

UT ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU  
DEPARTMENT OF LABOUR & EMPLOYMENT  
DAMAN

No. LE/LI/DMN/WR-R/387/2023/568

Dated:24-11-2023

NOTIFICATION

The following rules, which the Administrator of Dadra and Nagar Haveli and Daman and Diu proposes to make in exercise of the powers conferred by sub-section (2) of section 67 of the Code on Wages, 2019 (Central Act No. 29 of 2019), and all other powers enabling him in this behalf, is published as required by sub-section (1) of section 67 of the said Act, for information of the persons likely to be affected thereby.

Notice is hereby given that the draft of rules will be taken into consideration by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu on or after the expiry of a period of Thirty days from the date of publication of this notification in the Official Gazette, together with any objection or suggestion, which may be received by the Commissioner-cum-Secretary, (Labour), Dadra & Nagar Haveli and Daman & Diu, Secretariat, Vidhyut Bhavan, Kachigam, Nani Daman in writing or on email secy-labour-dd@daman.nic.in or lelidaman@gmail.com any person before the expiry of the period so specified with respect to the said draft, namely:-

DRAFT RULES CHAPTER I

PRELIMINARY

1. Short title, extent and commencement. -(1) These rules may be called the Code on Wages (Dadra and Nagar Haveli and Daman and Diu) Rules, 2023.
  - (2) They shall extend to the whole of Union Territory of Dadra and Nagar Haveli and Daman and Diu.
  - (3) They shall come into force after the date of their final publication in the Official Gazette and from such date on which the Code on Wages, 2019 (29 of 2019) comes into force.
2. Definitions. - In these rules, unless the subject or context otherwise requires, —
  - (a) “authority” means the authority appointed by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu under sub-section (1) of section 45;
  - (b) “appellate authority” means the appellate authority appointed by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu under sub-section (1) of section 49;

- (b) “appellate authority” means the appellate authority appointed by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu under sub-section (1) of section 49;
- (c) “appeal” means an appeal preferred under sub-section (1) of section 49;
- (d) “agriculture labourer” means labourer includes any person involved in connection with cultivating of soil or with raising or harvesting of any agricultural or horticultural commodities, management of live-stocks, bees, poultry etc.
- (e) “Board” means the State Advisory Board constituted by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu under sub-section (4) of section 42;
- (f) “Chairperson” means the Chairperson of the Board;
- (g) “Code” means the Code on Wages, 2019 (29 of 2019);
- (h) “Committee” means a committee appointed by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu under clause (a) of sub-section (1) of section 8;
- (i) “day” means a period of 24 hours beginning at mid-night;
- (j) “Year means” “Financial Year” which starts from 1 April and ends on 31 March – the year
- (k) “Form” means a form appended to these rules;
- (l) “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;
- (m) “Inspector-cum-Facilitator” means a person appointed by Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu by notification under sub-section (1) of section 51;
- (n) “member” means a member of the Board and includes its Chairperson;
- (o) “metropolitan area” means a compact area having a population of forty lakhs or more comprised in one or more districts;
- (p) “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;
- (q) “normal working day” means is any day of a week on which the establishment is operational and the worker is required to perform his duty but does not include the day which is a weekly off for that worker.

- (r) "population" means the population as ascertained at the last preceding census of which the relevant figures have been published;
- (s) "registered trade union" means a trade union registered under The Trade Unions Act, 1926 (16 of 1926);
- (t) "rural area" means the area which is not the metropolitan area or non-metropolitan area;
- (u) "Schedule" means the schedule to these rules;
- (v) "section" means a section of the Code;
- (w) "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;
- (x) "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;
- (y) "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 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 Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu shall divide the concerned geographical area into two categories, that is to say, the urban area and the rural area.

(2) The Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu shall constitute a technical committee for the purpose of advising the U.T. Dadra & Nagar Haveli and Daman & Diu in respect of skill categorization, which shall consist of the following members, namely:-

- (i) The Secretary (Labour), UT of Dadra & Nagar Haveli and Daman & Diu - Chairperson
- (ii) The Director-cum-Deputy Secretary (Labour), Dadra & Nagar Haveli and Daman & Diu -Member
- (iii) The Chief Engineer, PWD. UT of Dadra & Nagar Haveli and Daman & Diu - Member
- (iv) The Director of Technical Education - Member
- (v) The Executive Engineer, Municipal Council, Daman / DNH / Diu - Member
- (vi) The Deputy / Joint Commissioner (Labour), HQ, Daman - Member Secretary
- (vii) Two technical experts in wage determination as nominated by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu - Members

(3) The Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu shall, on the advice of the technical committee referred to in sub-rule (1), 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(1) shall while advising the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu under sub-rule (2) 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) If an employee employed in any scheduled employment is not specifically mentioned by the name of its trade or job under any of the categories/classes in this notification or in earlier notifications fixing or revising minimum rate of wages, even then such employee shall be paid minimum wages of the category of the class where he can be most accurately placed. In case of disagreement about a category or classification of an occupation as mentioned in Schedule A, the decision of the Technical committee as mentioned in the sub rule 2 of this Rule shall be final.

(6) In case of employees employed in occupation such as hotels, restaurants, tea-stalls, halwais, ahatas attached to wine and liquor shops, ahatas attached to beverages shops except soft drinks and carbonated water and employment in house as a domestic worker, if they are provided two meals, two times tea and lodging, they will get Rs. 1765/- less than the minimum wages fixed for their categories and if they get two meals and two times tea without lodging they will get Rs. 500/- less than other employees in their category who are not getting meals, tea and lodging.

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

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

(1) The normal working day under clause (a) of sub-section (1) of section 13 shall be comprised of eight hours of work.

(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 Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu.

(4) Nothing in this rule shall be deemed to affect the provisions of the Factories Act, 1948 (63 of 1948).

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

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

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

Explanation.- For the purpose of computation of the continuous period of not less than six days specified in the first provision to this sub-rule, any day on which an employee is required to attend for work but is given only an allowance for attendance and is not provided with work, a day on which an employee is laid off on payment of compensation under the Industrial Disputes Act, 1947 (Central Act No. 14 of 1947), and any leave or holiday, with or without pay, granted by the employer to an employee in the period of six days immediately preceding the rest day, shall be deemed to be the days on which the employee has worked.

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

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

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

(2) 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 officer appointed through notification by Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu for this purpose having jurisdiction of Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu 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 Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu 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 favourable terms, if any, to which an employee may be, entitled under any other law or under the terms of any award, agreement or contract of service, and in such a case, the employee shall be entitled only to more favourable terms aforesaid.

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

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

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

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



- a. engaged in any emergency which could not have been foreseen or prevented;
- b. engaged in work of the nature of preparatory or complementary work which must necessarily be carried on outside the limits laid down for the general working in the employment concerned;
- c. whose employment is essentially intermittent;
- d. engaged in any work which for technical reasons has to be completed before the duty is over; and engaged in a work which could not be carried on except at times dependent on the irregular action of natural forces; the provisions of rules 6, 7 and 8 shall apply subject to the condition that –
  - (i) the spread over of the hours of work of the employee shall not exceed 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 and monthly wages for the Agricultural Labour too.

### **CHAPTER-III PAYMENT OF WAGES**

11. Recovery under sub-section (4) of section 18.-Where the total deductions authorized under sub-section (2) of section 18 exceed fifty percent 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 instalments so that the recovery in any month shall not exceed the fifty per cent of the wages of the employee in that month.

12. The authority under sub-section (1) of section 19.- The officer appointed by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu by notification

for this purpose having jurisdiction of UT, Dadra & Nagar Haveli and Daman & Diu 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 under sub-section (2) of section 19. -A notice referred to in sub-section(2) of section 19 shall be displayed at the conspicuous places in the premises of the work place in which the employment is carried on, so that every concerned employee would be able easily to read the contents of the notice and a copy of the notice shall be sent to the Inspector- cum-Facilitator having jurisdiction.

14. The procedure under sub-section (3) of section 19.- The employer shall submit the list of fineable acts and omissions under Section 19(1) for approval of the officer appointed through notification by the Dadra & Nagar Haveli and Daman & Diu Administration. Before the imposition of a fine, the employee shall be given an opportunity of showing cause against the fine before the Grievance Redressal Committee, constituted under Section 4(1) of Industrial Relations Code for resolution of disputes arising out of individual grievances wherever it is applicable, Else otherwise before the employer.

15. Procedure for deduction.- Where an employer makes any deduction in pursuance of the proviso to sub section (2) of section 20, he shall make such deduction after given an opportunity of being heard to the concerned employee.

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

- (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 under section 23.-The recovery, as the case may be of-

- (i) advances of money given to an employee after the employment begins under clause (b) of section 23; or
- (ii) advances of wages to an employee not already earned under clause (c) of section 23, shall be made by the employer from the wages of the concerned employee in instalments determined by the employer, so as any or all instalments 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. Deductions under section 24.-Deductions for recovery of loans granted for house building or other purposes approved by the Dadra & Nagar Haveli and Daman & Diu Administration, and the interest due in respect thereof shall be, subject to any direction made or circular issued by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu from time to time regulating the extent to which such loans may be granted and the rate of interest shall be payable thereon.

#### **CHAPTER IV PAYMENT OF BONUS**

19. Calculation of set on or set off for the sixth accounting year.- Calculation of set on or set off for the seventh accounting year, computation of gross profits under clauses (a) and (b) of section 32, deduction of further sums under clause (c) of section 34, manner of carrying forward under sub-sections

(1) and (2) of section 36 shall be such, as may be prescribed by the Central Government.

#### **CHAPTER V STATE ADVISORY BOARD**

20. Constitution of the Board:- A. Procedure of Dadra & Nagar Haveli and Daman & Diu Advisory Board under sub-section (10) of section 42.- (1) The Dadra & Nagar Haveli and Daman & Diu Advisory Board shall consist of the persons to be nominated by Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu representing employers and employees as specified in clauses (a) and (b) of sub-section (6) of section

42 and the independent persons and representatives of the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu as specified in clauses (c) of that sub-section.

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

(3) The independent persons specified in clause (c) of sub-section (6) of section 42 to be nominated by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu shall consist of the following, namely:-

- (i) Secretary (Labour), Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu shall be the Chairperson;
- (ii) Deputy / Joint Commissioner (Labour) (HQ) Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu as Member Secretary
- (iii) Secretary (Finance), Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu shall be the member
- (iv) Chief Engineer, PWD Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu shall be the member
- (v) One member shall be a professional in the field of wages and labour related issues;

(4) The Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu shall, while nominating the members of the Board, take into account that the independent members under clause (c) of sub-section (6) of Section 42 shall not exceed one-third of the total members of the Board and one-third of the members of the Board shall be women.

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

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.

22. Notice of meetings. - The Chairperson shall fix the date, time and place of every meeting and a notice in writing containing the aforesaid particulars along with a list of

business to be conducted at the meeting shall be sent to each member by registered post and electronically at least fifteen days before the date fixed for such meeting:

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

23. Functions of Chairperson. – The Chairperson shall-

- (i) preside at the meetings of the Board: Provided that in the absence of the Chairperson at any meeting, the members shall elect from amongst themselves by a majority of votes, a member who shall preside at such meeting;
- (ii) decide agenda of each meeting of the Board;
- (iii) where in the meeting of the Board, if any issue has to be decided by voting, conduct the voting and count or cause to be counted the secret voting in the meeting.

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-thirds majority of the members.

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

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 Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu 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.

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 in accordance with the scale for the time being in force for payment of such allowance to witnesses appearing before a civil court.

29. Appointment of the committees.-The Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu may constitute as many committees under clause of sub-section (1) of section 8 as it considers necessary for the purposes specified in that clause.

30. Term of office of members of the Board:-

B. Terms of office of members of the Board under sub-section (11) of section 42: (1) The term of office of the Chairperson or a member, as the case may be, shall be normally two years commencing from the date of his appointment or nomination, as the case may be, under sub-section (1) of section 42:

Provided that such Chairperson or a member shall, notwithstanding the expiry of the said period of two years, continue to hold office until his successor is appointed or nominated, as the case may be.

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

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

(4) Notwithstanding anything contained in sub-rules (1), (2), and (3), the members of the Board shall hold office during the pleasure of Dadra & Nagar Haveli and Daman & Diu Administration.

31. Travelling allowance.-The Chairman and every member of the Board shall be entitled to draw travelling and halting allowance for any journey performed by him in connection with his duties at the rates and subject to the conditions applicable to a Group A officer of Dadra & Nagar Haveli and Daman & Diu Administration

32. Officers and Staff.- The Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu may provide a Secretary not below the rank of Labour Commissioner, other officers and staff to the Board, as it may think necessary for the functioning of the Board.

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

34. Resignation of the Chairperson and other members of the Board.-(1) A member of the Board, other than the Chairperson, may, by giving notice in writing to the Chairperson, resign his membership and the Chairperson may resign by a letter addressed to the Dadra & Nagar Haveli and Daman & Diu Administration.

(2) A resignation shall take effect from the date of communication of its acceptance or on the expiry of 30 days from the date of resignation, whichever is earlier.

(3) When a vacancy occurs or is likely to occur in the membership of the Board, the Chairperson shall submit a report to the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu immediately and the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu 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 nominated as, and for being a member of the Board—

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

(2) If any question arises whether a disqualification has been incurred under sub-rule (1), the decision of the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu thereon shall be final.

## **CHAPTER VI**

### **PAYMENT OF DUES & CLAIMS.**

37. Payment under clause (a) of sub-section (1) of section 44.- Where any amount payable to an employee under the Code is due after his death or on account of his whereabouts not being known, and the amount could not be paid to the nominee of the employee until the expiry of three months from the date the amount had become payable, then, such amount shall be deposited by the employer with the officer appointed through notification by Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu for this purpose having jurisdiction of UT, Dadra & Nagar Haveli and Daman & Diu 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 this Code remains undisbursed because either no nomination has been made by such employee or for any other reason, such amounts could not be paid to the nominee of employee until the expiry of six months from the date the amount had become payable, all such amounts shall be deposited by



the employer with the officer appointed through notification by Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu for this purpose having jurisdiction of UT, Dadra & Nagar Haveli and Daman & Diu 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 officer appointed through notification by Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu for this purpose having jurisdiction of UT, Dadra & Nagar Haveli and Daman & Diu through bank transfer or through a crossed demand draft obtained from any scheduled Bank in India drawn in favour of such of the officer appointed through notification by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu for this purpose

39. Manner of dealing with the undisbursed dues under clause (b) of sub-section (1) of section 44. - (1) The amount referred to in sub rule (1) of rule 38 (hereinafter in this rule referred to as the amount) deposited with the officer appointed through notification by Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu for this purpose having jurisdiction shall remain with him for three years and thereafter, shall be deposited in the Labour Welfare Fund.

(2) The officer appointed through notification by Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu for this purpose having jurisdiction will exhibit, as soon as may be possible, a notice containing such particulars regarding the amount as the officer appointed through notification by state government for this purpose considers sufficient for information at least for fifteen days on the notice board. The Dadra & Nagar Haveli and Daman & Diu Labour Welfare Board shall publish such notice in any two newspapers being circulated in the language commonly understood in the area in which undisbursed wages were earned.

(3) Subject to the provision of sub-rule (4), the officer appointed through notification by Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu for this purpose 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, the officer appointed through notification by Union Territory Administration of Dadra & Nagar Haveli and

Daman & Diu for this purpose has decided, after giving an opportunity of being heard, the amount to be paid.

(4) If the undisbursed amount remains unclaimed for a period of seven years, the same shall lapse to the Dadra & Nagar Haveli and Daman & Diu Labour Welfare Board.

40. Authority to hear and determine the claims under the code:- The Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu may, by notification, appoint any Gazette officer for the purpose of sub-section (1) of Section 45 as the authority to hear and determine the claims.

## **CHAPTER VII**

### **FORMS, REGISTERS AND WAGE SLIP**

41. 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.

42. Appeal.-Any person aggrieved by an order passed by the authority under sub-section (2) of section 45 may prefer an appeal under sub-section (1) of section 49 in Form-III, along with documents mentioned by the appellant in such Form, to the Appellate Authority UT, Dadra & Nagar Haveli and Daman & Diu.

43. Form of register, etc.-(1) All fines and all realizations thereof referred to in sub-section (8) of section 19 shall be recorded in a register to be kept by the employer in Form-I appended to these rules, electronically or otherwise and the authority referred to in said sub-section (8) shall be with the officer appointed through notification by Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu for this purpose having jurisdiction of UT, Dadra & Nagar Haveli and Daman & Diu.

(2) All deductions and all realizations referred to in sub-section (3) of section 21 shall be recorded in a register to be kept by the employer in Form-I appended to these rules, electronically or otherwise.

(3) Every employer of an establishment to which the Code applies shall maintain registers under sub-section (1) of section 50 in Form-I and Form-IV, electronically or otherwise.

(4) The register maintained under above sub rules shall be preserved for a period of five years after the last entry in it and shall be produced before the Inspector- cum-Facilitator on demand.

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

45. Annual Return:-The return under these rules shall be filed electronically by every employer of an establishment to which the Code applies in the relevant columns of the Form specified for such purpose in the rules made under the Code on Wages, 2019 (29 of 2019). A copy of such return shall also be forwarded electronically to the Labour Bureau, Ministry of Labour and Employment, Government of India.

46. Collection of Statistics.- The employer shall submit the details of Minimum Wages, Payment of Wages, Payment of Bonus given to the employees, as statistics required under these rules electronically in the relevant forms and manner from time to time, to the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu as well as to the office of Director General, Labour Bureau.

## **CHAPTER VIII**

### **INSPECTOR-CUM-FACILITATOR**

47. Inspection scheme.- (1) For the purposes of the Code and these rules, there shall be formulated an inspection scheme by the Labour Commissioner UT of Dadra & Nagar Haveli and Daman & Diu with the approval of the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu.

(2) In the inspection scheme referred to in sub-rule (1), apart from other structural facts, a number shall be specified in the scheme for each Inspector- cum-Facilitator and establishment.

48. Powers of Inspector-cum-Facilitator. The Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu may, by notification in the Official Gazette, appoint such

persons as it thinks fit to be Inspector-cum-Facilitator for the purposes of this case, and define the local limits within which they shall exercise their functions:

- (a) enter, at all reasonable hours, with such assistants (if any), being persons in the service of the Government or any local or other public authority, as he thinks fit, any premises or place where employees are employed or work is given out to out-workers whether unskilled occupation, skilled occupation, semi-skilled occupation and highly skilled occupation in respect of which minimum rates of wages have been fixed under this Act, for the purpose of examining any register, record of wages or notices required to be kept or exhibited by or under this Act or rules made there under, and require the production thereof for inspection;
- (b) examine any person whom he finds in any such premises or place and who, he has reasonable cause to believe, is an employee employed therein or an employee to whom work is given out therein and require any person giving out-work and any out-workers, to give any information, which is in his power to give, with respect to the names and addresses of the persons to, for and from whom the work is given out or received, and with respect to the payments to be made for the work;
- (c) seize or take copies of such register, record of wages or notices or portions thereof as he may consider relevant in respect of an offence under this Act which he has reason to believe has been committed by an employer; and
- (d) supervise the payment of wages to persons employed in any factory or industrial or any other establishment;
- (e) exercise such other powers as may be prescribed;
- (f) Every Inspector-cum-Facilitator shall be deemed to be a public servant within the meaning of the Indian Penal Code (45 of 1860);
- (g) Any person required to produce any document or thing or to give any information by an inspector-cum-facilitator under sub-rule (a) to (e) shall be deemed to be legally bound to do so within the meaning of section 175 and section 176 of the Indian Penal Code (45 of 1860)].

**CHAPTER IX**  
**OFFENCES AND PENALTIES**

49. Officer for holding enquiry— For the purpose of Section 53 (1), the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu may appoint any officer not below the rank of Joint Secretary Labour, Govt. of India or an officer of equivalent rank in the Dadra & Nagar Haveli and Daman & Diu Administration, as the case may be, for holding enquiry in such manner, as may be prescribed by the Central Government.

50. Officer and Manner of imposing fine under sub-section (1) of section 56.-

(1) The Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu may, by notification, appoint any Gazette Officer for the purpose of sub-section (1) of section 56 (hereinafter referred to as the compounding officer) for composition of offences.

(2) 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 Gazette Officer notified under said sub-section (1).

(2) The 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.

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

51. Form of application for the compounding of an offence specified under sub-section (4) of section 56- An accused person desirous of making composition of offence under sub-section (1) of section 56 may make an application in Form VII electronically or manually to the Officer and in such manner as may be prescribed in Rule 50 of the Dadra & Nagar Haveli and Daman & Diu Code on Wages, Rules, 2022.

## **CHAPTER X MISCELLANEOUS**

52. Timely Payment of Wages.- Where the employees are employed in an establishment through contractor, then, it is the duty of the contractor to disburse the wages to his workers before the date of Payment of wages in accordance with the provisions of section 17 and also comply with the other provisions such as EPF, ESI, Labour Welfare Fund and there-after raises a bill, which is often supported by proof of compliances under various labour legislations. After verification of the same, payment is released to the contractor by Principal Employer.

Provided that, in case the contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full as per the provision of section 55 of the Occupational Safety, Health And Working Conditions Code, 2020 and rules made there under by the Union Territory Administration of Dadra & Nagar Haveli and Daman & Diu.

Explanation.-For the purpose of this rule, the expression "principal employer" shall have the meaning as assigned to it in the Occupational Safety, Health And Working Conditions Code, 2020 (NO. 37 of 2020).

53. Repeal and saving. – The Dadra & Nagar Haveli Minimum Wages Rules, 1970 as applicable to the Dadra and Nagar Haveli, the Dadra & Nagar Haveli Payment of Wages Rules, 1977 as applicable to the Dadra and Nagar Haveli, Goa, Daman & Diu Payment of Wages Rules, 1964 as applicable to Daman and Diu and the Goa, Daman & Diu Minimum Wages Rules, 1975 as applicable to Daman and Diu are hereby repealed:

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

By Order and in the name of the Administrator  
of Dadra and Nagar Havel and Daman & Diu



( Priyanshu Singh )  
Director-cum-Deputy Secretary (Labour)  
DNH & DD

Copy to:-

- (1) The Director (IT), Daman for uploading on the Website
- (2) The Joint Secretary (Planning & Statistics), DNH & DD, Daman with request to publish the above notification in the Official Gazette of the UT Administration
- (3) The Assistant Director (OL), Secretariat, Daman with request to translate the above notification into Hindi, so as to publish the same in bilingual.

**53. Repeal and saving.** – The Payment of Wages Rules, 1937 and the Minimum Wages Rules, 1950 are hereby repealed:

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

**FORM-I**

{See rule-17 and rule-43 (1), (2) and (3)}

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

Name of the Establishment:

Name of the Employer:

Name of the Owner:

PAN/TAN of the Employer:

Labour Identification Number (LIN):

Sr. 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 earned	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
Date and Amount of advance made	Purpose for which advance made	Number of installment by which advance to the repaid		Postponement ground	Date on which amount repaid	Remark		
20	21	22		23	24	25		



**FORM-II**

{See rule 41}

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

FOR..... AREA.....

Application No..... of 20.....

Between ABC and (State the number).....others Applicants

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

Address.....

And

XYZ.....

.....

Address.....

The application states as follows:

- (1) The applicant(s) whose name(s) appear in the attached schedule was/were/has/have been employed from .....to..... as.....(category)in.....(establishment) Shri/M/s.....engaged in .....(nature of work) which is/are covered by the Code on Wages, 2019.
- (2) The opponent(s) is/are the employer(s) within the meaning of section 2(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.....  
(a) The applicant(s) has/ have not been paid wages at Rs.....per day for the weekly days of rest from to...  
(b) The applicant(s) has/ have not been paid wages at overtime rate(s) for the period from.....to....  
(c) The applicant(s) has/have not been paid wages for period from.....to.....  
(d) Deductions have been made which are in contravention of the Code, from the wage(s) of the applicant(s) as per details specified in the annexure appended with this application.  
(e) The applicant(s) has/have not been paid minimum bonus for the accounting year.....
- (4) The applicant(s) estimate(s) the value of relief sought by him/ them on each amount asunder:  
(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 42)

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

Before The Appellate Authority  
under the Code on Wages, 2019

A.B.C

Address

..... APPEL  
LANT

Vs.

C.D.E.

Address

..... RESPON  
DENT

**DETAILS OF APPEAL:**

1. Particulars of the order against which the appeal is made :

Number and date:

The authority who has passed the impugned order:

Amount awarded:

Compensation awarded, if any:

2. Facts of the case:

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

3. Grounds for appeal:

4. Matters not previously filed or pending with any other Court or any Appellate Authority:

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

5. Reliefs sought :

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

6. List of enclosures:

1.

2.

3.

4.

Date

Place :

Signature of the appellant.

For office use

-----  
Date of filing or

Date of receipt by post

Registration No.

Authorized Signatory

**FORM IV**

[See rule 43(3)]

EMPLOYEE

REGISTER

Name of the Establishment :  
Employer:

Name of the

Name of the Owner :  
Employer:

PAN/TAN of the

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/S S/U S)*	Type of Employment
1	2	3	4	5	6	7	8	9	10	11	12	13

Mobile No.	UAN	PAN	ESIC IP No.	AADHAA R	Bank A/c Number	Bank	Branch (IFSC)	Present Address	Permanent Address
14	15	16	17	18	19	20	21	22	23

Service Book No.	Date of Exit	Reason for Exit	Mark of Identification	Photo	Specimen Signature/Thumb Impression	Remarks
24	25	26	27	28	29	30

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

**FORM V**

[See rule 44]

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

**ANNUAL RETURN**

**Form No. VI**  
**[See rule 45]**

Return for the year ending the 31<sup>st</sup>December

- (1) Name of the establishment and postal address \_\_\_\_\_
- (b) Name and residential address of the Owner/Contractor \_\_\_\_\_
- (c) Name and residential address of the Managing Agent/  
Director/Partner in charge of the day-to-day affairs  
of the establishment owned by a company, body  
corporate or Association \_\_\_\_\_
- (d) Person responsible for payment of wages  
(name, address, email and phone number)  
\_\_\_\_\_
2. Number of days worked during the year  
\_\_\_\_\_
3. Number of man days worked during the year  
\_\_\_\_\_
4. Total wages paid during the year  
\_\_\_\_\_
5. Details of wages:-  
(i) Gross Wages:-  
(ii) Deductions:-  
(iii) Net wages paid:-  
(iv) Deductions:

Sr. No.	Number of Cases	Total amount	
		Rupees	Paisa
(a)	Fines		
(b)	Deductions for damage or loss		
(c)	Deductions for breach of contract		

6. Balance of fines in hand at the end of the year \_\_\_\_\_
7. Average daily number of persons employed during the year \_\_\_\_\_
8. Arrears of pay in respect of previous year paid during the year \_\_\_\_\_
9. Total Number of Employees:-

	Male	Female	Adolescent (between the age of 14 to 18 years)	Total
Unskilled				
Semi-skilled				
Skilled				
Highly skilled				
Total				

10. Number of Employees eligible for Bonus \_\_\_\_\_
11. Percentage of Bonus declared to be paid \_\_\_\_\_
12. Total amount of Bonus actually paid \_\_\_\_\_
13. Date on which payment paid \_\_\_\_\_
14. Settlement, if any, reached under section 53 (3)  
of 57 (1) of the Industrial Relations Code, 2020 with date \_\_\_\_\_

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

**FORM VII**  
**[See rule 50]**  
**APPLICATION UNDER SUB-SECTION (4) OF SECTION 56 FOR**  
**COMPOSITION OF OFFENCE**

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

Dated:

Applicant  
(Name and signature)

**SCHEDULE A**

**{SeeRule 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 (Arportculturst 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	Trolley man

27	Valveman,
28	Watchman,
29	White Washer,
30	Wooderman,
31	Wooder Woman,
32	Borryman,
33	Coalman,
34	Condenser,
35	Attendant,
36	Grass Cutter,
37	MuchhersJamadars,
38	Condenser Attendant,
39	Shunters
40	Turner,
41	Bajri Spreader,
42	Beater Women,
43	Bell-Woman,
44	Chain Man,
45	Boat Man,
46	Bucket Man,
47	Labourer (Boiler, Cattle Yard, Cultivation, General Loading and Unloading, 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	Messenger (Male / Female)
86	Trammer
87	Caretaker (except in Copper, Chromite and Graphite mines where it is semiskilled)
88	Office Peon /Peon (except in Bauxite Mines)
89	Sweeper (Male / Female)
90	Carrier
91	Number Taker
92	TrolleyTriper
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 categories 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	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	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	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	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	TrolleyJamadar
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	Crowder Man
125	Laboratory Boy
126	Points man 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	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, Shoal, 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 Mixture Mixer
120	Concrete Mixture 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	Distemper, 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
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	Airwinch 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	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 Compentency Certificate under MetalliferousMinesRegulations, 1961).
283	Security Guard (without arms)and other cateogires by whatever name called which are of skilled nature
284	Assistant (Farm)
285	Assistant (Cashier)
286	Librarian
287	Telex or Telephone Operator
288	Hindi Translator
289	Telex or Telephone Operator
290	Hindi Translator
291	Accounts Clerk
292	Clerks
293	Computer/Data Entry Operator
294	Telephone Operator, Typist
295	Store Attendant
296	M. C. Clerk
297	Munshi (Matriculate, Non-matriculate)
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/Data Entry Operator
313	Record Keeper
314	Tracer
315	File Clerk
316	Register Keeper
317	Time Keeper
318	Clerk
319	Munshi
320	Typist and other categories by whatever name called which are of clerical nature

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 Lorry 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