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**ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT
NOTIFICATION**

Port Blair, dated the 28th February, 2022.

No. 28/2022.— In exercise of the powers conferred by Section 67 of the "Code on Wages, 2019 (Central Act No.29 of 2019)" read with Section 2 (w) thereof, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, hereby proposes to make following rules to carryout the provisions of the said Code.

Accordingly, as mandated under sub-section (1) of Section 67 of the said Code, the Draft Rules is hereby published for inviting objections and suggestions thereupon from the persons to be affected thereby. Any objections or suggestions should reach with a period of 30 days from the date of the draft publication to the Office of the Labour Commissioner, Labour Department, Andaman & Nicobar Administration, Supply Line, Port Blair-744101, email- lodet@and.nic.in

DRAFT RULES

CHAPTER I

PRELIMINARY

1. **Short title, extent and commencement.**— (1) These rules may be called the Code on Wages (A & N Islands) Rules, 2022.
(2) They extend to the whole of Union Territory of Andaman & Nicobar Islands.
(3) They shall come into force after the date of their final publication in the Official Gazette.
2. **Definitions.** — (1) In these rules, unless the subject or context otherwise requires, —
 - (a) "authority" means the authority appointed by the Andaman & Nicobar Administration under sub-section (1) of section 45 of the code;
 - (b) "appellate authority" means the appellate authority appointed by the Andaman & Nicobar Administration under sub-section (1) of section 49 of the code;
 - (c) "appeal" means an appeal preferred under sub-section (1) of section 49 of the code;
 - (d) "Board" means the A & N Islands Advisory Board constituted by the Andaman & Nicobar Administration under sub-section (4) of section 42 of the code;
 - (e) "Chairperson" means the chairperson of the Board;
 - (f) "Code" means the Code on Wages, 2019 (29 of 2019);
 - (g) "committee" means a committee appointed by the Andaman & Nicobar Administration under clause (a) of sub-section (1) of section 8 of the code;
 - (h) "day" means a period of 24 hours beginning at mid-night;
 - (i) "Form" means a form appended to these rules;

- (j) "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;
 - (k) "Inspector-cum-Facilitator" means a person appointed by the Andaman & Nicobar Administration, by notification under sub-section (1) of section 51 of the code;
 - (l) "member" means a member of the Board and includes its Chairperson;
 - (m) "metropolitan area" means a compact area having a population of forty lakhs or more comprised in one or more districts;
 - (n) "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;
 - (o) "population" means the population as ascertained at the last preceding census of which the relevant figures have been published;
 - (p) "registered trade union" means a trade union registered under the Trade Unions Act, 1926 (16 of 1926);
 - (q) "rural area" means the area which is not the metropolitan area or non-metropolitan area;
 - (r) "Schedule" means the schedule to these rules;
 - (s) "section" means a section of the code;
 - (t) "semi-skilled occupation" means an occupation which in its performance requires the application of skill gained by the experience on job which is capable of being applied under the supervision or guidance of a skilled employee and includes supervision over the unskilled occupation;
 - (u) "skilled occupation" means an occupation which involves skill and competence in its performance through experience on the job or through training as an apprentice in a technical or vocational institute and the performance of which calls for initiating and judgment;
 - (v) "unskilled occupation" means an occupation which in its performance requires the application of simply the operating experience and involves no further skills.
- (2) All other words and expressions used herein in these rules and not defined shall have the meanings respectively assigned to them under the Code.

CHAPTER II

MINIMUM WAGES

3. Manner of calculating the minimum rate of wages.— (1) For the purposes of sub-section (5) of section 6, the minimum rate of wages shall be fixed at the rate equal to or above the floor wages fixed by the Central Government under Section 9 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 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.

4. **Norms for fixation of minimum rate of wages.** — (1) While fixing the minimum rate of wages under section 6, the Andaman & Nicobar Administration shall fix the minimum rates of wages which is applicable within the territorial limits of the A & N Islands.

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

(i) The Labour Commissioner, A&N Admn. – Chairperson;

(ii) The Director of Industries, A&N Admn. – Member;

(iii) The EO to CE, APWD, A&N Admn. Member

(iv) The Principal, Govt. ITI, Dolly Gunj, Port Blair, A&N Admn. – Member;

(v) The Employment Officer, Employment Exchange (MCC), A&N Admn. – Member;

(vi) The Assistant Labour Commissioner, Port Blair, A&N Admn. – Member Secretary.

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

(4) The technical committee referred in sub-rule (2) shall while advising the Andaman & Nicobar Administration 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 twice in a year, ie. 1st January and 1st July to revise the Dearness Allowance payable to the employees on the minimum wages.

(6) **Number of hours of work which shall constitute a normal working day.**—

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

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

(3) The provisions of sub-rules (1) and (2) shall, in the case of an employee employed in agricultural employment, be subject to such modifications as may, from time to time, be determined by the Andaman & Nicobar Administration.

(4) Nothing in this rule shall be deemed to affect the provisions of the Occupational Safety, Health and Working Conditions Code, 2020 (Central Act 37 of 2020).

(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:

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 or prior intimation in electronic form to that effect.

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 Relations Code, 2020 (Central Act 35 of 2020) 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 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 rest day wages calculated at the rate applicable to the next preceding day; and
 - (b) where he works on the rest day and has been given a substituted rest day,

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

Provided that where —

- (i) the minimum rate of wages of the employee as notified under the Code has been worked out by dividing the minimum monthly rate of wages by twenty-six; or
- (ii) the actual daily rate of wages of the employee has been worked out by dividing the monthly rate of wages by twenty-six and such actual daily rate of wages is not less than the notified minimum daily rate of wages of the employee, then, no wages for the rest day shall be payable; and
- (iii) the employee works on the rest day and has been given a substituted rest day, then, he shall be paid, only for the rest day on which he worked, an amount equal to the wages payable to him at the overtime rate;

and, if any dispute arises whether the daily rate of wages has been worked out in accordance with the provisions of this proviso, the Labour Commissioner or the Assistant 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 Andaman & Nicobar Administration 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 means a period of twenty-four consecutive hours beginning from the time when his shift ends; and
 - (b) the following day in such a case shall be deemed to be the period of twenty-four hours beginning from the time when such shift ends, and the hours after midnight during which such employee was engaged in work shall be counted towards the previous day.
9. **The extent and conditions applicable to certain class of employees.**— In case of class of employees referred to under clauses (a) to (e) of sub-section (2) of section 13, the provisions of rules 6, 7 and 8 shall apply subject to the condition that,—
- (i) the spread over of the hours of work of the employee shall not exceed 16 hours in any day; and
 - (ii) the actual hours of work excluding the intervals of rest and the periods of inaction during which the employee may be on duty but is not called upon to display either physical activity or sustained attendance shall not exceed 9 hours in any day.
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. **Recovery of excess amount.**— 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 as the case may be, in such installments so that the recovery in any month shall not exceed the fifty percent of the wages of the employee in that month.
12. **The authority competent to impose fine.**— 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.
13. **The manner of exhibiting the notice.**— A notice referred to in sub-section (2) of section 19 shall be displayed at the conspicuous place in the premises of the work place in which the employment is carried on or shared with the employees in electronic form, so that every concerned employee would be able to easily read and understand the notice and a copy of the notice shall be sent to the Inspector-cum-Facilitator having jurisdiction either physically or electronically.
14. **The procedure for imposition of fines.**— The employer shall give an intimation in writing for obtaining the approval of the imposition of fine to the Inspector-cum-Facilitator referred to in rule 13 who shall, before granting or refusing the approval, give opportunity of being heard to the employee and the employer concerned.
15. **Intimation of deduction.**— (1) Where an employer makes any deduction in connection with absence from duty 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 ten days from the date of such deduction explaining therein the reason for such deduction.
- (2) The Inspector-cum-Facilitator shall, after receiving intimation under sub-rule (1), examine such intimation and if he finds that the explanation given therein is in contravention of any provision of the Code or the rules made thereunder, he shall initiate appropriate action under the Code against the employer.
16. **Procedure for deduction for damage or loss.**— Any employer desiring to make deduction for damage 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 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.

17. Conditions regarding recovery of advance.— The recovery, as the case may be of,—

- (i) Advances of money given to an employee after the employment began 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.

18. Extent of loan and rate of interest.— The Employee may be granted loans to the extent of ten times the salary drawn by the employee at the bank rate of interest on loans.

CHAPTER IV

STATE ADVISORY BOARD

19. Meeting of the Advisory Board.— The Chairperson may, subject to the provision of rule 21 call a meeting of the Advisory Board, at any time he thinks fit:

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

20. 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.

21. Functions of Chairperson.— The Chairperson shall —

- (i) preside at the meetings of the Advisory Board:

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

- (ii) decide agenda of each meeting of the Advisory Board;

- (iii) where in the meeting of the Advisory 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.

22. 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.

23. Disposal of business of the Advisory Board.— All business of the Advisory Board shall be considered at a meeting of the Advisory 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.

- 24. Method of voting.**— Voting in the meeting of the Advisory 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.
- 25. 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.
- (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.
- 26. Term of office of members of the Advisory Board.**— (1) The term of office of the chairperson or a member, as the case may be, shall be normally two years commencing from the date of his appointment or nomination:
- 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) Notwithstanding anything contained in sub-rules (1) and (2), the members of the Board shall hold office during the pleasure of the Andaman Nicobar Administration.
- 27. Travelling allowance.**—The Chairperson and every member of the Advisory Board, shall be entitled to draw travelling and halting allowance for any journey performed by him in connection with his duties as such member at the rates and subject to the conditions applicable to a Group A Officer of the A&N Administration.
- 28. Officers and Staff.**— The A & N Administration may provide a Secretary not below the rank of Labour Commissioner to the A&N Administration, other officers and staff to the Advisory Board, as it may think necessary for the function of the Board.
- 29. Eligibility for re-nomination of the members of the Advisory Board.**— An outgoing member shall be eligible for re-nomination for the membership of the Board for not more than total two terms.
- 30. Resignation of the Chairperson and other members of the Advisory Board.**— (1) A member of the Advisory Board, other than the Chairperson, may, by giving notice in writing to the Chairperson, resign his membership and the Chairperson may resign by given notice in writing addressed to the A&N Administration.
- (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 Advisory Board, the Chairperson shall submit a report to the A&N Administration immediately and the A&N Administration shall, then, take steps to fill the vacancy in accordance with the provisions of the Code.
- 31. Cessation of membership.**— If a member of the Advisory Board, fails to attend three consecutive meetings without prior intimation to the Chairperson, he shall cease to be a member thereof.
- 32. Disqualification.**— (1) A person shall be disqualified for being nominated as, and for being a member of the Advisory Board if, —
- (i) he is declared to be of unsound mind by a competent court; or
 - (ii) he is an un-discharged insolvent; or
 - (iii) 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 A&N Administration thereon shall be final.

CHAPTER V

PAYMENT OF DUES, CLAIMS etc.

- 33. 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.
- 34. Deposit of the undisbursed dues.**— Where any amount payable to an employee under this Code remains undisbursed in cases where no nomination has been made by such employee or for any other reason, all such amount 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, through bank transfer or through a crossed demand draft obtained from any Scheduled Bank in India drawn in favour of such Assistant Labour Commissioner.
- 35. Manner of dealing with the undisbursed dues.**— (1) The amount referred to in sub-rule (1) of rule 44 (hereinafter in this rule referred to as the amount) deposited with the Assistant Labour Commissioner having jurisdiction shall remain with him and be invested in the Central or State Government Securities or deposited as a fixed deposit in a nationalized bank.
- (2) The Assistant Labour Commissioner having jurisdiction will exhibit, as soon as may be possible, a notice containing such particulars regarding the amount as the Assistant Labour Commissioner considers sufficient for information at least for fifteen days on the notice board and also publish such notice in any two newspapers being circulating in the language commonly understood in the area in which undisbursed wages were earned.
- (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 the opportunity of being heard, the amount to be paid.
- (4) If the undisbursed amount remains unclaimed for a period of seven years, the same shall be dealt in the manner as directed by the A&N Administration from time to time in this behalf.

CHAPTER VI

THE FORM, REGISTER AND WAGE SLIP

- 36. 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.
- 37. 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 specified in such Form, to the appellate authority having jurisdiction.
- 38. Form of register etc.**— (1) All fines and all realization 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, electronically or otherwise and the authority referred to in said sub-section (8) shall be the Assistant Labour Commissioner having jurisdiction.
- (2) All deductions and all realization referred to in sub-section (3) of section 21 shall be recorded in a register to be kept by the employer in Form-I electronically or otherwise.
- (3) Every employer of an establishment to which the Code applies shall maintain a register under sub-section (1) of section 50 in Form I and Form IV, electronically or otherwise.

- 39. Wage slip.**— Every employer shall issue wage slips, electronically or otherwise to the employees in Form V on or before payment of wages.
- 40. Manner of holding enquiry by the Officer of the A&N Administration.**—
- (1) When a complaint is filed before the officer appointed under sub-section (1) of section 53, such officer after considering the evidence produced before him is of the opinion that an offence has been committed, shall issue summons to the offender on the address specified in the complaint fixing a date for his appearance .
 - (2) If the offender to whom the summons has been issued under sub-rule appears or is produced before the officer, he shall explain the offence complained against him and if the offender pleads guilty, the officer shall impose penalty on him in accordance with the provisions of the Code and when the offender does not plead guilty, the officer shall take evidence of the witnesses produced by the complainant on oath and provide an opportunity of cross examination of the witnesses so produced . The officer shall record the statement of the witnesses on oath and in cross examination in writing and take the documentary evidence on record.
 - (3) The officer shall, after the complainant's evidence is complete, provide opportunity of defence to the accused person and the witnesses produced by the accused shall be cross examined after their statements on oath by the complainant and documentary evidence in defence shall be taken on record by the officer.
 - (4) The officer shall after hearing the parties and considering the evidences both oral and documentary decide the complaint in accordance with the provisions of the Code.
- 41. The manner of imposing fine.**— (1) An accused person desirous of making composition of offence under sub-section (1) of section 56 may make an application in Form VI electronically or otherwise, to the Gazetted Officer 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 the time specified in the order of composition issued by such officer.

CHAPTER VII

MISCELLANEOUS

- 42. Repeal and savings.**— The Andaman & Nicobar Islands Minimum Wages Rules, 1972, the Andaman & Nicobar Islands Payment of Wages Rules, 1955, are hereby repealed:
- Provided that, the said repeal shall not affect, —
- (a) the previous operation of the said rules or anything duly done or suffered thereunder, or
 - (b) affect any right, liability or obligation acquired, accrued or incurred under the said rules.

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.	Stableman
26.	Trolleyman
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, Tnatching, Transplanting, Weeding)
47.	Cleaner (Crane, Truck, Cinder for Ash Pit)
48.	Cartman
49.	Caretaker (Bridge)
50.	Carrier (Water)
51.	Chowkidar
52.	Concrete (Hand Mixer)
53.	Daffadar
54.	Driver (Bullock, Camel, Donkey, Mule)
55.	Flag Man
56.	Flagman (Blast Train)
57.	Khalasi not attending to machines
58.	Gangman
59.	Gatingman (Permanent Way)
60.	Handle Man, Jumper Man
61.	Kamin (Female Work)
62.	Khalas
63.	Bridge
64.	Electrical
65.	Marine
66.	Moplah
67.	Store
68.	Steam Road
69.	Share
70.	Roller Survey
71.	Labourer (Garden)
72.	Mazdoor
73.	Hole Cutter
74.	Lorry Trainees
75.	Petrolman
76.	Searcher
77.	Signalman
78.	Strikers
79.	Vaks Controller
80.	Cleaner
81.	Dresser / Dressing Mazdoor

82.	Loader
83.	Mazdoor (Male/Female)
84.	Messenger (Male / Female)
85.	Trammer
86.	Caretaker (except in Copper, Chromite and Graphite Mines where it is semi-skilled)
87.	Office Peon /Peon (except in Bauxite Mines)
88.	Sweeper (Male / Female)
89.	Carrier
90.	Number Taker
91.	Trolley Triper
92.	Water Carrier
93.	Earth Cutter
94.	Survey Khalasi
95.	Gate Man
96.	Concrete (Hand Mixer)
97.	Dismantling stocks
98.	Lampman
99.	Beldar/Beldar (Canteen)
100.	Coolie
101.	Peon
102.	Cook-helper
103.	Office Boy
104.	Quarry Worker
105.	Jelly Maker
106.	Over Burden Remover
107.	Waste Removing Mazdoor
108.	Unloader
109.	Excavating Labour
110.	Digger
111.	Butcher
112.	Attender
113.	Lorry Helper
114.	Surface Loader
115.	Wood Cutter
116.	Surface Mukar
117.	Underground Mukar
118.	Striker (Moplah Gang)
119.	Tall Boy
120.	Tile
121.	Person employed in loading and unloading
122.	Person employed in sweeping and cleaning and other categories by whatever name called which are of unskilled nature

S.No.	SEMI SKILLED
1.	Assistant (Chowdhary)
2.	Attendant (Bull-Caiving 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.	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
39.	Frash
40.	Hacksawman
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.	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 Under Metalliferous Mines Regulations, 1961
87.	Butler/Cook
88.	Breaker (using mechanical appliances)
89.	Creche Ayah/Ayah/Untrained Creche 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.	Trolley Jamadar
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.	Chargeman
111.	Mistri (Head)
112.	Muccadam
113.	Night-Guard

114.	Runner (Post Dak)
115.	Oilman
116.	Quarryman
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 categories 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.	Machinehand (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.	Meteorological Observer Navghani
39.	Operator (Batching Plant, Cinema Project, Clamp Shelf, Compressor, Crane, Dorrick, Diesel Engine, Doser Dragling Drill Dumber, Excavator, Fork Lift Generator, Grader, Jack Hammer and Payment Breaker Loader, Pump, Pile Driving, Scrapper, Screening Plant, Shoal, Tractor, Vibrator, Weight Batcher, Railway Guards, Repairer (Battery)
40.	Sharper/Slotter
41.	Sprayer (Ashalt) Station Master
42.	Surveyor (Silt)
43.	Tradesman
44.	Train Examiner
45.	Turner/Miller
46.	Tyre Vulcaniser
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.	Tarman
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 Macadam (Head)
152.	Stone Cutting
153.	Ordinary Machines
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 Latheman
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.	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
237.	Pipe Fitter
238.	Supervisor
239.	Draftsman
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-Conditioner 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 Compentency 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 Keeper
314.	Tracer
315.	File Clerk
316.	Register Keeper
317.	Time Keeper
318.	Clerk
319.	Munshi
320.	Typist and other cateogires 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
24.	Welder (Gas) Class I
25.	White Washer Class I
26.	Wireman Grade I, Class I
27.	Wood Cutter Class I
28.	Grinder (Tool) Grade I
29.	Operator (Batching Plant Grade I)
30.	Leader Grade I
31.	Pile Driving Grade I
32.	Pump Grade
33.	Scrapper Grade I
34.	Screening Plant Grade I
35.	Pump Grade I
36.	Scrapper Grade I
37.	Security Guards (with arms)
38.	Armature Winder Grade I
39.	Blacksmith Grade I and Class I
40.	Boilerman Grade I
41.	Boilerman Foreman Grade I
42.	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
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

FORM-I
[See rule 17 and sub-rule(1) and (3) of rule 38]
Register of Wages, Overtime, Fine, Deduction for Damage and Loss

Name of the Establishment:
 Name of the Owner:

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

Labour Identification Number (LIN):

Sl. No. in Employee Register	Name of the Employee	Designation / Department	Duration of Payment of Wages (Monthly / Fortnightly / Weekly / Daily / Piece Rated)	Wage Period From- To	Total No. of days worked during the period	Total Overtime (hours worked or production in case of piece workers)	Rates of Wages		
							Basic	DA	Allowances
1	2	3	4	5	6	7	8	9	10

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

FORM-II

[See rule 36]

BEFORE THE AUTHORITY APPOINTED UNDER SUB-SECTION OF SECTION
45 OF THE CODE ON WAGES, 2019 (29 OF 2019)

Application No. of 20

Between ABC and (State the number) other Applicant

(Through employees concerned or registered trade union or Inspector- cum- Facilitator Address-

And

XYZ Address

The application states as follows:

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

Total Rs.

- (5) The applicant(s), therefore, pray(s) that a direction may be issued under section 45(2) of the Code on Wages, 2019 for
 - (a) payment of the difference between the wages payable under the Code and the wages actually paid
 - (b) payment of remuneration for the days of rest
 - (c) payment of wages at the overtime rates
 - (d) Compensation amounting to Rs.....
- (6) The applicant(s) do hereby solemnly declare(s) that the facts stated in this application are true to the best of his/their knowledge, belief and information.

Dated:

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

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

FORM III
(See rule 37)
Before the Appellate Authority under the Code on Wages, 2019

A.B.C.

Address...APPELLANT

Vs.

C.D.E.

Address..... RESPONDENT

DETAILS OF APPEAL :

(1) Particulars of the order against which the appeal is made: Number and date:
The authority who has passed the impugned order: Amount awarded:
Compensation awarded, if any :

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

(3) Grounds for appeal :

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

(5) Reliefs sought :

In view of the facts mentioned above, the appellant prays for the following relief(s):— [Specify below the relief(s) sought]

(6) List of enclosures:

- 1.
- 2.
- 3.
- 4.

Date:

Place:

Signature of the Appellant

For Office use

Date of filing or

Date of receipt by post Registration No.

Authorised Signatory :

FORM IV
[See sub-rule(3) of rule 38]
EMPLOYEE REGISTER

Name of the Establishment :

Name of the Employer :

Name of the Owner :

PAN/TAN of the Employer :

Labour Identification Number (LIN):

Sl. No.	Employee Code	Name	Surname	Gender	Father's / Spouse Name	Date of Birth	Nationality	Education Level	Date of Joining	Designation	Category (HS/S/SS/US)*	Type of Employment
1	2	3	4	5	6	7	8	9	10	11	12	13

Mobile No.	UANPAN	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/Semiskilled/Unskilled)

FORM V
[See rule 39]
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 sub-rule(1) of rule 41]
APPLICATION UNDER SUB-SECTION (4) OF SECTION 56 FOR
COMPOSITION OF OFFENCE

1. Name of Applicant :
2. Father's / Spouse name :
3. Address of the Applicant :
4. Particulars of the offence :

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.....

5. Section of the Code under which the offence is committed
6. Maximum fine provided for the offence under the Code
7. Whether prosecution against the applicant is pending or not
8. Whether the offence is first offence, or the applicant had committed any other offence prior to the offence. If yes, then, full details of the prior offence.

By order and in the name of the Lieutenant Governor (Administrator)
of Andaman and Nicobar Islands.

Sd./-
Additional Secretary (Labour)

