding the rest day, shall be deemed to be the 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 five days immediately before or after the rest day:

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

- (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 five 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,-

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

(b) where he works on the rest day and has been given a substituted rest day,

then, he shall be paid wages for the rest day on which he worked, at the overtime rate and wages for the substituted rest day at the rate applicable to the next preceding day:

Provided that where,-

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

(ii) the actual daily rate of wages of the employee has been worked out by dividing the monthly rate of wages by twenty-six and such actual daily rate of wages is not less than the notified minimum daily rate of wages of the employee,

then, no wages for the rest day shall be payable; and

- (iii) the employee works on the rest day and has been given a substituted rest day, then, he shall be paid, only for the rest day on which he worked, an amount equal to the wages payable to him at the overtime rate; and, if any dispute arises whether the daily rate of wages has been worked out in accordance with the provisions of this proviso, the Labour Commissioner, Punjab or the Assistant 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, the wages for the rest day, or the substituted rest day, as the case may be, shall be such as the State Government may, from time to time, determine having regard to the minimum rate of wages fixed under the Code, in respect of the employment.

**Explanation.-** In this sub-rule 'next preceding day' means the last day on which the employee has worked, which precedes the rest day 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 favorable 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 favorable 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 mean 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.

Section 13 **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 provisions of rules 6, 7 and 8 shall apply subject to the condition that,-

- (i) the spread over of the hours of work of the employee shall not exceed 12 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.

Section 14 **10. Longer wage period.-**The longer wage period for the purposes of minimum rate of wages under section 14 shall be by the month and the annual wages for the Agriculture Labour.

### CHAPTER III

#### PAYMENT OF WAGES

Section 18(4) **11. 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 fifty per cent of the wages of the employee in that month.

**12. The authority under sub-section (1) of section 19.-** 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. Section 19(1)

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

**14. The procedure under sub-section (3) of section 19.-**The employer shall give an intimation in writing specifying therein the detailed particulars for obtaining the approval of the imposition of fine to the Assistant Labour Commissioner referred to in rule 12 who shall, before granting or refusing the approval, give opportunity of being heard to the employee and the employer concerned. Section 19(3)

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

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

**16. 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,- Section 21(2)

- (i) explain to the employee personally and also in writing the damage or loss of goods expressly entrusted to the employee for custody or for loss of money for which he is required to account and how

such damages or loss is directly attributable to the neglect or default of the employee; and

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

Section 17. **Conditions regarding recovery of advance under section 23.**-The  
23 recovery, as the case may be, of,-

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

shall be made by the employer from the wages of the concerned employee in installments 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 in that wage period and the particulars of such recovery shall be recorded in the register maintained in Form-I.

Section 18. **Deduction under section 24.**- Deductions for recovery of loans  
24 granted for house building or other purposes approved by the State Government, and the interest due in respect thereof shall be, subject to any direction made or circular issued by the State Government from time to time regulating the extent to which such loans may be granted and the rate of interest shall be payable thereon.

#### CHAPTER IV

#### PAYMENT OF BONUS

**19. Calculation of set on or set off for the sixth accounting year.**- Calculation of set on or set off for the seventh accounting year, computation of gross profits under clauses (a) and (b) of section 32, deduction of further sums under clause (c) of section 34, manner of carrying forward under sub-sections (1) and (2) of section 36 shall be such, as may be prescribed by the Central Government.

**CHAPTER V**

**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. Section 42

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

(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) Labour Minister, Punjab- Chairperson;
- (ii) Principal Secretary to Government of Punjab, Department of Labour;
- (iii) Principal Secretary to Government of Punjab, Department of Finance;
- (iv) Principal Secretary to Government of Punjab, Department of Technical Education;
- (v) Principal Secretary to Government of Punjab, Department of Industries;
- (vi) Labour Commissioner Punjab.
- (vii) Economic Advisor Punjab.

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

**21. Meeting of the Board.-** The Chairperson may, subject to the provisions of rule 23, call a meeting of the Board, at any time he thinks fit: Section 42

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.

Section 42 **22. Notice of Meetings.**— The Chairperson shall fix the date, time and place of every meeting and a notice in writing containing the aforesaid particulars along with a list of business to be conducted at the meeting shall be sent to each member by registered post and electronically at least fifteen days before the date fixed for such meeting:

Provided that in the case of an emergent meeting, notice of seven days only may be given to every member.

Section 42 **23. 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.

Section 42 **24. Quorum.** – No business shall be transacted at any meeting unless at least one-third of the members and at least one representative member each of both the 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 a Registered post.

Section 42 **25. Disposal of business of the Board.**- All business of the Board shall be considered at a meeting of the Board, and shall be decided by a majority of the votes of members present and voting 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.

**26. Method of voting.** - Voting in the Board shall ordinarily be by show of hands, but if any member asks for voting by ballot, or if the Chairperson so decides, the voting shall be by secret ballot and shall be held in such manner, as the Chairperson may decide. Section 42

**27. Proceedings of the meetings.**- (1) The proceedings of each meeting of the Board showing inter alia the names of the members present there at shall be forwarded to each member and to the State Government as soon after the meeting as possible, and in any case, not less than seven days before the next meeting. Section 42

(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.

**28. 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. Section 42

(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.

**29. Appointment of the committees.**- The State Government may constitute as many committees under clause (a) of sub-section (1) of section 8, as it considers necessary for the purposes specified in that clause. Section 42

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

**30. Term of office of members of the Board.**- (1) The term of office of the Chairperson or a member, as the case may be, shall normally be two years commencing from the date of his appointment or nomination, as the case may be, under sub-section (6) of section 42: 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.

Section 42 **31. Travelling allowance.** - The Chairman and every member of the Board, shall be entitled to draw travelling and halting allowance for any journey performed by him in connection with his duties at the rates and subject to the conditions applicable to a Group A officer of the State Government.

Section 42 **32. Officers and staff.**- The State Government may provide a Secretary not below the rank of Labour Commissioner, other officers and staff to the Board, as it may think necessary for the functioning of the Board.

Section 42 **33. 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.

Section 42 **34. Resignation of the Chairperson and other members of the Board.**-  
(1) A member of the Board, other than the Chairperson, may, by giving notice in writing to the Chairperson, resign his membership and the Chairperson may resign by a letter addressed to the State Government.

(2) A resignation shall take effect from the date of communication of its acceptance or on the expiry of 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.

Section 42 **35. 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.

**36. Disqualification:-** (1) A person shall be disqualified for being nominated as, and for being a member of the Board,— Section 42

- (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 VI

### PAYMENT OF DUES, CLAIMS, etc.

**37. Payment under clause (a) of sub-section (1) of section 44.-** 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. Section 44

**38. Deposit of the undisbursed dues under clause (b) of sub-section (1) of section 44.-** (1) Where any amount payable to an employee under this Code remains undisbursed because either no nomination has been made by such employee or for any other reason, such amounts could not be paid to the nominee of 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 having jurisdiction before the expiry of the fifteenth day after the last day of the said period of six months. Section 44

(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.



Section 44 **39. Manner of dealing with the undisbursed dues under clause (b) of sub section (1) of section 44.-** (1) The amount referred to in sub- rule (1) of rule 38 (hereinafter in this rule referred to as the amount) deposited with the Assistant Labour Commissioner having jurisdiction shall remain with him for three years and thereafter, shall be deposited in the Labour Welfare Fund.

(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. The Punjab Labour Welfare Board shall publish such notice in any two newspapers being circulated in the language commonly understood in the area in which undisbursed wages were earned.

(3) 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 an 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 lapse to the Punjab Labour Welfare Board.

## CHAPTER VII

### FORMS, REGISTERS AND WAGE SLIP

Section 45 **40. The form of a single application.-** A single application may be filed under sub-section (5) of section 45 in Form-II along with documents specified in such Form.

Section 49 **41. Appeal .-** Any person aggrieved by an order passed by the authority under sub-section (2) of section 45 may prefer an appeal under sub-section (1) of section 49 in Form-III, along with documents mentioned by the appellant in such Form, to the appellate authority having jurisdiction.

Section 50 **42. Form of register, etc. -** (1) All fines and all realizations thereof referred to in sub-section (8) of section 19 shall be recorded in a register to be kept by the employer in Form – I appended to these rules, electronically or otherwise and the authority referred to in said sub-section (8) shall be the Assistant Labour Commissioner having jurisdiction.

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- (2) All deductions and all realizations referred to in sub-section (3) of section 21 shall be recorded in a register to be kept by the employer in Form- I appended to these rules, electronically or otherwise.
- (3) Every employer of an establishment to which the Code applies shall maintain registers under sub-section (1) of section 50 in Form I and Form IV, electronically or otherwise.
- (4) The register maintained under above sub rules shall be preserved for a period of five years after the last entry in it and shall be produced before the Inspector-cum- Facilitator on demand.
- 43. 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. Section 50
- 44. Collection of Statistics.-** The employer shall submit the details of Minimum Wages, Payment of Wages, Payment of Bonus given to the employee, as statistics require under these rules electronically in the relevant forms and manner from time to time , to the State Government as well as to the office of Director General, Labour Bureau. Section 67
- 45. The manner of imposing fine under sub-section (1) of section 56.-** Section 56
- (1) An accused person desirous of making composition of offence under sub-section (1) of section 56 may make an application in Form VI electronically or other wise to the Gazette Officer notified under said sub-section (1).
- (2) The Gazette 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, compound the offence for a sum of fifty per cent of the maximum fine provided for such offence under the Code, to be paid by the accused within the time specified in the order of composition issued by such officer.
- (3) Where the offence has been compounded 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.

Section  
56

**46. The manner of composition of offence by a Gazetted Officer specified under sub-section (4) of section 56.**-(1)An accused person desirous of making composition of offence under sub-section (1) of section 56 may make an application in Form VI electronically or manually to the Gazette 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 per cent of the maximum fine provided for such offence under the Code, to be paid by the accused within thirty days of the order of composition issued by such officer.

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

### CHAPTER VIII

#### MISCELLANEOUS

Section  
17

**47. 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, as the case may be, before the date of payment of wages so that payment of wages to the employees shall be made positively in accordance with the provisions of section 17.

**Explanation.**-For the purpose of this rule, the expression “firm” shall have the meaning as assigned to it in the Indian Partnership Act, 1932 (Central Act No.9 of 1932).

Section  
67

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

(2) In the inspection scheme referred to in sub-rule (1), apart from other

structural facts, a number shall be specified in the scheme for each Inspector-cum-Facilitator and establishment.

**49. Powers of Inspector-cum-Facilitator.-** The appropriate Government may, by notification in the Official Gazette, appoint such persons as it thinks fit to be Inspector-cum-Facilitator for the purposes of this Act, and define the local limits within which they shall exercise their functions:-

Section  
67

- (a) enter, at all reasonable hours, with such assistants (if any), being persons in the service of the Government or any local or other public authority, as he thinks fit, any premises or place where employees are employed or work is given out to out-workers whether unskilled occupation, skilled occupation, semi-skilled occupation and highly skilled occupation in respect of which minimum rates of wages have been fixed under this Act, for the purpose of examining any register, record of wages or notices required to be kept or exhibited by or under this Act or rules made there under, and require the production thereof for inspection;
- (b) examine any person whom he finds in any such premises or place and who, he has reasonable cause to believe, is an employee employed therein or an employee to whom work is given out therein and require any person giving out-work and any out-workers, to give any information, which is in his power to give, with respect to the names and addresses of the persons to, for and from whom the work is given out or received, and with respect to the payments to be made for the work;
- (c) seize or take copies of such register, record of wages or notices or portions thereof as he may consider relevant in respect of an offence under this Act which he has reason to believe has been committed by an employer; and
- (d) supervise the payment of wages to persons employed in any factory or industrial or any other establishment;
- (e) exercise such other powers as may be prescribed.;
- (f) Every Inspector-cum-Facilitator shall be deemed to be a public servant within the meaning of the Indian Penal Code (45 of 1860);

---

(g) Any person required to produce any document or thing or to give any information by an inspector-cum-facilitator under sub-rule (a) to (e) shall be deemed to be legally bound to do so within the meaning of section 175 and section 176 of the Indian Penal Code (45 of 1860)].

Section 67 **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 Code on Wages, 2019 (29 of 2019). A copy of such return shall also be forwarded electronically to the Labour Bureau, Ministry of Labour and Employment, Government of India.

**51 Repeal and saving .-** The Punjab Payment of Wages Rules, 1937 and the Punjab Minimum Wages Rules, 1950 are hereby repealed :

Provided that any order issued or any action taken under the aforesaid rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**FORM-I**

**[See rule-17 and rule-42 (1), (2) and (3)]**

**Register of Wages, Overtime, Fine, Deduction for damage and Loss**

Name of the Establishment:

Name of the Employer:

Name of the Owner:

PAN/TAN of the Employer:

Labour Identification Number (LIN):

| Sr. No.<br>in<br>Employee<br>Register | Name of<br>the<br>employee | Designation<br>/Depart<br>ment | Duration<br>of<br>Payment<br>(Monthly/<br>Fortnightly<br>/Weekly/<br>Daily/<br>Piece<br>rated) | Wage<br>Period<br>From-<br>To | Total<br>no. of<br>days<br>worked<br>during<br>the<br>period | Total<br>overtime<br>(hourwork<br>edor<br>production<br>in case of<br>piece<br>workers) | Rates of wages<br>Basic DA Allowanc<br>es |   |    |
|---------------------------------------|----------------------------|--------------------------------|--|-------------------------------|--|---|---|---|----|
| 1                                     | 2                          | 3                              | 4  | 5                             | 6  | 7   | 8   | 9 | 10 |

| Overtime<br>earned | Nature of<br>acts and<br>omissions<br>for which<br>fine<br>imposed<br>with date | Amount<br>of fine<br>imposed | Damage<br>or loss<br>caused to<br>the<br>employer<br>by<br>neglect or<br>default of<br>the<br>employee | Amount<br>of<br>deduction<br>from<br>wages | Total<br>amount<br>of<br>wages<br>paid | Date of<br>Payment | Attendance<br>Date | Signature |
|--------------------|---|------------------------------|--|--|--|--------------------|--------------------|-----------|
| 11                 | 12  | 13                           | 14   | 15   | 16                                     | 17                 | 18                 | 19        |

**FORM-II**

[See rule 40]

[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:

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(1) of the Code on Wages,2019.

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

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

(b) The applicant(s) has/ have not been paid wages at overtime rate(s) for the periodfrom.....to....

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

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.

(e) 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 asunder:

Rs.....

Rs.....

Rs.....

Total Rs.....

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

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

(b) payment of remuneration for the days of rest

(c) payment of wages at the overtime rates,

(d) compensation amounting to Rs.....

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

Dated.....

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

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



**FORM III**

(See rule 41)

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]

List of enclosures:

1.

2.

3.

4.

..... Date :

Place :

Signature of the appellant.

For office use

Date of filing or

Date of receipt by post Registration No.

Authorized Signatory

**FORM IV**

[See rule 42(3)]

**EMPLOYEE REGISTER**

Name of the Establishment :

Name of the Employer:

Name of the Owner :

PAN/TAN of the Employer:

Labour Identification Number (LIN):

| Sl. No. | Employee Name | Surname | Gender | Father's Name | Date of Birth | Natio-nality | Education Level | Date of Joining | Desig-nation | Category (HS/S/SS/U S)* | Type of Employ-ment |
|---------|---------------|---------|--------|---------------|---------------|--------------|-----------------|-----------------|--------------|-------------------------|---------------------|
|---------|---------------|---------|--------|---------------|---------------|--------------|-----------------|-----------------|--------------|-------------------------|---------------------|

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|
|---|---|---|---|---|---|---|---|---|----|----|----|----|

| Mobile No. | UAN | PAN | ESIC IP No. | AADHAAR | Bank A/c Number | Bank | Branch (IFSC) | Present Address | Permanent Address |
|------------|-----|-----|-------------|---------|-----------------|------|---------------|-----------------|-------------------|
|------------|-----|-----|-------------|---------|-----------------|------|---------------|-----------------|-------------------|

| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|----|----|----|----|----|----|----|----|----|----|
|----|----|----|----|----|----|----|----|----|----|

| Service Book No. | Date of Exit | Reason for Exit | Mark of Identification | Photo | Specimen Signature/ Thumb Impression | Remarks |
|------------------|--------------|-----------------|------------------------|-------|--------------------------------------|---------|
|------------------|--------------|-----------------|------------------------|-------|--------------------------------------|---------|

| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|----|----|----|----|----|----|----|
|----|----|----|----|----|----|----|

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

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**FORM V**

[See rule 43] WAGE SLIP

Date of issue:

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

1. Name of employee :
2. Father's /Spouse name :
3. Designation:
4. UAN:
5. Bank Account No.:
6. Wage period:
7. Rate of wages payable: a.)Basic      b.)D.A.                  c.) other allowances
8. Total attendance/unit of work done:
9. Overtime wages:
10. Gross wages payable :
11. Total 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 :
- d 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 of fence 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)

**ANNUAL RETURN****Form No. VII****[See rule 50]**

Return for the year ending the 31st December

(a) Name of the establishment and postal address \_\_\_\_\_

(b) Name and residential address of the Owner/Contractor \_\_\_\_\_

(c) Name and residential address of the Managing Agent/Director/Partner in charge of the day-to-day affairs of the establishment owned by a company, body corporate or Association \_\_\_\_\_

(d) Person responsible for payment of wages (name, address, email and phone number) \_\_\_\_\_

2. Number of days worked during the year. \_\_\_\_\_

3. Number of man days worked during the year. \_\_\_\_\_

4. Total wages paid during the year \_\_\_\_\_

5. Details of wages:-

(i) Gross Wages:-

(ii) Deductions:-

d. Net wages paid:-

**5 Deductions:**

|  | Total amount |   |
|--|--------------|---|
|  | Rs.          | P |
| (a) Fines  |              |   |
| (b) Deductions for damage or loss                        |              |   |
| (c) Deductions for breach of contract                    |              |   |
| 6. Balance of fines in hand at the beginning of the year | _____        |   |

**Disbursement from fines:**

| Purpose | Amount  |        |  |
|---------|---|--------|--|
|         | Rs.   | P.     |  |
| (a)     | ©   |        |  |
| (b)     | (d)   |        |  |
| 6.      | Balance of fine fund in hand at the end of the year   |        |  |
| 7.      | Average daily number of persons employed during the year _____  |        |  |
| 8.      | Arrears of pay in respect of previous year paid during the year _____                                       |        |  |
| 9.      | Total Number of Employees:-   |        |  |
|         | Male  | Female | Adolescent (between the age of 14 to 18 years) |
|         | Unskilled   |        | Total  |
|         | Semi Skilled  |        |  |
|         | Skilled   |        |  |
|         | Highly Skilled  |        |  |
|         | Total   |        |  |
| 10.     | Number of Employees eligible for Bonus _____  |        |  |
| 11.     | Percentage of Bonus declared to be paid _____   |        |  |
| 12.     | Total amount of Bonus actually paid _____   |        |  |
| 13.     | Date on which payment paid _____  |        |  |
| 14.     | Settlement, if any, reached under section 53(3) of 57(1) of Industrial Relations Code, 2020 with date _____ |        |  |

Certified that the information furnished above is to the best of my knowledge and belief, correct.

Signature of the employer

## Schedule A (see rule 4 (3))

| Serial No. | UNSKILLED   |
|------------|---|
| 1          | Beldar  |
| 2          | Calf boy  |
| 3          | Cattleman   |
| 4          | Cleaner (Motor shed, Tractor, Cattle, Yard, M.T)  |
| 5          | Collecting loose fodder   |
| 6          | Dairy coolie  |
| 7          | Mazdoor (Arportculturist Compost, Dairy's Haystaking, 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         | Weighman (Bales, pally),  |
| 24         | Waterman,   |
| 25         | Stable man,   |

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|    |  |
|----|--|
| 26 | Trolly man   |
| 27 | Valveman,  |
| 28 | Watchman,  |
| 29 | White Washer,  |
| 30 | Wooderman,   |
| 31 | Wooder Woman,  |
| 32 | Borryman,  |
| 33 | Coalman,   |
| 34 | Condenser,   |
| 35 | Attendant,   |
| 36 | Grass Cutter,  |
| 37 | MuchhersJamadars,  |
| 38 | Condenser Attendant,   |
| 39 | Shunters   |
| 40 | Turner,  |
| 41 | Bajri Spreader,  |
| 42 | Beater Women,  |
| 43 | Bell-Woman,  |
| 44 | Chain Man,   |
| 45 | Boat Man,  |
| 46 | Bucket Man,  |
| 47 | Labourer (Boiler, Cattle Yard, Cultivation, General Loading and Unloading,<br>Bunding, Carting-Fertilizers, Harvesting, Miscellaneous Seeding, Sowing, Thatching,<br>Transplanting, Weeding) |
| 48 | Cleaner (Crane, Truck, Cinder for ash Pit),  |
| 49 | Cartman,   |
| 50 | Caretaker (Bridge),  |
| 51 | Carrier (Water),   |
| 52 | Chowkidar,   |

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|    |  |
|----|--|
| 53 | Concrete (Hand Mixer),                 |
| 54 | Daffadar,                              |
| 55 | Driver (Bullock, Camel, Donkey, Mule), |
| 56 | Flag Man,                              |
| 57 | Flagman (Blast Train),                 |
| 58 | Khalasi not attending to machines      |
| 59 | Gangmen,                               |
| 60 | Gatingman (Permanent Way),             |
| 61 | Handle Man, Jumper Man,                |
| 62 | Kamin (Female Work),                   |
| 63 | Khalas,                                |
| 64 | Bridge,                                |
| 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 | Petrolman,                             |
| 77 | Searcher,                              |
| 78 | Signal man,                            |
| 79 | Strikers,                              |
| 80 | Vaks Controller,                       |

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|     |   |
|-----|---|
| 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  | Lampman   |
| 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  |

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|               |   |
|---------------|---|
| 109           | Unloader  |
| 110           | Excavating Labour   |
| 111           | Digger  |
| 112           | Butcher   |
| 113           | Attender  |
| 114           | Lorry Helper  |
| 115           | Surface loader  |
| 116           | Wood Cutter   |
| 117           | Surface Mukar   |
| 118           | Under Ground Mukar  |
| 119           | Striker (Moplah gang),  |
| 120           | Tall Boy,   |
| 121           | Tile  |
| 122           | Person employed in loading and unloading  |
| 123           | Person employed in sweeping and cleaning and other categories by whatever name called which are of unskilled nature |
| <b>Serial</b> | <b>SEMI</b>   |
| <b>No.</b>    | <b>SKILLED</b>  |
| 1             | Assistant (Chowdhary)   |
| 2             | Attendant (Bull-calving lines, Chowkidar, Chaff cutter, Hostel, Dry Stock, Grain crusher, Pump, Siekline,           |
| 3             | Stable, Yard Stock)   |
| 4             | Assistant-Plumber   |
| 5             | Attendant   |
| 6             | Bhisti  |
| 7             | Brander   |
| 8             | Bullman   |
| 9             | Butterman   |
| 10            | Coachman  |

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|    |                           |
|----|---------------------------|
| 11 | Cobbler                   |
| 12 | Cultivator                |
| 13 | Daftry                    |
| 14 | Deliveryman               |
| 15 | Dhobi                     |
| 16 | Dresser                   |
| 17 | Fireman                   |
| 18 | Gowala                    |
| 19 | Hammerman                 |
| 20 | Helper (Blacksmith)       |
| 21 | Helper                    |
| 22 | Jamadar (stand)           |
| 23 | Jamadar                   |
| 24 | Khalasi                   |
| 25 | Mali Senior               |
| 26 | Mate/Mistry               |
| 27 | Mazdoor (literate)        |
| 28 | Nalband                   |
| 29 | Oilman                    |
| 30 | Ploughman                 |
| 31 | Vtackers                  |
| 32 | Supervisor                |
| 33 | Thatcher                  |
| 34 | Valveman                  |
| 35 | Valveman (Senior)         |
| 36 | Wireman fixing tin cables |
| 37 | Cook                      |
| 38 | Dandee                    |

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|    |  |
|----|--|
| 39 | Frash  |
| 40 | Hacksaw man  |
| 41 | Helper (locco-Crane/Truck)   |
| 42 | Manjhee (Boatman)  |
| 43 | Belchawala   |
| 44 | Muccadam (without competency certificate under Metalliferous Bulldozer Driver Mines Regulations, 1961) |
| 45 | Bhisti (with Mushk)  |
| 46 | Boatman (head)   |
| 47 | Breaker,   |
| 48 | Breaker (Stone, Rock, Rock Stone, Stone Metal)   |
| 49 | Canweaver  |
| 50 | Chainman(Head)   |
| 51 | Charpoy-Stringer   |
| 52 | Checker  |
| 53 | Cracker  |
| 54 | Dollyman   |
| 55 | Assistant  |
| 56 | Driller  |
| 57 | Driver (Skin)  |
| 58 | Excavator  |
| 59 | Ferroman   |
| 60 | Fireman (Brick Kiln, Steam Road Roller)  |
| 61 | Gate Keeper  |
| 62 | Gharami  |
| 63 | Classman   |
| 64 | Grater   |
| 65 | Greaser-cum-Fireman  |

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|    |   |
|----|---|
| 66 | Grinder   |
| 67 | Hammerman   |
| 68 | Helper (Artisan)  |
| 69 | Helper (Sawyer)   |
| 70 | Keyman  |
| 71 | Khalasi (Head Survey, Rivertters-Moplah Gang, Supervisory)  |
| 72 | Labourer (Rock-Cutting)   |
| 73 | Lascar  |
| 74 | Mali (Head)   |
| 75 | Stockers and Boilerman  |
| 76 | Thoombaman (Spade worker)   |
| 77 | Tindals   |
| 78 | Trolleyman (Head Motor)   |
| 79 | Fitter (Assistant Semi-Skilled)   |
| 80 | Jamadar (Semi-skilled)  |
| 81 | Mate (Stone)  |
| 82 | Kasab   |
| 83 | Khalasi (Structural)  |
| 84 | Masalchi P.M. Mates   |
| 85 | Miner   |
| 86 | Untrained Mate/ Mining Mate/ Mate without Competency certificate<br>Under Metalliferous Mines Regulations, 1961 |
| 87 | Butler/Cook   |
| 88 | Breaker (using mechanical appliances)   |
| 89 | Crech Ayah/Ayah/Untrained Crech Attendant   |
| 90 | Assistant Driller   |
| 91 | Oilman/Oiler  |
| 92 | Chowkidar/ Watchman   |
| 93 | Helper (Mason, Carpenter, Blacksmith)   |

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|     |                                    |
|-----|------------------------------------|
| 94  | Tindals                            |
| 95  | Topas                              |
| 96  | Topkar (Big Stone Breaker)         |
| 97  | TrollyJamadar                      |
| 98  | Winchman                           |
| 99  | Attendance-keeper                  |
| 100 | Assistant Wireman                  |
| 101 | Mate                               |
| 102 | Mate (Blacksmith, Road, Carpenter) |
| 103 | Engine Driver and/or Feeder        |
| 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 (Post dak)                  |
| 115 | Oilman                             |
| 116 | Quarry man                         |
| 117 | Quarry Operator                    |
| 118 | Stoneman                           |
| 119 | Stocker                            |
| 120 | Thatcher                           |
| 121 | Pump Attendant                     |

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|     |   |
|-----|---|
| 122 | Bearer  |
| 123 | Breakman  |
| 124 | Crowlder Man  |
| 125 | Laboratory Boy  |
| 126 | PointsmanSencummy   |
| 127 | Stone mines and other cateogires by whatever name called which are of semi-skilled nature |

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| Serial No. | SKILLED  |
|------------|--|
| 1          | Artificer (Class-II, III, IV)                  |
| 2          | Blacksmith                                     |
| 3          | Blacksmith (Class II)                          |
| 4          | Boilerman                                      |
| 5          | Carpenter                                      |
| 6          | Carpenter (Class II) Carpenter-cum- Blacksmith |
| 7          | Chowdhary                                      |
| 8          | Driver   |
| 9          | Driver (Engine Tractor, M.T.Motor)             |
| 10         | Electrician                                    |
| 11         | Fitter   |
| 12         | Mason  |
| 13         | Mason Class 11                                 |
| 14         | Machine hand (Class II, III, IV)               |
| 15         | Machineman                                     |
| 16         | Mate Gr. I (Senior)                            |
| 17         | Mechanic                                       |
| 18         | Milk Writer                                    |
| 19         | Mistry (Head)                                  |
| 20         | Moulder  |

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|----|--|
| 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 | Meterological Observer Navghani  |
| 39 | Operaor (Batching Plant, Cinema Project,Clamp Shelf, Compressor, Grane, Dorrick, Diesel Engine, Doser,Dragling Drill Dumber, Excavator, Fork Lift Generator, Grader, Jack Hammer and Payment breaker Loader, Pump, Pile Driving,Scrapper, Screening Plant, Shoval, Tractor, Vibrator, Weight Batcher, Railway Guards, Repairer (Battery) |
| 40 | Sharper/Slotter  |
| 41 | Sprayer (Ashalt) Station Master  |
| 42 | Surveyor (Silt)  |
| 43 | Trades-Man   |
| 44 | Train Examiner   |
| 45 | Turner/Miller  |

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|----|--|
| 46 | TyreVulcaniser   |
| 47 | Sawyer   |
| 48 | Sawyer (Selection Grade Class II) Serang                   |
| 49 | Serangpile   |
| 50 | Driving Pantooms with Boiler                               |
| 51 | Shapesman  |
| 52 | Shift-incharge   |
| 53 | Sprayman   |
| 54 | Sprayman (Roads)   |
| 55 | Stone Cutter   |
| 56 | Stone Cutter (Selection Grade, Grade II, Class II)         |
| 57 | Stone Chisler  |
| 58 | Stone Chisler (Class II)                                   |
| 59 | Stone Blasterer  |
| 60 | Sub-Overseer (Unqualified)                                 |
| 61 | Surveyors  |
| 62 | Pump Driver  |
| 63 | Pump Driver (Selection Grade), Grade II and III, Class II) |
| 64 | Pump Driver (Selection Grade, P.E., Driver,                |
| 65 | Pumpman  |
| 66 | Pumpman (Assistant)  |
| 67 | 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               |

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|     |   |
|-----|---|
| 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(Upholstry)   |
| 87  | Transprayer   |
| 88  | Tar man   |
| 89  | Line Man  |
| 90  | Tiler Class 11  |
| 91  | Wall(Floor, Roofs   |
| 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 | Boilerman   |

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|     |  |
|-----|--|
| 102 | Boilerman Grade II and III   |
| 103 | Boiler Foreman Grade II  |
| 104 | Work (Assistant)   |
| 105 | Brick Layer  |
| 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 | Caneman  |
| 115 | Celotex  |
| 116 | Cutter Maker Chargeman, Class II and Class III, Carpenter Ordinary)      |
| 117 | Checkder (Junior)  |
| 118 | Chick Maker  |
| 119 | Chickman (Junior) Concrete Mixure Mixer                                  |
| 120 | Concrete Mixure Operator   |
| 121 | Cobbler  |
| 122 | Coremaker  |
| 123 | Driver   |
| 124 | Driver Motor Vehicle   |
| 125 | Motor Vehicle Selection Grade  |
| 126 | Motor Lorry  |
| 127 | Motor—Lorry Grade II   |
| 128 | Lorry Grade II   |
| 129 | Diesel Engine  |

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|-----|---|
| 130 | Diesel Engine Grade 11  |
| 131 | Mechanical Road Roller I.C. and Cement Mixer etc.   |
| 132 | Road Roller   |
| 133 | Road Roller Driver Grade II   |
| 134 | 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 |
| 135 | Engine Operator (Stone Cursher Mechanical)  |
| 136 | Distemprrer, Electrician, Electrician (Grade II, Class II and Class III)  |
| 137 | Fitter  |
| 138 | Fitter (Selection Grade, Grade II and III) class II and III Assistant, Pipe class II, Pipe Line ending Bars for   |
| 139 | reinforcement Cum-mechanic, Mechanic and Plumber)   |
| 140 | Gharami (Head)  |
| 141 | Glazier   |
| 142 | Hole Drillar for Blasting   |
| 143 | Joiner  |
| 144 | Joiner (Cable, Cable Grade II)  |
| 145 | Lineman (Grade II, III, High Tension/Low Tension)   |
| 146 | Mason   |
| 147 | Mason (Selection Grade, Grade II, III and Class B Mistry)   |
| 148 | Stone (Stone Class II, Brick Work, Stone work)  |
| 149 | Brick-layer   |
| 150 | Tile Flooring   |
| 151 | B.I.M Muccadam (Head)   |
| 152 | Stone cutting   |
| 153 | Ordinary Machanis   |
| 154 | Mechanic  |
| 155 | Mechanic (Class II, Air conditioning, Air conditioning Grade II   |

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|     |   |
|-----|---|
| 156 | Diesel Grade II   |
| 157 | Road Roller Grade II  |
| 158 | Assistant, Radio)   |
| 159 | Manson (Gharami)  |
| 160 | Mistry  |
| 161 | Mistry Grade II, Air conditioning Grade II, P. Way, Survey, Santras Works)                            |
| 162 | Mason Class A   |
| 163 | Moulder   |
| 164 | Moulder (Brick, Tile)   |
| 165 | Painter   |
| 166 | Painter (Selection Grade, Grade II and III, Class II, Assistant Lotter and Polisher, Polisher, Rough) |
| 167 | Plasterer   |
| 168 | Plasterer (Mason Grade 11)  |
| 169 | Plumber   |
| 170 | Plumber (Selection Grade, Class II, Assistant Lotter and Polisher, Rough),                            |
| 171 | Plasterer   |
| 172 | Plasterer (Mason Grade II)  |
| 173 | Plumber (Selection Grade, Class-II, Assistant Senior, Junior, Mistry Grade II)                        |
| 174 | Plumbing Mistry   |
| 175 | Plumber-cum-Fitter  |
| 176 | Polisher  |
| 177 | Polisher (Floor)  |
| 178 | Sirdhar Lathe Man   |
| 179 | Geologist   |
| 180 | Trailors  |

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|-----|--------------------------------|
| 181 | Turner                         |
| 182 | Upholsterer                    |
| 183 | Upholsterer (Grade II and III) |
| 184 | Painter Spray (Class 11)       |
| 185 | Wood Cutter                    |
| 186 | Wood Cutter Section Grade      |
| 187 | Wood Cutter Class II           |
| 188 | Work Sircar                    |
| 189 | Welder                         |
| 190 | Airwineh Haulage Operator      |
| 191 | Auto-electrician               |
| 192 | Painter                        |
| 193 | Blacksmith                     |
| 194 | Tailor                         |
| 195 | Compressor Operator            |
| 196 | Blaster/Shot-firer             |
| 197 | Driver                         |
| 198 | Head cook                      |
| 199 | Chargeman                      |
| 200 | Carpenter                      |
| 201 | Concrete Mixer Operator        |
| 202 | Compressor Attendant           |
| 203 | Air Compressor Attendant       |
| 204 | Tractor Driver                 |
| 205 | Vehicle Driver                 |
| 206 | Chemist and Assistant/ Chemist |
| 207 | Sub- overseer (unqualified)    |
| 208 | Driller                        |

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|     |   |
|-----|---|
| 209 | Handhole Driller  |
| 210 | Drill Mechanic  |
| 211 | Driver Auto   |
| 212 | Electrician   |
| 213 | Wireless Operator Asstt. Foreman  |
| 214 | Foreman   |
| 215 | Fitter  |
| 216 | Ferry Driver  |
| 217 | Issuer Loco   |
| 218 | Super Foreman   |
| 219 | Hoist Operator  |
| 220 | IMCE Driver   |
| 221 | Driver  |
| 222 | Loco Driver   |
| 223 | Loader Operator   |
| 224 | Linesman  |
| 225 | Mechanic/ Machinist   |
| 226 | Mason   |
| 227 | Mid Wife  |
| 228 | Tinsmith  |
| 229 | Supervisory Mechanic  |
| 230 | Pump Attendant only in Gypsum, Barytes and Rock Phosphates                            |
| 231 | Pump Operator/Driver  |
| 232 | Mining Mate with competency certificate under Metalliferous Mines\ Regulations, 1961. |
| 233 | Mistry  |
| 234 | Skilled Mazdoor   |
| 235 | Turner  |
| 236 | Senior Mechanic   |

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|     |   |
|-----|---|
| 237 | Pipe Fitter   |
| 238 | Supervisor  |
| 239 | Drafts Man  |
| 240 | Wireman   |
| 241 | Timber Marr Timber Mistry Elect.                            |
| 242 | Stone Crusher Operator                                      |
| 243 | Crusher Operator  |
| 244 | Moulder   |
| 245 | Welder  |
| 246 | Operator  |
| 247 | Work Mistry   |
| 248 | Engine Driver   |
| 249 | Mining Engine Driver Grade -II                              |
| 250 | Engineman   |
| 251 | Valveman  |
| 252 | Cutter  |
| 253 | Winding Engine Driver Grade - II                            |
| 254 | Security Guard (Unarmed) /Head Chowkidar                    |
| 255 | Shovel Operator   |
| 256 | Limco Loader Operator                                       |
| 257 | Surface Supervisor  |
| 258 | Dozer Operator  |
| 259 | Compressor Driller  |
| 260 | Dumper Tractor Operator                                     |
| 261 | Boiler Man (with Certificate)                               |
| 262 | Machinery Attendant   |
| 263 | Air-conditions Mechanic                                     |
| 264 | Crech Attendant only in Magnesite, Manganese and Mica Mines |
| 265 | Power Shovel Operator                                       |
| 266 | Power and Pump House Operator                               |
| 267 | Miner Grade - I   |

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|-----|---|
| 268 | Tractor Operator 80. Tub Repairer 81. Lathe Mistry  |
| 269 | Stationery Engine Attendant 83. Generator Operator 84. Loading Foreman                                |
| 270 | Diesel Mechanic   |
| 271 | Ferro Printer cum-chairman  |
| 272 | White Washing and Colour Washing Man  |
| 273 | Operator Pneumatic Tools, Operator (Fitter)   |
| 274 | Boreman   |
| 275 | Borer   |
| 276 | Wireman (Grade II and III, Mechanic, Electrical)  |
| 277 | White Washer  |
| 278 | White Washer (Selection Grade, Class II)  |
| 279 | Wireman   |
| 280 | Welder (Class II, Bridge work)  |
| 281 | Welder gas  |
| 282 | Muccatam (with Compentency Certificate under MetalliferousMinesRegulations, 1961).                    |
| 283 | Security Guard (without arms)and other cateogires by whatever name called which are of skilled nature |
| 284 | Assistant (Farm)  |
| 285 | Assistant (Cashier)   |
| 286 | Librarian   |
| 287 | Telex or Telephone Operator   |
| 288 | Hindi Translator  |
| 289 | Telex or Telephone Operator   |
| 290 | Hindi Translator  |
| 291 | Accounts Clerk  |
| 292 | Clerks  |
| 293 | Computer/Data Entry Operator  |
| 294 | Telephone Operator, Typist  |
| 295 | Store Attendant   |
| 296 | M. C. Clerk   |
| 297 | Munshi (Matriculate, Non-matriculate)   |

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|     |  |
|-----|--|
| 298 | Store Clerk (Matriculate Non-matriculate)  |
| 299 | Store Keeper   |
| 300 | Store Keeper Grade I, Grade II, (Matriculate)                                    |
| 301 | Time Keeper  |
| 302 | Time Keeper (Matriculate Non-Matriculate)  |
| 303 | Book Keeper  |
| 304 | Work Munshi  |
| 305 | Work Munshi (Subordinate)  |
| 306 | Magazine Clerk   |
| 307 | Teller Clerk   |
| 308 | Store clerk  |
| 309 | Tally Clerk  |
| 310 | Store Issuer   |
| 311 | Tool Keeper  |
| 312 | Computer/Date Entry Operator   |
| 313 | Record Keeper  |
| 314 | Tracer   |
| 315 | File Clerk   |
| 316 | Register Keeper  |
| 317 | Time Keeper  |
| 318 | Clerk  |
| 319 | Munshi   |
| 320 | Typist and other categories by whatever name called which are of clerical nature |

| Serial No. | HIGHLY SKILLED     |
|------------|--------------------|
| 1          | Artificier Class I |
| 2          | Blacksmith Class I |
| 3          | Carpenter Class I  |
| 4          | Machine            |
| 5          | Hand Class 1       |
| 6          | Mason Class I      |

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|    |   |
|----|---|
| 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 1   |
| 22 | Varnisher Class I   |
| 23 | Welder-Cum-Fitter and Air Conditioning Mechanic             |
| 27 | Welder (Gas) Class I  |
| 25 | White Washer Class I  |
| 26 | Wireman Grade I, Class I                                    |
| 27 | Wood Cutter Class I   |
| 28 | Grinder (Tool) Grade I                                      |
| 29 | Operator (Batching Plant Grade I)                           |
| 30 | Leader Grade I  |
| 31 | Pile Driving Grade I  |
| 32 | Pump Grade  |
| 33 | Scrapper Grade I  |
| 34 | Screening Plant Grade I                                     |
| 35 | Pump Grade I  |
| 36 | Scrapper Grade I  |
| 37 | Security Guards (with arms)                                 |

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|----|--|
| 38 | Armature Winder Grade I  |
| 39 | Blacksmith Grade I and Class I                                       |
| 40 | Boilerman Grade I  |
| 41 | Boilerman Foreman Grade I  |
| 42 | Brick Layer class I  |
| 43 | Cable Joiner Grade I   |
| 44 | Carpenter grade I and Class I  |
| 45 | Celo Cutter and Decorator  |
| 46 | Chargeman Class I  |
| 47 | Checker (Sr) Driver Lorry Grade I                                    |
| 48 | Motor Lorry Grade I  |
| 49 | Motor Vehicle Class I and Diesel Engine Grade I                      |
| 50 | Road Roller Grade I  |
| 51 | Pump Class Electrician Grade I and Class I/ Grade I                  |
| 52 | Fitter (Grade I, Class I)  |
| 53 | Pipe Class I (Head)  |
| 54 | Foreman(Assistant) Line Man Grade I Mason (Skilled Grade I, Class I) |
| 55 | Mast Rig   |
| 56 | Mechanic Class I and Class II  |
| 57 | Mechanic (Diesel Grade I and Road Roller Grade I                     |
| 58 | Airconditioning Grade I/Class I, Mistry Grade I                      |
| 59 | Mistry (Airconditioning Grade I)                                     |
| 60 | Overseer   |
| 61 | Overseer (Senior and Junior)   |
| 62 | Dragline Grade I   |
| 63 | Drill Grade I  |
| 64 | Dumper Grade I   |
| 65 | Excavator Grade I  |
| 66 | Fork Lift Grade I  |
| 67 | Generator Grade I  |
| 68 | Rigger Grade I   |

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|     |  |
|-----|--|
| 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                                   |
| 91  | Accountant   |
| 92  | Steno with 7 years of service                      |
| 93  | Store Incharge                                     |
| 94  | Shift Incharge                                     |
| 95  | Supervisor   |
| 96  | Incharge of Watch and Ward                         |
| 97  | Security Guard (Armed)                             |
| 99  | Crane Grade I                                      |
| 100 | Diesel Engine Grade I                              |

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PUNJAB GOVT. GAZ., APRIL 2, 2021  
(CHTR 12, 1942 SAKA)

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|     |   |
|-----|---|
| 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 | Tyrevulcanser Grade I   |
| 111 | Security Guard (with Arms)and other categories by whatever name called which are of Highly-skilled nature |

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**VIJAY KUMAR JANJUA, IAS,**

Additional Chief Secretary to Government of Punjab,  
Department of Labour.