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GOVERNMENT OF KERALA

Labour and Skills (E) Department

NOTIFICATION

No.LBRD-E1/1/2021-LBRD

Dated, Thiruvananthapuram, 14th December, 2021
29th Vrischikam, 1197

The following Draft Rules, which the Government of Kerala proposes to make in exercise of the powers conferred under section 67 of the Code on Wages, 2019 (Central Act 29 of 2019) read with section 24 of the General Clauses Act, 1897 (Central Act 10 of 1897) and in supersession of:-

1. The Kerala Payment of Wages (General) Rules, 1958;
2. The Kerala Payment of Wages (Procedure) Rules, 1958;
3. The Kerala Payment of Wages (undisbursed wages) Rules, 1998;
4. The Kerala Payment of Wages (Procedure) Applications to scheduled Employment Rules 1964;



5. The Kerala Payment of Wages (unclaimed amounts) Rules, 1958;
6. The Kerala Payment of Wages (Manner of recovery of excess deductions) Rules, 1968;
7. The Kerala Payment of Wages (Deductions for National defence fund and defence savings schemes) Rules, 1964; and
8. The Kerala Minimum Wages Rules, 1958;

made by the Government of Kerala under the enactments repealed by section 69 of the Code on Wages 2019, except as respects, things done or omitted to be done before such supersession, are hereby notified, as required by sub-section (1) of section 67, of the said Act for information of all persons likely to be affected thereby and the notice is hereby given that the said draft notification will be taken into consideration after the expiry of a period of forty five days from the date of publication of the draft rules in the Official Gazette in which this notification is published are made available to the public;

Objections and suggestions, if any, may be addressed to the Secretary to Government, Labour and Skills (E) Department, Government Secretariat, Thiruvananthapuram - 695 001.

Objections and suggestions, which may be received from any person with respect to the said Draft Rules before the expiry of the period specified above will be considered by the Government of Kerala.

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CHAPTER I PRELIMINARY

1. Short title, extent and commencement.- (1) These rules may be called the Kerala Code on Wages Rules, 2021.
(2) They extend to the whole of State of Kerala.
(3) They shall come into force after the date of their final publication in the Gazette.
2. Definitions.- (1) In these rules, unless the subject or context otherwise requires,—
 - (a) “appeal” means an appeal preferred under sub-section (1) of section 49;
 - (b) “appellate authority” means the appellate authority appointed by the Government under sub-section (1) of section 49;
 - (c) “authority” means the authority appointed by the State Government under sub-section (1) of section 45;
 - (d) “Board” means the State Advisory Board constituted by the State Government under sub-section (4) of section 42;
 - (e) “Chairperson” means the chairperson of the Board;
 - (f) “Code” means the Code on Wages, 2019 (Central Act 29 of 2019);
 - (g) “Committee” means a committee appointed by the Government of Kerala under clause (a) of sub-section (1) of section 8;



- (h) “day” means a period of 24 hours beginning at midnight;
- (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 State Government, by notification under sub-section (1) of section 51;
- (l) “member” means a member of the Board and includes its Chairperson;
- (m) “Municipal Corporation” means a municipal corporation as notified by the Government of Kerala as per Kerala Municipality Act, 1994;
- (n) “Municipality” means a municipality as notified by the Government of Kerala as per Kerala Municipality Act, 1994;
- (o) “population” means the population as ascertained at the last preceding census of which the relevant figures have been published;
- (p) “portal” means the web portal maintained by the State Government for this purpose of the Code;
- (q) “registered trade union” means a trade union registered under The Trade Unions Act, 1926 (Central Act 16 of 1926);
- (r) “rural area” means the area which is not a municipal corporation or a municipality;
- (s) “Schedule” means the schedule to these rules;
- (t) “section” means a section of the Code;
- (u) “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;
- (v) “skilled occupation” means an occupation which involves skill and competence in its performance through experience on the job or through training as an apprentice or trainee in a professional, educational, scientific, technical or vocational institution and the performance of which calls for initiating and judgment;
- (w) “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 in these rules and but 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 (4) and (6) 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 education of children, medical requirement, recreation and expenditure on contingencies to constitute 25 percent of minimum wages;

(2) When the rate of wages for a day is fixed, then, such amount shall be divided by eight for fixing the rate of wages for an hour and multiplied by twenty six for fixing the rate of wages for a month and in such division and multiplication the factors of one-half and more than one-half shall be rounded as next figure and the factors less than one-half shall be ignored.

4. Norms for fixation of minimum rate of wages.- (1) While fixing the minimum rate of wages under section 6, the State Government shall divide the geographical area concerned into three categories, such as the municipal corporation, municipality and the rural area.

(2) The State Government shall constitute and notify a Technical Committee under sub-section (6) of section 6 for the purpose of advising the Government in respect of skill categorization, which shall consist of the following members, namely:-

- (i) Labour Commissioner - Chairperson;
- (ii) Director of employment or nominee, Government of Kerala - member;
- (iii) Joint Secretary to the Government of Kerala, Labour and Skills Department - member;
- (iv) a representative from the Government of Kerala, dealing with skill development;
- (v) two experts in wage determination from State Government - members;
- (vi) Secretary, State Advisory Board – Member; and
- (vii) Additional Labour Commissioner of the Labour Department - Member Secretary.

(3) The State Government shall, on the advice of the technical committee referred to in sub-rule (2), categorize the occupations of the employees into four categories of unskilled, skilled, semi-skilled and highly skilled by modifying, deleting or adding any entry in the categorization of such occupation specified in Schedule A.

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



(5) The State Government shall from time to time notify the category of workers, considering the arduousness of work or hazardous occupation or process or underground work and additional rate of wages entitled by such workers.

5. Time Interval for revision of dearness allowance.- The dearness allowance payable to employees on minimum wages shall be revised in every April and October on the basis of cost of living allowance and cash value of concession in respect of essential commodities of the preceding six months.

Explanation.- Dearness allowance payable from every April to September shall be computed in accordance with the average of consumer price index for the previous October to March and that from every October to March shall be computed in accordance with the average of Consumer Price Index for the previous April to September.

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 ten and half hours on any day:

Provided that the Labour Commissioner may for the reasons to be specified in writing increases the spread over up to twelve hours.

(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 notified by the State Government.

(4) Nothing in this rule shall be deemed to affect the provisions of the Factories Act, 1948 (Central Act 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 proviso to this sub-rule, any day on which an employee is required to attend for work but is given only an allowance for attendance and is not provided with work, a day on which an employee is laid off on payment of compensation under the Industrial Disputes Act, 1947 (Central Act 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 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, the District Labour Officer 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. Any person aggrieved by such order may file an appeal before the Joint Labour Commissioner having jurisdiction over the area:

Provided further that in case of an employee governed by a piece-rate system, the wages for the rest day, or the substituted rest day, as the case may be, shall be such as the State Government may, from time to time determine having regard to the minimum rate of wages fixed under the Code, in respect of the employment.

Explanation.- In this sub-rule 'next preceding day' means the last day on which the employee has worked, which precedes the rest day or the substituted rest day, as the case may be; and where the substituted rest day falls on a day immediately after the rest day, the next preceding day means the last day on which the employee has worked, which precedes the rest day.

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



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

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

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

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

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

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

- (i) the spread over of the hours of work of the employee shall not exceed 12 hours in any day; and
- (ii) the actual hours of work excluding the intervals of rest and the periods of inaction during which the employee may be on duty but is not called upon to display either physical activity or sustained attendance shall not exceed eight 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 FLOOR WAGES

11. Applicability of floor wages.- Every employer shall pay to his employee, with respect to whom minimum rate of wages has not been fixed under Section 6 of the Code, wages not less than the national floor level wages fixed by the Central Government under sub-section (1) of section 9.

CHAPTER IV PAYMENT OF WAGES

12. Payment of wage.- Every employer shall pay wages in current coin or currency notes or by cheque or by crediting the wages in bank account of the employee or by the electronic mode and shall maintain a register in Form I.



13. Payment of Wages through Information Technology enabled wages payment system.- (1) Every employer of an establishment notified in Schedule B by the State Government shall submit electronically a register of employment and Wages in Form I A through the portal maintained for this purpose.

(2) The employers of the scheduled employments specified under sub-section (1) shall pay and disburse the wages to the employees only through individual bank accounts of the employees.

(3) The Information Technology enabled register of employment and wages in Form I A shall be authenticated by the employer or any person authorized by in this behalf prior to the submission of the same through the portal maintained for this purpose.

(4) The Inspector-cum Facilitator shall electronically authenticate Form I A submitted through the portal maintained for this purpose. Such forms shall be maintained as duly signed hard copies by the employer or maintained as such in an electronic media:

Provided that a print out of the Form I A duly signed by the employer shall be made available to the Inspector-cum Facilitator on demand.

(5) The employers shall ensure that the bank account details of his employees are entered in Form I A for effecting payment of wages through bank.

(6) The register of employment and wages in Form I A shall be electronically submitted through the portal maintained for this purpose for crediting of wages in the individual bank accounts of the employees.

(7) Employers of the Scheduled B establishment shall issue electronically generated wage slip in Form IV to all its employees through the portal maintained for this purpose at least a day prior to the payment of wages.

(8) No employer shall make, cause or allow in any record, register, notice or form in written or in electronic format prescribed and entry which is false to his knowledge in any material particulars or not shall willfully omit cause or allow to be omitted from any such record, register, notice or form, an entry required to be made therein.

14. Recovery under sub-section (4) of section 18.- Where the total deductions authorized under sub-section (2) of section 18 exceed fifty per cent of the wages of an employee, the excess shall be carried forward and recovered from the wages of succeeding wage period or wage periods, as the case may be, in such installments so that the recovery in any month shall not exceed fifty per cent of the wages of the employee in that month.

15. The authority under sub-section (1) of section 19.- The Additional 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.

16. 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 place in the premises of the work place in which the employment is carried on, so that every employee concerned would be able to read easily the contents of the notice and a copy of the notice shall be sent to the Inspector-cum-Facilitator having jurisdiction.

17. The procedure under sub-section (3) of section 19.- The employer shall give an intimation in writing specifying therein detailed particulars for obtaining the approval of the imposition of fine to the Additional Labour Commissioner referred to in rule 15 who shall, before granting or refusing the approval, give opportunity of being heard to the employee and the employer concerned.



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

(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 provisions of the Code or the rules made thereunder, he shall initiate appropriate action under the Code against the employer.

19. 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.

20. 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 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 or Form I A .

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

CHAPTER V

STATE ADVISORY BOARD

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

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



(3) The independent persons specified in clause (c) of sub-section (6) of section shall consist of the following, namely:-

- (i) Two members of the Labour Department having expertise in wages and labour related matters;
- (ii) Two members whom shall be a professional in the field of skill development; of which one person shall be from the Department of National Employment Services, Kerala or Industrial Training Department;
- (iii) One member from the Department of Economics and Statistics;
- (iv) One member from the Department of Women and Child Development;

(4) The State Government may by notification appoint one among the members specified in sub rule (3) as Chairperson of the Board.

(5) The State Government shall, while constituting the Board, take into account that one-third of its members shall be women.

23. Meeting of the Board.- The Chairperson may, subject to the provision of rule 29, call a meeting of the Board, at any time as 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.

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

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

25. Function 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.

26. Quorum.- No business shall be transacted at any meeting unless at least one-third of the members and at least one representative member each of both the employers and an employee are present:

Provided that, if at any meeting less than one-third of the members are present, the Chairperson may adjourn the meeting to a date not later than seven days from the date of the original meeting and it shall thereupon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members present:



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

27. 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.

28. 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.

29. 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 as possible after the meeting and in any case, not less than seven days before the next meeting.

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

30. 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.

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

32. Term of office of members of the Board.- (1) The term of office of the Chairperson or a member, as the case may be, shall be normally two years commencing from the date of his appointment or nomination under sub-section (4) of section 42:

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

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



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

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

33. Travelling allowance.- A member of the 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 Grade A of the State Government.

34. Officers and Staff.- The State Government shall appoint an officer of Labour department not below the rank of Joint Labour Commissioner, who shall be the Secretary to the Board and its Chief Executive Officer. The State Government shall also appoint officers and staff to the Board or Committee, as it may think necessary for the function of the Board or Committee.

35. 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 not more than total two terms.

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

(2) A resignation shall take effect from the date of communication of its acceptance or on the expiry of 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 State Government immediately and the State Government shall, then, take steps to fill the vacancy in accordance with the provisions of the Code.

37. 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.

38. 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 as to whether a disqualification has been incurred under sub-rule (1), the decision of the State Government thereon shall be final.



CHAPTER VI PAYMENT OF DUES AND CLAIMS

39. 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 Deputy Labour Commissioner having jurisdiction over the area, 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.

40. Deposit of the undisbursed dues under clause (b) of sub-section (1) of section 44.- (1) Where any amounts 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 Deputy Labour Commissioner having jurisdiction before the expiry of the fifteenth day after the last day of the said period of six months.

(2) The amounts referred to in sub-rule (1) shall be deposited by the employer with the Deputy Labour Commissioner having jurisdiction through bank transfer or through a crossed demand draft obtained from any scheduled bank in India drawn in favour of such Deputy Labour Commissioner.

41. 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 40 (hereinafter in this rule referred to as the amount) deposited with the Deputy Labour Commissioner having jurisdiction shall remain with him and be deposited in the State Government treasury or in a scheduled bank.

(2) The Deputy Labour Commissioner having jurisdiction will exhibit, as soon as may be possible, a notice containing such particulars regarding the amount as the Deputy Labour Commissioner considers sufficient for information at least for fifteen days on the notice board and also publish such notice in official website or in gazette.

(3) Subject to the provision of sub-rule (4), the Deputy 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 Deputy 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 one year after publication, the amount shall be transferred to the Kerala Labour Welfare Fund Board for promoting the welfare of Labour. If any claim arises within the seven years from the date of such deposit, notwithstanding anything contained in the sub-rule (3), the Deputy Labour Commissioner may decide and direct the Chief Executive Officer of Board to disburse the amount to the claimant.



42. Authorities.- (1) The Authority specified under sub-section (1) of section 45 of Code shall be Deputy Labour Commissioner having jurisdiction over the area.

(2) The Joint Labour Commissioner having jurisdiction of the area shall be the Appellate Authority as per sub-section (1) of section 49 of the Code.

CHAPTER VII FORMS AND REGISTERS

43. 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.

44. Form of Appeal.- (1) Any person aggrieved by an order passed by the authority under sub-section (2) of section 45 of code 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:

Provided that no appeal by an employer shall be admitted unless the claim amount ordered is deposited, before the appellate authority or on production of receipt of deposit of amount before the authority.

(2) The amount to be deposited as per sub-rule (1) of rule 51 shall be in the manner as directed by the State Government from time to time in this behalf.

45. Register of Wages and deductions.- (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 or electronically in Form I A as the case may be appended to these rules and the authority referred to in the said sub-section (8) shall be the Additional Labour Commissioner having jurisdiction.

(2) All deductions and all realization referred to in sub-section (3) of section 21, sub-section (1) of section 50 shall be recorded in a register to be kept by the employer in Form- I or Form I A appended to these rules, electronically or otherwise.

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

47. Muster Roll.- Every employer shall maintain a Muster Roll in Form V under sub-section (1) of section 50.

48. Employee Register.- Every Employer not included in Schedule B shall maintain a register of employees in Form VI.



CHAPTER VIII ENQUIRY AND COMPOUNDING

49. Power to hold enquiry.-

(1) The State Government shall appoint an officer in the rank of Additional Labour Commissioner of the Labour Department as an officer for holding enquiry under sub-section (1) of section 53.

(2) The State Government shall appoint subordinate officers and staffs to the officer appointed under schedule (1), as it considers necessary for the efficient discharge of its function under this Code and Rule.

50. Manner of holding enquiry under sub-section (1) of section 53.- The manner of holding enquiry shall be as prescribed by the Central Government.

51. Compounding of Offences.- The State Government shall notify as many officers not below the rank of District Labour Officer as an officer for compounding of offences as compounding officer under sub-section (1) of section 56.

52. Manner of compounding of offences by the officer specified under sub-section (1) of section

56.- (1) The accused person if intent to compound the offence alleged against him under clause (a) and (c) of sub-section (1) and sub-section (2) of section 54 may submit an application in Form VII to the officer notified by the Government for the purpose of compounding of offences under rule 51.

(2) If prosecution is pending before the Judicial First Class Magistrate Court under sub-section (2) of section 52 or enquiry commissioner appointed under sub-section (1) of section 53 of the code, the compounding officer shall sent an intimation of the receipt of application for composition to the court concerned or the enquiry officer.

(3) The Compounding officer, after due enquiry, found that the offence is compoundable, issue an order of composition directing to deposit the amount within fifteen days from the date of receipt of order.

(4) On receipt of the amount of composition the compounding officer shall issue an intimation in writing to the Judicial First Class Magistrate Court or the officer for enquiry appointed under sub-rule (1) of rule 49, as the case may be where the prosecution or enquiry is pending to discharge the accused.

(5) In case, if the accused person failed to deposit the compounding amount within the time prescribed, in sub-rule (3), he is liable for a fine according to sub-section (7) of section 56.

(6) In case, if the accused person failed to deposit the composition amount as per sub-rule (3) and (5), the compounding officer shall issue a certificate for that amount to the District Collector concerned who shall recover the same as arrears of land revenue.

CHAPTER X MISCELLANEOUS

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



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

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

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

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



FORM-I
[See rules-12, rule-45(1) and (2)]
Register of wages and Deduction

Sl. no.	Name of employee	Father's/ Husband's name	Sex	Designation / Department	Category (H/S/SS/ US)*	Total no. of days worked during the period	Rates of wages			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 overtime worked or production in case of piece workers	Overtime Earning	Total amount of wages Paid
							Basic	DA	Allowances							

***Note: H – Highly Skilled, S – Skilled, SS – Semi Skilled, US - Unskilled**



FORM-I A
[See rules-13, rule-45(1) and (2)]
Register of Wages and Deduction

Employee code	Employee name	Name of father /husband	Sex	Date of Birth	Address	Photo	Identification Mark	Designation	Category (HS/S/SS/US)	Designation code/ grade as in Government Order	Date of joining	Education Qualification	Date of Exit	Reason for Exit
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Mobile Number	E-mail ID	Bank Name	IFSC Code	Bank Account Number	Days of attendance	Loss of pay days	Number of weekly off granted	Number of Leave granted	Basic	DA	HRA	City Compensation allowances	Gross Monthly Wages	Overtime wages
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Leave wages	National and Festival Holidays wages	Arrear paid	Bonus	Maternity Benefit	Other Allowances	Advance	Total Amount	Employees Provident Fund	Employees State Insurance	Advances	Welfare Fund	Professional Tax	Tax Deducted at source	Deduction of Fine
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45



Deduction for Loss and Damages	Other Deduction	Total Deduction	Net wages paid	Date of payment	Remarks	EPF No.	ESI No.	Election ID No.	Aadhar No.	Loan Payment	Loan Recovery	Signature/Thumb Impression		
46	47	48	49	50	51	52	53	54	55	56	57	58		



FORM-II

[See rule 43]

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

FOR..... (REVENUE DISTRICT)

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

Between

A.....B.....C..... and (State the number).....other.....Applicant
(Through employees concerned or registered trade union or inspector cum facilitator)
Address.....

And

XYZ.....
.....
Address.....

The application states as follows:

- The applicants whose names appear in the attached schedule were/have been employed fromto..... as.....categories in.....(establishment) Shri/M/s.....engaged in (nature of work) which is/are covered by the Code on Wages, 2019.
- The opponent(s) is/are the employer(s) within the meaning of section 2(1) of the Code on Wages, 2019.
- (a)The applicants have been paid wages at less than the minimum rates of wages fixed for their category (categories) of employment(s) under the Code by Rs.... Per/day for the period(s) from.....to.....
- The applicants have not been paid wages at Rs..... Per/day for the weekly days of rest fromto...



- The applicants have not been paid wages at overtime rate(s) for the period from.....to....
- The applicants wages have not been paid for the following periods fromto
- The amount of rupeeshas been illegally deducted from the applicant's wages for the period from...to....
- The applicant/applicants has/have not been paid minimum bonus for the accounting year

• The applicants estimate the value of relief sought by them on each amount as under:

- Rs.....
- Rs.....
- Rs.....
- Rs.....
- Rs.....
- Rs.....

Total Rs.....

- The applicants, therefore, prays that a direction may be issued under section 45(2) of the Code on Wages, 2019 for;
- payment of the difference between the wages payable under the Code and the wages actually paid,
- payment of remuneration for the days of rest
- payment of wages at the overtime rates,
- compensation amounting to Rs.....
- The applicants do hereby solemnly declare that the facts stated in this application are true to the best of their knowledge, belief and information.

Dated.....

Signature or thumb-impression of the
employed Person, or official of a
registered trade union duly authorized.



FORM III

(See rule 44)

Appeal under sub-section (1) of section 49 of the
Code on Wages, 2019 before the Appellate Authority under the
Code on Wages, 2019

A.B.C

Address.....APPELLANT

Vs.

C.

D.

E.

Address.....RESPONDENT

DETAILS OF APPEAL:

- 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
- 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).
- Grounds for appeal:



- 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.

- Reliefs sought:

In view of the facts mentioned above the appellant prays for the following relief(s) :-

(Specify below the relief(s) sought)

- List of enclosures:

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

Date :

Place :

Signature of the appellant.

For Office Use

Date of filing or

Date of Receipt by Post Registration No.

Receipt with date/amount deposited

Authorized Signatory



FORM IV
[See rule 46]
WAGE SLIP

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

1. Name of employee		
2. Father's/husband's name		
3. Designation/category		
4. Date of entry in to service		
5. UAN		
6. Bank Account No.		
7. Wage period		
8. Rate of wages payable: a. Basic	b. D.A.	c. other allowances
9. Total attendance/unit of work done		
10. Overtime wages		
11. Gross wages payable		
12. Total deductions: a. PF	b. ESI	c. Other
13. Net wages paid with date		

Employer / Pay-in-charge signature



FORM V
[See rule 47]
Muster Roll

Name of establishment.....

Place

Sl No.	Name	Father's/Husband's Name	Sex	Date of Entry in Service	Designation/category						Remarks
						1	2	3	4	5	



FORM VI
[See rule 48]
EMPLOYEES REGISTER

Name of the Establishment-----
Name of Employer-----
---LIN-----

Sl. No.	Employee Code	Name	Gender	Father's/Spouse Name	Date of Birth	Nationality	Education Level	Date of Joining	Designation
1	2	3	4	5	6	7	8	9	10

Category (HS/S/S S/US)	Type of Employment	Mobile Number	UAN	PAN	ESIC IP	LWF	AADHAAR	Bank A/c Number	Bank	Branch (IFSC)	Present Address	Permanent
11	12	13	14	15	16	17	18	19	20	21	22	23

Date of Exit	Reason for Exit	Mark of Identification	Photo	Specimen Signature/Thumb Impression	Remarks
24	25	26	27	28	29



FORM VII

[See rule 52]

APPLICATION UNDER SUB-SECTION (4) OF SECTION 56 FOR COMPOUNDING OF OFFENCES

- 1. Name of applicant
- 2. Father's/Husband's name of the applicant.....
- 3. Address of the applicant
- 4. Mobile No./e-mail
- 5. Name, address, Mobile No. and e-mail of Complainant
- 6. whether any case pending before any authority or Court in the same matter

If Yes, Particulars

- Particulars of the offence.....
.....
- Section of the Code under which the offence is committed and maximum fine provided for the offence under the Code
 - 1.
 - 2.
 - 3.

- Whether the offence is first offence or the applicant had committed any other offence prior to the offence, if had committed, then, full details of the offence
.....
.....
.....



- Any other information which the applicant desires to provide and the prayer of the applicant

.....
.....
.....

Dated:

Applicant (Name and signature)



SCHEDULE A
(See rule 4(3))

Sl. No	UNSKILLED
1	Aayah/Conductor (School)
2	Appraiser
3	Art Helper
4	Assistant /helper
5	Assistant Barman
6	Assistant Fitter
7	Assistant Jobber
8	Assistant steward
9	Assistant wireman
10	Attender (Workshop)
11	Aayah
12	Band Saw, Resaw and Circular Saw Helper
13	Beedi making
14	Bill Collector
15	Binder
16	Blender (Tea Shop)
17	Block maker
18	Blower in oil mill
19	Boatman
20	Boiler Assistant
21	Boiler attender (Ayurvedic)
22	Bottle Cleaner
23	Bottle filter
24	Buffer
25	Butcher cum sales man
26	Canteen outdoor supplies



27	Cart putter
28	Cash Loading Executive
29	Casting Worker
30	Chakworker
31	Chopping Machine Operator
32	Clay mixer and slicer
33	Cleaner
34	Collection Agent
35	Concrete Work (Metal Shoveling, Loading Sand and Cement, Concrete Mixture Preparation)
36	Cook (Mid Day Meals)
37	Cooper
38	Copiest
39	Crased Ridge Cesser
40	Creasors
41	Cross Cutting (Match Industries)
42	Cross Cutting Operator Assistant
43	Cutter man
44	Deforesting
45	Delivery man
46	Depot Assistant
47	Despatch worker
48	Dhobi
49	Depot Worker
50	Domestic work
51	Dressers
52	Dry cleaner (Laundry and Dry Cleaner)
53	Drying and Folding worker
54	Drying room attender
55	Drying yard stacker
56	Dye House worker



57	Dying yard stacker
58	Errand Boy
59	Fertiliser loading
60	Fibre Drying Worker
61	Fillerman (Oil measurers)
62	Filling Marker
63	Fixing worker
64	Flower maker
65	Framing worker
66	Frying man (sweet stall)
67	Fuel Filling Worker
68	Gardener
69	Gate Keeper
70	General Worker
71	Godown keeper unskilled
72	Greaser
73	Grinder
74	Ground man
75	Handsawer Assistant
76	Harbour Craft Worker
77	Helper
78	Hollman
79	Ice, Ice fruit and soft drinks maker
80	ironing worker
81	JCB Helper
82	Kitchen Assistant
83	Kitchen Helper
84	Labelling/Packing
85	Lamination worker
86	Lascar (boat)
87	Lead plater



88	Levelling Patta Mattal Worker
89	Light boy
90	Light Boy/Unit Boy
91	Loading /Unloading worker
92	Loading Concrete Mixture, Concreting, Bund for stopping water)
93	Marketing worker
94	Marking and Number Man
95	Mazdoor
96	Mess Boy
97	Milk Collectors
98	Milk vendors
99	Milking man
100	Moulder Helper
101	Mounting worker
102	Office Assistant
103	Officer Attender/attender
104	Oil pasting worker
105	Oiler
106	Out worker
107	Packer
108	Pantryman
109	Paper Finisher
110	Parpadakam maker
111	Paynil Worker
112	Peeling Driver
113	Peeling man (Meat and Fish)
114	Peon
115	Peon/General Worker
116	Photo copier operator
117	Pour loading
118	Press boy



119	Production helper
120	Recovery Assistant
121	Rexine cutter
122	Room boy
123	Rubber Splitting worker
124	Sales Assistant
125	Sanitary Worker/Scavenger
126	Saw Dust Remover
127	Shop Assistant
128	Side room attender
129	Slicer
130	Sorter (crummy bay)
131	Spreading and Rolling Worker
132	Stitching Assistant
133	Store Attender
134	Store helper
135	Studio Assistant
136	Studio attender
137	Studio boy
138	Supplier
139	Supply Boys
140	Sweeper
141	Tapalman
142	Tea Chest Makers
143	Telephone attender
144	Tile conveyor man
145	Tile Receiver
146	Tinker
147	Tyre shaper (Tyre resoling, retreading, tube valcunising)
148	Umbrella maker
149	Van Cleaner



150	Veneer Cutting (Match Industry)
151	Washerman
152	Watcher/Watchman/helper
153	Water boy
154	Weaving Assistant
155	Wire boy
156	Workmen spreading wet trick
157	Yard Mazdoor
158	Yard worker (Oil mill)

Sl.No.	SEMI SKILLED
1	Accountant Gr - III
2	Air Condition Mechanic
3	Aluminium Fabricator
4	Amble mixer
5	Anodizer
6	Art Assistant
7	Assistant Art Director
8	Assistant Band & Re saw Operators
9	Assistant Beautician/Hair Dresser
10	Assistant Boiler Operator
11	Assistant Carpenter
12	Assistant Internal Auditor
13	Assistant Warden
14	Audio Visual Operator
15	Autorickshaw Driver
16	Auxiliary Nurse
17	Auxiliary Nurse Cum Mid Wife (Un Registered)
18	Axe man
19	Back sizer



20	Bailing Worker
21	Baker
22	Bamboo/Reeds/Ratoon Collector
23	Bamboo ornament worker
24	Band saw operator
25	Bandari
26	Barber
27	Basket sticker
28	Battery Setting/ Reconditioning Worker
29	Bedman
30	Bench Fitter
31	Bhasmom Pakapeduthunnayal
32	Bill Collector
33	Binder
34	Blacksmith
35	Boat rower
36	Bobbin Carrier
37	Boiler (Smithy/Boiler Attendant)Class II
38	Boiler Assistant
39	Boiler Attender
40	Boiler Fireman
41	Boiler man/ Boiler Operator (Steam)
42	Boiler Operator Gr-II
43	Booking Clerk
44	Box Nailer
45	Brick Mason Laterite Mason
46	Budding
47	Butler
48	Business Associate
49	Calender Section Workers
50	Camera Assistant



51	Camera Equipment Assistant
52	Camera Technician Gr-II
53	Candle maker
54	Cane furniture worker
55	Canvasser
56	Carpenter Gr - II
57	Carving Workers
58	Cashier cum Sales man (Petrol pump)
59	Cashier Gr - II
60	Casting Worker
61	Chappal Maker
62	Chappal maker non mechanic
63	Chappal repairer
64	Charcoal burning worker
65	Cheaper
66	Checking Inspector (Milk)
67	Chisel Numbering of wood
68	Checker (Beedi making)
69	Cinema Theatre operator
70	Circular Saw Operator
71	Circular Saw Operator cum Sharpner
72	Clerk Gr - II
73	Clicking worker
74	Clipper Machine Operator (Power)
75	Clippers
76	Club Placer in Revolving press
77	Cobbler
78	Competent Person (Pharmacist)
79	Composer
80	Compounder Assistant/Compounder AID
81	Compounder



82	Computer Operator Gr - II
83	Concrete associated Skilled Workers (Bar Cutting, Bar Bending, Board/Sheet fixing)
84	Concrete Conveyor Operator
85	Concrete Mason
86	Concrete Mixing Operator
87	Cook Gr-II
88	Copper Smith/Bronze Smith / Iron Smith Gr-II
89	Coremaker
90	Craftman Assistant
91	Craftsman Gr-II
92	Crane Driver Gr II
93	Crate Maker
94	Cresh Attendant
95	Cross Cutter
96	Cross Cutting machine operator (Packing Case)
97	Curling workers/Fibre Twisting (Rolling) workers
98	Curtain maker
99	Customer Care
100	Customer Care Executive
101	Customer Service Executive
102	Cutter and Rewinder Operator (Paper production)
103	Cutter cum pattern maker Gr-II
104	Cutter Hardware
105	Cutters (Cloth cover section)
106	Cutting Press worker
107	Cutter Cum Pattern maker Gr-II
108	Cycle Mechanic
109	Cycle Rickshaw Tyre - Foaming Workers
110	Cycle Tyre case forming workers
111	Cylinder Borer



112	Cylinder Delivery Boy
113	D.T.P Operator
114	Dance Assistant
115	Dark Room Assistant
116	Dark Room man
117	Data Processing Assistant
118	Deputy Warden
119	Designer Gr-II
120	Drier Attendant
121	Driller
122	Dust Floor Press Operator
123	Dye Maker Gr II
124	ECG Assistant
125	Elastingman
126	Electrician Gr - II
127	Electronic Mechanic Gr II
128	Electroplater
129	Electric Machine Mechanic/Repair/Service Worker Gr II
130	Electric Motor Winder
131	Emboser
132	Engraver
133	Eracotor
134	Excavator Operator
135	Executive House Keeper
136	Extruder (Plastic Industry)
137	Extrusion Workers
138	Fabricator Gr-II
139	Fashioning, Treatment of Debarking worker in Ascu treatment plant
140	Field Assistant
141	Fight Assistant
142	Film Representative



143	Finger Car Operator
144	Fireman Gr II
145	Fitter Gr-II (Mechanical Section)
146	Floor Supervisor
147	Foundary Moulder
148	Frame worker (one)
149	Fuel Injection Assistant
150	Furnace man
151	Galvaniser
152	Garden Worker
153	Gardener
154	Gas Cutter
155	Gear Hobbing Operator
156	Generator operator
157	Generator Operator (Film)
158	Glue Mixer
159	Godown Keeper
160	Granite Mason
161	Graphic designer Gr-II
162	Grinder (Rough Work)
163	Grinding (cashew)
164	Gulika Uruttunaanyal
165	Hair Dresser/Beautician
166	Hammerman
167	Hand Planning man
168	Hand Saver
169	Hardware technician
170	Heat sealing operator
171	Heat Sealing Operators in Polythene Packing
172	Herbarium Keeper
173	Home Nurse



174	Honey Collecting
175	Hose-making Workers
176	Hospital AID/OP Assistant
177	Hullerman (Rice Mill)
178	Ice man
179	Instant Mechanic
180	Insurance Agent/Adviser
181	Insurance Assistance
182	Insurance Promoter
183	Iron Cutting Operator
184	Jetty Supervisor
185	Jobber - Handloom
186	Jobber/Fitter
187	Jointer Operators
188	Jump Saw Operator
189	Junior Accountant
190	Junior Assistant
191	Junior Assistant/Executive
192	Junior Auditor
193	Junior Credit Officer
194	Junior Executive
195	Junior Officer
196	Junior Recovery Officer
197	Kitchen Supervisor II
198	Kiln drawer
199	Kiln Fire Maker
200	Kiln Setter
201	Lab Assistant
202	Laboratory Assistant
203	Laboratory Section workers engaged in weighing of chemicals
204	Lathe Worker



205	Lap checker
206	Library Assistant
207	Library Attender
208	Life Guard
209	Lift Operator
210	Loom Operator
211	Machine Operators, including Machine Operators in Foam Section
212	Machinist
213	Mahout Grade II (Elephant)
214	Manager Gr-II
215	Matweaver (Bamboo)
216	Maystry Gr-III
217	Mechanical Fitter
218	Mechanised Sawing Gr-II
219	Machine man (Tyre repairing, resoling)
220	Mercking worker
221	Mess Manager
222	Metal Roof Welder
223	Metal Sprayer
224	Mid Wife
225	Mike Operator
226	Milk tester
227	Milling Machine Operator
228	Millman
229	Mixer Machine Operator
230	Mixing Machine Operator (Food Processing)
231	Mixing Mill Workers
232	Moulder
233	Moulder (Copper and Brass vessel shops)
234	Moulding press operator
235	Moulding workers including Moulding Press Operators



236	Multiple Rip Saw Operator
237	Nursing AID/Nursing Assistant Gr-II
238	Nursing Assistant
239	Nursing Orderly
240	Off Bearers in the Drier Machiner
241	Officer Gr-II
242	Oil extracters/Oil Expeller
243	Ophthalmic Assistant
244	Packer
245	Packing cases saw operator
246	Packing Cases saw operator Assistant
247	Painter
248	Painter (Hand)
249	Painter Gr-II
250	Paintsman
251	Pattern maker
252	Paving of bar, Tying of bar
253	Peeling Operator
254	Peering Machine Operator
255	Pencil Sort Sizer
256	Personal Assistant
257	Personal Secretary
258	Pharmacist AID/Pharmacy Assistant
259	Pharmacist Gr-II
260	Photo Frameman
261	Photo Framing Worker
262	Photography Gr-II
263	Physical/Yoga Assistant
264	Placement Assistant
265	Plainer
266	Planning Machine Operator



267	Plant / Machine Operator Gr-II
268	Plasting worker
269	Plumber Gr -II
270	Polisher Gr-II
271	Pool Assistant
272	Post Extension Operator
273	Pottery workers
274	Power Hammerman
275	Power Laundry attender
276	Power Raw Cutter
277	Press Operator
278	Pressing worker
279	Printing Technician Gr-II
280	Processing Supervisor Gr-II
281	Production Boy
282	Production Line Workers
283	Production worker
284	Pruner
285	Publicity Worker
286	Pump operator
287	Pump Worker
288	Punchman
289	Purchase Co-ordinator
290	Quality checking Assistant
291	Radiator Worker
292	Radio Mechanic
293	Refrigerator /Air conditioning Mechanic
294	Raft making worker
295	Rebutting worker
296	Receptionist
297	Record Attender



298	Record Keeper
299	Reflectionary man
300	Repairer
301	Resaw Operator
302	Retoucher Artist
303	Riveter
304	Roaster Grinder
305	Roller men (Rubber Mixing Mill Workers, Mixing Mill Operators, Rubber Mixing)
306	Roller Section Workers
307	Room Supervisor
308	Route Manager
309	Rubber Tappers
310	Sales Officer
311	Sales Promotion Employee
312	Sales Representative
313	Sales Supervisor
314	Salesman in manufacturing Ornaments/Jewellery
315	Sanding Operator
316	Saw Dector and Saw sharpner
317	Scrap Rubber miller
318	Screen printer
319	Screw Ridges Press Operator
320	Security Guard without arm
321	Seviceman/Cashier
322	Sharpener
323	Sheet Binder
324	Sheet Cutter
325	Sheeting Section Workers and Workers engaged in mixing of raw materials
326	Shift Controller/Shift in charge



327	Shoe maker
328	Signalman/Gangman
329	Sire Bull Caretaker
330	Sleeve Polisher
331	Slotter
332	Soaking and sizing worker
333	Soap maker
334	Sorter
335	Specimen Collector
336	Spicer Operator
337	Spinner
338	Spray Painter
339	Stacking
340	Stand Assistant
341	Steam Operator
342	Steamer Supervisor
343	Stenciler
344	Stenographer/ Typist Gr - II
345	Sterilixer
346	Steward
347	Sticker (Oil Mill)
348	Stitchers (Cloth covers sections that is for beds, pillows, cushions, back rests etc.)
349	Stitchers in Tyre Retreading Section
350	Stitching worker
351	Store Keeper
352	Store clerk
353	Store man
354	Straitner
355	Suit Case maker
356	Supervisor Gr-II



357	Supporting Artist
358	Sawyer
359	Sweet maker
360	Switch Box Making, Round Block Making Workers
361	Table Maid/Ward Supplier
362	Table off Bearers in peeling machiner
363	Tailor Gr-II
364	Tally Clerk
365	Taxidermist
366	Tea maker
367	Technician Musical Instruments
368	Telephone Operator
369	Theatre Assistant
370	Therapist Assistant
371	Ticket Seller
372	Tile Worker
373	Tile/Marble/Granite Mason
374	Tilting Machine Operators
375	Timber Cutter
376	Timber Loading and Unloading
377	Timber Staking
378	Time Keeper
379	Tin Filler
380	Tin smith
381	Tinker
382	Toddy Tapper
383	Tool Maker
384	Transcriptionist
385	Treatment Processor
386	Treatment worker
387	Tree Climber



388	Trimming Workers including workers engaged in Strap trimming and assembling of chappals
389	Trolley Turner/Puller
390	Trolley Puller
391	Trolley worker
392	Turner Gr-II
393	TV/VCR/VCP Mechanic
394	Typist Clerk
395	Typist Telephone Operator
396	Tyre and Tube making workers
397	Umbrella Assembling Worker
398	Umbrella Repairing
399	Upholstery maker
400	Upholstery(Art) Worker
401	Valla Maker
402	Valve Grinding Worker
403	Vehicle Supervisor
404	Veneers Treating Operators
405	Vibrating Machine Operator
406	Video Editor - Gr -II
407	Video Grapher Gr-II
408	Vulcanizer including those working in vulcanizing press
409	Vulcanizers, Moulders, Tyre Examiners, Buffers and Solutioners in Tyre Retreading section of the Industry
410	Vulcanizer
411	Warper
412	Waste treatment plant operator
413	Weaver
414	Weaving Guide, Spinning Instructor, Dyeing Assistant
415	Weigh Bridge Operator
416	Weighingman (Steel & Aluminium vessels)



417	Welder
418	Wheel Turner
419	Winchman
420	Winder Gr-II
421	Wire Drawer
422	Wireman
423	Wood Cutter
424	Wood turner
425	Workers doing finishing work of the products
426	Workers engaged in Budding, Grafting and preparation
427	Workers engaged in Drag Rope
428	Workers Rock Breaking
429	Workshop Attenders
430	X-ray Assistant
431	Yard Supervisor

Sl. No.	SKILLED
1	AC Mechanic Gr-I
2	Accountant Gr - II
3	Administration Assistant
4	Ambulance Driver
5	Analyst
6	Armature/Motor Winder
7	Artist
8	Artist (Studio)
9	Ascue treatment Plan Operator
10	Assembler



11	Assistant Credit Officer
12	Assistant Foreman/Assistant Supervisor Gr-I/Supervisor Gr-II
13	Assistant Makeup man
14	Assistant Mechanic
15	Associate Cameraman
16	Auditor
17	Auto Electrician
18	Band Saw and Re Saw Operator
19	Blacksmith
20	Blood Bank Technician/Cath Lab Technician
21	Boiler operator Gr-I
22	Building Crane Operator
23	Business Development Officer
24	C.T.P Operator
25	Camera Technician Gr-I
26	Cardiac Anesthesia Technician
27	Care Taker
28	Carpenter Gr-I
29	Cashier Gr I
30	Casting Plant Operator
31	Chef Gr-I
32	Chemist
33	Clerk Gr-I
34	Compositor



35	Computer Operator Gr - I
36	Computer Programmer
37	Cook Gr - I
38	Copper Smith/Bronze Smith / Iron Smith Gr-I
39	Craftsman Gr - I
40	Crane Driver Gr- II
41	Crane/Special equipment Operator
42	Crank Shaft Grinding Machine Operator
43	CSSD Operator
44	Customer relation Executive/Officer
45	Cutting and Shearing Machine Operator
46	Cutter Cum Pattern maker Gr-I
47	Diesel Pump Mechanic
48	Dental Hygienist
49	Dental Mechanic
50	Designer Gr-I
51	Dialysis Technician
52	Dietician Gr-III
53	Draftsman Gr- I
54	Driver
55	Driver Cum Cylinder Delivery Boy
56	Dye Maker
57	Dye Maker Gr- I
58	Dye Puller



59	Dyeing Master/Weaving Master
60	ECG Technician
61	EEG Technician
62	Electronic Mechanic gr I
63	Electric Machine Mechanic/Repair/Service Worker Gr I
64	Electrician/Plumber/Carpenter /Supervisor Grade I
65	Employee engaged in manufacture of specially designed articles/handicrafts/ornaments
66	Endoscopy Technician
67	Engine driver
68	ENT Technician
69	Fabricator Gr-I
70	Factory Manager
71	Fireman Gr- I
72	First Art Director
73	Fitter Gr- I
74	Floor Manager/Front Officer
75	Foreman (Power Landing)
76	Foreman/Mesthiry Gr-I
77	Foreman/Supervisor Gr-I
78	Fuel Injection Mechanic
79	Furnace Operator
80	General Manager (Allopathy Medicine)
81	General Supervisor



82	Glass cutter Mixer (Perfumery works)
83	Glue Condensor Worker
84	Goldsmith Gr-I
85	Graphic Designer Gr-I
86	Grinder (Presician Work)
87	Guest relation Manager/Officer
88	H R Manager
89	Harvesting/Pruning/Pollination (Oil Palm Plantation)
90	Head baker
91	Head guard
92	Heavy Duty Driver
93	Histopathology Technician
94	Hodaling Machine Operator
95	Inspector
96	Internet Auditor
97	J.C.B/Proclain Operator
98	Jacquard Fitter (Handloom)
99	Junior Artist
100	Junior Insurance Officer
101	Junior Scientific Officer
102	Kappola/Fireman
103	Killman/Forejer
104	King Master
105	Kitchen Supervisor Gr-I



106	Kiln Burner
107	Kiln Fireman
108	Lab Technicians (Centrifuge Factory)
109	Laboratory Technician
110	Lathe Operator
111	Legal Assistant
112	Librarian/Assistant Librarian
113	Lift Mechanic
114	Machinist
115	Maintenance Engineer
116	Makeup man
117	Manager
118	Manager /Assistant Manager (Ice Factory)
119	Manager Gr-I
120	Marker
121	Master Craftman
122	Master Mechanic
123	Mesthiry Gr-I
124	Mechanic Grade I
125	Medical Record Keeper
126	Medical Record Technician
127	Moulder
128	Network Administrator
129	News/Program cameraman



130	News reporter
131	Nursing Assistant Gr-I
132	Operations Manager (Security)
133	Operator (Ice Factory)
134	Operators (de-oiling)
135	Ophthalmic Assistant
136	Optical Fitter
137	Optometrist
138	Oven Operator (Food Processing)
139	Overseer Gr-I
140	Painter Gr-I
141	Pharmacist
142	Pharmacist Store Keeper
143	Pharmacist Gr-I
144	Photographer Gr-I
145	Physical /Yoga Instructor
146	Physiotherapist
147	Pile Driving
148	Placement Officer
149	Plainer/Shaper
150	Plate Maker
151	Plumber Gr - I
152	Polisher Gr-I
153	Polishing diamond



154	Printing Technician Gr-I
155	PRO
156	Processing Supervisor Gr-I
157	Production Superintendent
158	Programme Scheduler
159	Programmer
160	Project Engineer
161	Project Leader/Project Officer
162	Quality Checker
163	Quality Control Inspector
164	Quality tester
165	Radiographer
166	Refractionist
167	Research Head
168	Resident Tutor
169	Rice Saw Operator
170	Sales Officer/Sales Co-ordinator
171	Sanitary Supervisor Gr-II
172	Sergeant
173	Sawing (Heavy)
174	Sawing Gr-I
175	Secretary Development Officer
176	Secretary Gr-II
177	Section Chargeman



178	Seminar Consultant
179	Senior Accountant
180	Senior Auditor
181	Senior Business Associate
182	Senior Executive
183	Senior Hospital AID/Senior OP Assistant
184	Senior Marketing Executive
185	Senior recovery Officer
186	Set Assistant/Art Assistant
187	Software Engineer
188	Staff Nurse
189	Stenographer Gr - I
190	Store Clerk/Store Keeper (Drugs Stores)
191	Supervisor Gr-I
192	System Administrator
193	System Analyst
194	System Operator
195	Tailor Gr-I
196	Teacher
197	Technical Leader
198	Technician
199	Theatre Mechanic
200	Therapist
201	Therapist/Masseur



202	Timber Cutter (Heavy)
203	Tractor/Tiller Operator
204	Turner Gr-I
205	Video Editor Gr-I
206	Videographer Gr-I
207	Visual editor
208	Ward Secretary
209	Warden, Matron, Boarding Manager, Mister (Hostel)
210	Weaving/Spinning Supervisor/Weaving Maistry
211	Welder Gr- I
212	Winder Gr-I
213	Wiretension Machine Operator
214	Wood Carving
215	Wood Cutter Gr-I
216	Works Manager
217	X-ray Assistant
218	X-ray Mechanic
219	X-ray Technician

Sl. No	HIGHLY SKILLED
1	Accountant Gr-I
2	Administrative Officer
3	Armed Security Guard (Security Supervisor)



4	Assistant Nursing Superintendent/Deputy Nursing Superintendent
5	Assistant Professor
6	Audiologist
7	Audit Manager
8	Bio Chemist Gr-I
9	Bio Medical Engineer Gr-I
10	Bio Medical Engineer Gr-II
11	Bio-Chemist Gr-II
12	Bureau Chief
13	Casting Plant Controller
14	Chief Artist
15	Chief Chemist
16	Chief Cook /Chef
17	Chief Electrician
18	Chief Inspector
19	Chief Lab Technician (M.S.C)
20	Chief Mechanic
21	Chief Ophthalmic Assistant
22	Chief Orthopedist
23	Chief Pharmacist
24	Chief Physiotherapist
25	Chief Radiographer/Radiographer - in charge
26	Chief Refractionist
27	Clinical Pharmacist



28	Clinical Psychologist Gr-II
29	Clinical Psychologist Gr-I
30	Clinical Supervisor
31	Dialysis Technician/Anesthesia Technician
32	Dietician Gr-II
33	Dietician Gr-I
34	Director
35	Electrical Engineer
36	Extension Press Controller
37	Factory Manager
38	Finance Manager
39	General Manager
40	Head Nurse/Clinical Supervisor/Sister in-Charge/Group Captain/Leader
41	Manager Gr-I
42	Manufacturing Supervisor (Ayurveda/Allopathic medicine)
43	Marketing Controller
44	Medical Record Librarian/Librarian
45	Medical Records Officer
46	Micro Biologist Gr-I
47	Micro biologist
48	Micro Biologist Gr-II
49	Nursing Superintendent
50	Nurses Manager
51	Occupational Therapist



52	Perfusionist, Clinical Supervisor
53	Pharmacy Superintendent
54	Pharmacist Gr-I
55	Physician/Chief Physician
56	Plant Manager
57	Professor
58	Psychiatry Social Worker (MSW)
59	Quality Controller Gr.- I
60	Radiological Safety Officer
61	Scanning Technician
62	Secretary Gr-I (Hospital)
63	Senior Laboratory Technician
64	Shift Engineer
65	Tutor Nurse/Clinical Instructor (EMT/Ambulance)
66	Tutor Technician (Medical Laboratory)
67	Veterinary Officer

By order of the Governor,
MINI ANTONY
Secretary to Government.

