Government of Goa
Labour Department
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No. 24/16/2021-LAB /203 **Dated: 21/04/2026**
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NOTIFICATION

The following draft rules, which the Government of Goa proposes to make in exercise of the powers conferred by section 67 of the Code on Wages, 2019 (Central Act No. 29 of 2019) (hereinafter referred to as the "said Code"), in supersession of the earlier draft rules pre-published in the Official Gazette Series I No.26 dated 23/09/2021 vide Notification No.24/16/2021-LAB/444 dated 20-09-2021 and in supersession of the,-

(i) The Goa Daman and Diu Payment of Wages Rule 1964; and

(ii) The Goa, Daman and Diu Minimum Wages Rules 1975;

(iii) The Goa, Daman and Diu Minimum Wages(Advisory Board) Rules, 1974.

made by the State Government in exercise of the powers conferred under the Payment of Wages Act, 1936 (No. 4 of 1936), and the Minimum Wages Act, 1948 (No. 11 of 1948), which are repealed by section 69 of the said Code except as respect of the things done or omitted to be done before such supersession are hereby pre-published, as required by sub-section (1) of section 67 of the said Code for information of all persons likely to be affected thereby and the notice is hereby given that the draft of the said rules will be taken into consideration by the Government on the expiry of forty-five days from the date of publication of this Notification in the Official Gazette.

All objections and suggestions, if any, may be addressed to the Secretary (Labour), Government of Goa, Secretariat, Porvorim so that the objections and suggestions are taken into consideration at the time of finalization of the said draft rules.

CHAPTER I

Preliminary

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

(2) They shall extend to whole of Goa and shall come into force on the date of their final publication in the Official Gazette.

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

(a) "authority" means the authority appointed by the Government under sub-section (1) of section 45;

(b) "appellate authority" means the appellate authority appointed by the Government under sub-section (1) of section 49;

(c) "appeal" means an appeal preferred under sub-section (1) of section 49;

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

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

(f) "Code" means the Code on Wages, 2019 (Central Act No. 29 of 2019);

(g) "Commissioner" means the Commissioner for Labour and Employment;

(h) "committee" means a committee appointed by the Government under clause (a) of sub-section (1) of section 8;

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

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

(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;

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

(l) "Geographical Area" means, the areas notified as such by the State/Central Government from time to time;

(m) "Government" means the Government of Goa;

(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 an employee to assume full responsibility for his judgment or decision involved in the execution of such occupation;

(o) "member" means a member of the Board and includes its Chairperson;

(p) "Registered Trade Union" means, a trade union registered under the Industrial Relations Code, 2020 (35 of 2020);

(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;

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

(v) "Zone A" means the area within the limits of the Corporation and Municipal limit and the establishments located in the Industrial Estates set up by the Industrial Development Corporation or Economic Development Corporation, Panaji or any other statutory organization/Corporation.

(w) "Zone B" means all other places in the State of Goa not covered under Zone A.

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

CHAPTER II

Minimum Wages

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

(i) the standard working class family which includes a spouse and two children apart from the earning employee; and 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 wage; and

(vi) expenditure for children education, medical requirement, recreation and expenditure on contingencies to constitute 25 percent 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 rate of wages under section 6, the Government shall take into account the following :-

(i) geographical areas,

(ii) experience in the area of employment, and

(iii) level of skill required for working under the categories of unskilled, semi-skilled, skilled and highly skilled.

(2) The Government shall constitute a technical committee for the purpose of advising the Government in respect of skill categorization of occupation, arduousness of work, hazardous occupations or processes and underground work and like other categorization. The committee shall consist of the following members, namely:-

(i) Secretary Labour, Government of Goa - Chairperson;

(ii) A representative from the Department of Skill Development and Entrepreneurship, Government of Goa, dealing with skill development - Member;

(iii) four representatives, two each of employer and employees, expert in wage determination, as nominated by the Government -Members;

(iv) One technical expert in wage determination as nominated by the Government – Member.

(v) Commissioner, Labour and Employment - Member Secretary;

(3) The Government shall, on the advice of the technical committee by a notification in respect of categorization of occupations of the employees in four categories, namely, unskilled, semi-skilled, skilled and highly skilled, modify, delete or add any entry in the categorization of such occupations in **Schedule A.**

(4) The technical committee shall while advising the Government 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. Interval for revision of variable 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 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 and 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 by the Government 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 by the Government 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 day") which in case of six day week shall ordinarily be Sunday and in case of less than six day week shall include Saturday and Sunday, but the employer may fix any other day of the week as the rest day for any employee or class of employees:

Provided that in six day working week or less than six days working week, as the case may be, the remaining days of the week shall be paid rest days for such employees:

Provided 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 day week for a continuous period of not less than six days and in case of less than six day working week 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 Disputes Act, 1947 (14 of 1947),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 a week as the case may be, immediately preceding the rest days, shall be deemed to be days on which the employee has worked.

(2) Any such employee shall not be required or allowed to work on the rest day unless he has or will have a substituted rest day for a whole day on one of the 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 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 the 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 day week where, –

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

(ii.) where 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.) in case the employee works on the rest day and has been given a substituted rest day, 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 as aforesaid the Commissioner 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.- For the purposes of 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 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.

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 Rules 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 law for the time being in force.

12. Recovery of excess amount 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 for imposition fine under sub-section (1) of section 19.- The Deputy Labour or the Assistant Labour Commissioner having jurisdiction

over the place of work of the employee concerned, shall be the authority for purposes of sub-section (1) of section 19.

14. The manner of exhibiting notice under sub-section (2) of section 19.- A notice specified under sub-section (2) of section 19 shall be displayed in physical form or electronically in Hindi, English and local language at the conspicuous places in the premises of the work place in which the employment is carried on or shall be shared with the employees in electronic form so that every concerned employee would be able easily read the contents of the notice and a copy of the notice shall be sent electronically or by registered post or hand delivery 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 Commissioner, 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 30 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 hand delivery of such deduction to the Inspector-cum-Facilitator having jurisdiction within 10 days from the date of such deduction explaining therein the reason of such deduction.

(2) The Inspector-cum-Facilitator, after receiving the intimation under sub-rule (1), shall 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 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 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 submit any explanation and deduction for any damages or loss, if made, shall be intimated to the employee within fifteen days from the date of such deduction.

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

(i) advance of money given to an employee after the employment begins as specified under clause (b) of section 23; or

(ii) advances of wages to an employee not already earned as specified under clause (c) of section 23,

as the case may be shall be made by the employer from the wages of the concerned employee in installments determined by the employer, so as any or all installments in a wage period shall not exceed fifty percent of the wages of the employee in that wage period and the particulars of such recovery shall be recorded in the register maintained in **Form – I**.

19. Deduction under section 24. - Deductions for recovery of loans granted for house building or other purposes approved by the Government and the interest due in respect thereof shall be subject to any direction made or circular issued by the 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

Minimum Wage Advisory Board.

20. Additional functions of the Board. – In addition to the functions specified in sub-section (4) of section 42, the Board on reference by the State Government advise the Government on the issues relating to the fixation of minimum wages in respect of –

(i) Working journalists as defined in clause (zzm) of section 2 of Occupational Safety, Health and Working conditions Code , 2020 (37 of 2020); and

(ii) Sales promotion employees as defined in clause (zze) of section 2 of Occupational Safety, Health and Working conditions Code , 2020 (37 of 2020);

21. Meeting of the Board.– The Chairperson may, subject to the provisions of rule 23 and 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 fifteen days from the date of the receipt of such requisition.

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

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

23. Functions of Chairperson.– The Chairperson shall,–

(i) preside 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;

(iii) decide agenda of each meeting of the Board;

(iv) 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.

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.

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 third majority of the members.

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

27. Proceedings of the meetings.- (1) The proceedings of each meeting of the Board showing inter alia the names of the members present thereat shall be forwarded to each member and to the Government as soon as possible after the meeting 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.

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.

(2) Every person who is summoned and appears as a witness before the Board shall be entitled to an allowance for expenses by him.

29. Constitution of the committees.- The Government may constitute as many committees under clause (a) of sub-section (1) of section 8 as it may deem necessary.

B. TERM OF OFFICE OF THE MEMBERS OF THE BOARD

30. Term of office of members of the Board.- (1) The term of office of a member, other than an official member, shall be normally two years commencing from the date of his appointment:

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.

(2) An independent member of the 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 other official members.

(4) If a member of the Board is unable to attend a meeting of the Board, the Government or the body which appointed him may, by notice in writing signed on its behalf and by such member and addressed to the Chairperson of the Board, appoint a substitute in his place to attend that meeting. Such a substitute member shall have all the rights of a member in respect of the meeting.

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

31. Travelling allowance.- The Chairperson 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 Government.

32. Officers and Staff.- The Government may provide officers and staff to the Board, as it may think necessary for the functioning of the Board.

33. Eligibility for re-nomination of the members of the Board.- An outgoing non-official member shall be eligible for re-appointment for the membership of the Board for not more than total three terms.

34. Resignation of the Chairman and other members of the Board.- (1) A member of the Board, other than the Chairman, may, by giving notice in writing to the Chairperson, resign his membership and the Chairperson may resign by a letter addressed to the 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 Government immediately and the Government shall, then, take steps to fill the vacancy in accordance with the provisions of the Code.

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

36. Disqualification.- (1) A person shall be disqualified for being appointed as, and for being a member of the Board–

(i) if he is declared to be of unsound mind by a competent authority ; 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 Government thereon shall be final.

CHAPTER V

Payment of Dues, Claims, etc.

37. Payment under clause (a) of sub-section (1) of section 44.- (1) Every employee shall make a declaration in **Form-II,** 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.

(2) 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.

(3) Where the nomination is wholly or partly in favour of 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.

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

(5) 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 Commissioner, who shall disburse the amount to the person nominated by the employee after ascertaining his identity within two months of the date on which the amount was so deposited with him.

38. Deposit of the undisbursed dues under clause (b) of sub-section (1) of section 44.- (1) Where any amount payable to an employee under the 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 Commissioner, 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 Commissioner, through bank transfer or through a crossed demand draft obtained from any scheduled bank in India drawn in favour of Commissioner.

39. Manner of dealing with the undisbursed amount specified in clause (b) of sub-section (1) of section 44. – (1) The amount referred to in sub-rule (1) of rule 39 deposited with the Commissioner, shall remain with him and be invested in the Central or Sate Government securities or deposited as a fixed deposit in a scheduled bank.

(2) The Commissioner, shall exhibit, as soon as may be possible, a notice containing such particulars regarding the amount as the Commissioner, considers sufficient for information at least for fifteen days on the notice board and also shall publish such notice in any two newspapers being circulating in

the language commonly understood in the area in which undisbursed wages were earned.

(3) Subject to the provision of sub-rule (4), the Commissioner, shall release the amount to the nominee or to that person who has claimed such amount, as the case may be, in whose favour the 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 deposited with the Goa Labour Welfare Board.

CHAPTER VI

Forms, Registers and Wage Slip

40. Form of a single application.– (1) A single application, may be filed under sub-section (5) of section 45 in **Form - III** manually or electronically.

(2) Upon receiving an application under sub-section (5) of section 45, the authority shall serve upon the employer electronically or by registered post a notice in **Form - IV** 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.

41. Appeal.- (1) Any person aggrieved by an order passed by the authority under sub-section (2) of section 45 may prefer an appeal under sub-section (1)

of section 49 in **Form - V** electronically or manually or by registered post, speed post, to the appellate authority:

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

(2) Upon receiving an appeal under sub-section (1) of section 49, the appellate authority, shall serve upon the respondent electronically or by registered post or by speed post a notice in **Form - IV** 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 by Order, decide the appeal.

42. Form of register, etc.- (1) Every employer of an establishment to which the Code applies shall maintain under sub-section (1) of section 50, electronically or in physical form, the following registers:

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

(2) All fines and all realizations thereof referred to in sub-section (8) of section 19 shall be recorded in a register in **Form I** hereto to be kept by the employer electronically or otherwise and all such realizations shall be applied as stated therein by the Commissioner.

(3) All deductions and all realizations referred to in sub-section (3) of section 21 shall be recorded in a register to be kept by the employer electronically or in physical form in **Form – I** hereto

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

43. Wage slip.- Every employer shall issue wage slips either electronically or in physical form to the employees in **Form - VII** under sub-section (3) of section 50 on or before payment of wages.

44. The manner of composition of offences under sub-section (1) of section 56.- (1) An accused person desirous of making composition of offence under sub-section (1) of section 56 may make an application in **Form - IX** electronically or other wise to the Gazetted Officer notified under said sub-section (1) of section 56.

(2) The Gazetted Officer referred to in sub-rule (1), shall, on receipt of such application, satisfy himself as to whether the offence is compoundable or not under the Code and if the offence is compoundable and the accused person agrees for the composition, 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 take such steps thereon as stated in sub-section (6) of section 56 of the Code.



By Order and in the name of the Governor of Goa.

(Manesh Hari Kedar)
Under Secretary (Labour)

To,

The Director, Government Printing Press, Government of Goa, Panaji, with a request to publish the same in the next issue of Government Gazette.

Copy to :-

1. The Commissioner, Labour and Employment, 7th floor, Kamat Tower, PattoPlaza, Panaji-Goa.
2. Guard file.
3. O/c.

FORM- I

[See rules- 18 and 43(1)(ii) and sub-rule (2) and (3)]

Register of wages, Overtime, Advances, Fine, Deduction for damage and Loss, Recovery of advance of money, etc, under the Code on Wages, 2019 (29 of 2019)

Name of the Establishment :

Name of the Employer :

Name of the Owner :

PAN/TAN of the Employer :

Labour Identification Number (LIN) :

Registration Number under S&E Act, FA if any :-

Sr. No.	Sr. No. in Employee Register/ Employee code	Name of the employee	Designation	Department	Duration of payment of wages (Monthly/Fortnightly /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)		

Amount of wages earned					Deductions										Net Payment
Basic	DA	Allowances	Overtime earning	Total Wages earned	EPF	ESIC	LWF	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)	(28)

Date of Payment	Receipt by employee/Bank transaction ID	Nature of acts and omission for which fine imposed with date	Amount of fine imposed	Damage or loss cause to the employer by neglect or default of the employee	Signature of employer/Employers Representative*
(29)	(30)	(31)	(32)	(33)	(34)

*Note : Required in case register is maintained physically.

FORM –II

[see rule 38 (1)]

NOMINATION FORM

1. Name of person making nomination (in block letters) :
2. Father's/Mother's/Spouse's Name :
3. Date of Birth :
4. Sex :
5. Marital Status :
6. Address:
   (i) Permanent :
   (ii) 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 :-

Sr. No.	Name of nominee(s)with full 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/Ku. ..... employed in my establishment after he/she has read the entry/entries or have been read over to him/her by me and got confirmed by him/her in either of the case.

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

Place :

Date :

Name and address of the Factory/Establishment and rubber stamp thereof.

FORM III

[See rule 40 (1)]

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

FOR..... AREA.....
Application No..... of 20.....

Between ABC and (State the number)..... other .....Applicant
(Through employees concerned or registered trade union or inspector-cum-facilitator

And

XYZ.....Opponent
Address.....

The applicant states as follows:

(1) The applicant(s) whose name(s) appear in the attached schedule was/were/has/have been employed form ..... to ..... as ..... (category) in ..... (establishment) Shri/M/s.....engaged in .....(nature of work) which is/are covered by the Code on Wages, 2019 (29 of 2019).

(2) The Opponent(s) is/are the employer(s) within the meaning of section 2(l) of the Code on Wages, 2019 (29 of 2019).

(3) (a) The applicants have been paid wages at less than the minimum rates of wages fixed for their category (categories) of employment(s) under the Code, 2019 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 applicants has/have not been paid wages for period form ..... to .....

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

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

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

(a) Rs.....
(b) Rs.....
(c) Rs.....

Total Rs.....

(5) The applicant(s), therefore, pray(s) that a direction may be issue under section 45(2) of the Code on Wages, 2019 (29 of 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, 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 IV

[see rule 40 (2) and rule 41(2)]

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

(Title of the application)

To,
Name
Address

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

Take notice that in default of you 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 BE RESPONDENT TO BE ISSUED BY THE APPELLATE AUTHORITY UNDER SUB-SECTION (1) OF SECTION 40

Title of the appeal

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 the appellant) before the appellate authority and that the --------- day of ----- 20------ has been fixed by the 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.

Dated:

Signature of the Appellate authority with seal

FORM V

[See rule 41 (1)]

Appeal under section 49 (1) of the Code on Wages, 2019 (29 of 2019)

Before the Appellate Authority under the Code on Wages, 2019 (29 of 2019)

A.B.C.
Address..... APPELLANT

V/S

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 the facts in a chronological order, each paragraph containing as nearly as possible a separate issue or fact).

3. Ground for appeal :

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

5. Reliefs sought :
   In view of the facts mentioned above the appellant prays for the following relief(s) :

   (Specify below the relief(s) sought)

6. List of enclosures:
   1.
   2.
   3.
   4.

Date :

Place: Signature of the applicant

For Office Use

Date of filling
Or
Date of Receipt by Post.
Registration No. Authorized Signatory

FORM - VI
[See rules- 42 (1)(i)]

EMPLOYEE REGISTER

Name of the Establishment :

Name of the Employer :

Name of the Owner :

PAN/TAN of the Employer :

Labour Identification Number (LIN) :

Registration Number under S&E Act, FA if any :-

Sr. No.	Employee code	Name	Surname	Gender	Father's/ Mothers/ Spouse Name	Date of Birth	Place of Birth	Nationality	Educational Level	Date of Joining	Designation	Category (HS/S/SS/US)*	Type of Employment (P/T/FT/T/B)*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Details of Posting	Pay	Promotion	Mobile Number	Universal Account Number (UAN)	PAN	Nominee (to be filled on the basis of nomination form	Details of family	EPS/NPS	ESIC IP No.	AADHAAR	Bank A/c Number	Bank	Branch (IFSC)
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)

Present Address	Permanent Address	Service Book Number	Date of Exit	Reason for Exit	Mark of Identification	Photo	Specimen Signature/ Thumb Impression	Remarks
(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)

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

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

FORM - VII
[See rule- 42 (1)(iii)]

ATTENDANCE REGISTER CUM MUSTER ROLL

Name of the Establishment :

Name of the Employer :

Name of the Owner :

PAN/TAN of the Employer :

Labour Identification Number (LIN) :

Registration Number under S&E Act, FA if any :-

For the Month of :-

Sr. No	Employee Code	Name	Designation	Shrift	Place of work/section/Department
(1)	(2)	(3)	(4)	(5)	(6)

Date and time of attendance

Date	1		2		3		4		5		6		7		8		9		10		11	
	In	Out	In	Out	In	Our	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Time																						
Signature																						

Date	12		13		14		15		16		17		18		19		20		21		22	
	In	Out	In	Out	In	Our	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Time																						
Signature																						

Date	23		24		25		26		27		28		29		30		31	
	In	Out	In	Out	In	Our	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Time																		
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.

FORM VIII

[See rule 43]

WAGE SLIP

Date of issue: .....

Name of establishment..... Address..... Period.....

(1) Name of the employer:-

(2) Father's /Spouse name:-

(3) Designation:-

(4) UAN:-

(5) Bank Account Number:-

(6) Wage period:-

(7) Rate of wages payable:- (a) Basic. (b) D.A. (c) Other allowance.

(8) Total attendance/unit of work done:-

(9) Overtime wages:-

(10) Gross wages payable:-

(11) Total deductions:- (a) P.F. (b) E.S.I. (c) Other.

(12) Net wages paid:-

Employer/Pay-in-charge signature.

FORM IX

[See rule 45 (1)]

APPLICATION UNDER SUB-SECTION (1) OF SECTION 56 FOR COMPOSITION OF OFFENCE

(1) Name applicant :- .....

(2) Father's/husband's name of the applicant :- .....

(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 had committed, then, full detail of the offence :- ....

.....

.....

(9) Any other information which the applicant desires to provide :- .....

.....

.....

Applicant
(Name and Signature)

Dated:-

SCHEDULE-A
(see rule 4 (3))

S.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,
(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)	Muchhers Jamadars,
(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, Bunding, Carting- Fertilizers, Harvesting, Miscellaneous Seeding, Sowing, Thatching, Transplanting, Weeding)
(48)	Cleaner (Crane, Truck, Cinder for ash Pit),
(49)	Cartman,
(50)	Caretaker (Bridge),
(51)	Carrier (Water),
(52)	Chowkidar,
(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,
(81)	Cleaner
(82)	Dresser / Dressing Mazdoor
(83)	Loader
(84)	Mazdoor (Male/Female)
(85)	Messanger (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
(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 cateogires by whatever name called which are of unskilled nature

S.No.	SEMI SKILLED
(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
(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)	J)amadar
(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
(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
(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)	Trollyman (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 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)
(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
(122)	Bearer
(123)	Breakman
(124)	Crowlder Man
(125)	Laboratory Boy
(126)	Pointsman Sencummy
(127)	Stone mines and other cateogires by whatever name called which are of semi-skilled nature

S.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 II
(14)	Machine hand (Class II, III, IV)
(15)	Machineman
(16)	Mate Gr. I (Senior)
(17)	Mechanic
(18)	Milk Writer
(19)	Mistry (Head)
(20)	Moulder
(21)	Muster Writer
(22)	Operator (Tube-well)
(23)	Painter
(24)	Plumber
(25)	Welder
(26)	Upholsterer
(27)	Wireman,
(28)	Chipper
(29)	Chipper-Cum-Grinder
(30)	Cook (Head)
(31)	Driller
(32)	Driller (Well Boring)
(33)	Driver(Loco/Truck)

(34)	Electrician (Assistant)
(35)	Mechanic (Tube-Well)
(36)	Mistry(Stell, Tube-Well, Telephone)
(37)	Meter Reader
(38)	Meterorogical 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
(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
(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 II
(91)	Wall(Floor, Roof)
(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
(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
(130	Diesel Engine Grade II
(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)	Distemprer, 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
(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 II)
(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
(181)	Turner
(182)	Upholsterer
(183)	Upholsterer (Grade II and III)
(184)	Painter Spray (Class II)
(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
(209)	Handhole Driller
(210)	Drill Mechanic
(211)	Driver Auto
(212)	Electrician
(213)	Wirelesss 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
(237)	Pipe Fitter
(238)	Supervisor
(239)	Drafts Man
(240)	Wireman
(241)	Timber Man/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
(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 Competency Certificate under Metalliferous Mines Regulations, 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)
(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 Keepe(r

(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

S.No.	HIGHLY SKILLED
(1)	Artificier Class I
(2)	Blacksmith Class I
(3)	Carpenter Class I
(4)	Machine
(5)	Hand Class I
(6)	Mason Class I
(7)	Mechanic (Senior)
(8)	Painter (Grade I, Class I, Spray) Plasterer (Mason) Class I
(9)	Plumber (Head, class I)
(10)	Mistry Grade I
(11)	Polisher (with spray Grade I)
(12)	Road Inspector Grade I
(13)	Sawyer Class I
(14)	Stone Cutter Class I
(15)	Stone Cutter Grade I
(16)	Stone Chisler Class I
(17)	Stone Mason Class I
(18)	Sub-Overseer (Qualified)
(19)	Tiler Class I
(20)	Tinsmith Grade I and Class I
(21)	Upholsterer Grade I
(22)	Varnisher Class I
(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)
(38)	Armature Winder Grade I
(39)	Blacksmith Grade I and Class I
(40)	Boiler man Grade I
(41)	Boiler man 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)	Charge man Class I
(47)	Checker (Sr) Driver Lorry Grade I
(48)	Motor Lorry Grade I
(49)	Motor Vehicle Class I and Diesel Engine Grade I
(50)	Road Roller Grade I
(51)	Pump Class Electrician Grade I and Class I/ Grade I
(52)	Fitter (Grade I, Class I)
(53)	Pipe Class I (Head)
(54)	Foreman(Assistant) Line Man Grade I Mason (Skilled Grade I, Class I)
(55)	Mast Rig
(56)	Mechanic Class I and Class II
(57)	Mechanic (Diesel Grade I and Road Roller Grade I
(58)	Air-conditioning Grade I/Class I, Mistry Grade I
(59)	Mistry (Air-conditioning Grade I)
(60)	Overseer
(61)	Overseer (Senior and Junior)
(62)	Dragline Grade I
(63)	Drill Grade I
(64)	Dumper Grade I
(65)	Excavator Grade I
(66)	Fork Lift Grade I
(67)	Generator Grade I
(68)	Rigger Grade I
(69)	Rigger Grade II
(70)	Charper/Sletter Grade I
(71)	Shovel and Dragline Tractor Grade I

(72)	Tradesman Class I
(73)	Turner/Miller Grade I
(74)	Work (Assistant) Grade I
(75)	Compounder
(76)	Surveyor
(77)	Winding Engine Driver
(78)	Operator (Heavy Earth Moving Shovel and Bulldozer)
(79)	Head Mistry
(80)	Staff Nurse with Diploma
(81)	Drill Operator other than Jack Hammer
(82)	Electrical Supervisor with Competency Certificate
(83)	Underground Shift Boss
(84)	Head Mechanic
(85)	Qualified and Experienced Welder
(86)	Machine Tool Mechanic
(87)	Mechanical/Plant Foreman
(88)	Mining Supervisor
(89)	Vocational Training Instructor/Teacher
(90)	Head Electrician
(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
(101)	Dozer Grade I
(102)	Clamp Shell Grade I
(103)	Compressor Grade I
(104)	Grader Grade I
(105)	Tractor Grade I
(106)	Vibrator Grade I
(107)	Screening Plant Grade I
(108)	Shovel Grade I
(109)	Shovel and Dragline
(110)	Tyre vulcanser Grade I
(111)	Security Guard (with Arms)and other categories by whatever name called which are of Highly- skilled nature