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LABOUR & E.S.I. DEPARTMENT

NOTIFICATION

The 10th March, 2021

No.2042—LL1-III-0044/2019/L&ESI.— The following draft of certain rules which the State Government proposes to make in exercise of the powers conferred by Section 67 of the Code on Wages, 2019 (29 of 2019 and in supersession of the Odisha Payment of Wages Rules, 1936 and the Odisha Minimum Wages Rules, 1954; except as respects to things done or omitted to be done before such supersession is hereby published as required by sub-section (1) of the said section, for information of all persons likely to be affected thereby and notice is hereby given that the said draft will be taken into consideration by the State Government on or after the expiry of a period of forty-five days from the date of publication of this notification in the *Odisha Gazette*.

Objections and suggestions, if any, may be addressed to the Labour Commissioner, Odisha, Shrama Bhawan, Unit-III, Kharvel Nagar, Bhubaneswar (labcom.orissa@gmail.com) and the Principal Secretary to Government of Odisha, Labour & E.S.I. Department, Kharavel Bhavan, Bhubaneswar, (labsec.or@nic.in);

Objections and suggestions, which may be received from any person in respect of the said draft before expiry of the period so specified above, will be considered by the State Government.

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CHAPTER I

PRELIMINARY

1. Short title, extent and commencement.— (1) These rules may be called the Odisha Code on Wages Rules, 2021.

(2) They extend to the whole State of Odisha.

(3) They shall come into force after the date of their final publication in the *Odisha Gazette*.

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

- (a) “Authority” means the authority appointed by the Government of Odisha under sub-section (1) of Section 45;
- (b) “Appellate Authority” means the appellate authority appointed by the Government of Odisha under sub-section (1) of Section 49;
- (c) “Appeal” means an appeal preferred under sub-section (1) of Section 49;
- (d) “Board” means the State Advisory Board constituted by the Government of Odisha under sub-section (4) of Section 42;
- (e) “Chairperson” means the chairperson of the State Advisory Board constituted under the Code;
- (f) “Code” means the Code on Wages, 2019 (29 of 2019);
- (g) “Committee” means a committee appointed by the State Government under clause (a) of sub-section (1) of Section 8 or a committee appointed by the State Advisory Board under sub-section (5) of Section 42 and includes a sub-committee appointed under that Section;
- (h) “Day” means a period of 24 hours beginning at mid-night;
- (i) “Deduction for damage or loss” means a deduction made in accordance with the provisions of Section 21 of the Code on Wages, 2019.
- (j) “Electronically” means any information submitted by digital mode or uploading on the designated portal or digital payment in any mode for the purpose of Code;
- (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 judgement or decision involved in the execution of such occupation;
- (m) “Inspector-*cum*-Facilitator” means a person appointed by the Government of Odisha, by notification under sub-section (1) of Section 51;
- (n) “Intermittent employment” means an employment that is not continuous within a year.
- (o) “Member” means a member of the board and includes its Chairperson;
- (p) “Registered Trade Union” means a trade union registered under the Trade Unions Act, 1926 (16 of 1926) or Code on Industrial Relations, 2020 (35 of 2020);

- (q) "Schedule" means the Schedule to these rules;
 - (r) "Section" means a section of the Code;
 - (s) "Semi-skilled occupation" means an occupation which in its performance requires the application of skill gained by the experience on job which is capable of being applied under the supervision or guidance of a skilled employee and includes supervision over the unskilled occupation;
 - (t) "Skilled occupation" means an occupation which involves skill and competence in its performance through experience on the job or through training as an apprentice in a technical or vocational institute and the performance of which calls for initiating and judgement;
 - (u) "State Government" means Government of Odisha;
 - (v) "Technical committee" means a committee constituted by the State Government for the purpose of advising the State Government in respect of skill categorization, and
 - (w) "unskilled occupation" means an occupation which in its performance requires the application of simply the operating experience and involves no further skill:
- (2) All other words and expressions used herein in these rules and not defined shall have the same meanings as 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 per cent of minimum wage; and

(vi) Expenditure for children education, medical requirement, recreation and expenditure on contingencies to constitute 25 per cent 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) The State Government shall fix the minimum rate of wages under section 6 for the employees employed in unskilled, semi-skilled, skilled and highly skilled occupations for the whole State of Odisha.

(2) The State Government shall constitute a Technical Committee for the purpose of advising the State Government in respect of skill categorization, which shall consist of the following members, namely:—

- (i) Labour Commissioner, Odisha - Chairperson;
- (ii) Special or Additional or Joint Secretary to Government, Labour & ESI Department, Odisha dealing with the Code on Wages – Member;
- (iii) Additional Labour Commissioner, O/o. the Labour Commissioner, Odisha dealing with the Code on Wages – Member;
- (iv) A representative from the Department of Skill Development and Technical Education, Government of Odisha dealing with skill development – Member;
- (v) Two Technical Experts in wage determination as nominated by the State Government – Members; and
- (vi) Joint or Divisional Labour Commissioner, O/o. the Labour Commissioner, Odisha dealing with the Code on Wages – Member Secretary

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

(4) The Technical Committee referred 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 Chairperson may call a meeting of the Technical Committee referred to in sub-rule (2), at any time deemed fit and the proceedings of such meeting shall be forwarded to the State Government at least within a fortnight of the meeting.

5. Time Interval for revision of variable dearness allowance. — Endeavour shall be made so that the cost of living allowance and the cash value of the concession in respect of essential commodities at concession rate shall be computed once before 1st April and 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 and one or more intervals of rest which in total not exceed one hour.

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

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

(4) Nothing in this rule shall be deemed to affect the provisions of the Factories Act., 1948 (63 of 1948) or Chapter VII of the Occupational Safety, Health and Working Conditions Code, 2020 (37 of 2020).

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

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

Provided further that the employee shall be informed of the day fixed as the rest day and of any subsequent change in the rest day before the change is effected, by display of a notice to that effect in the place of employment 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 (14 of 1947) or Industrial Relations Code, 2020 (35 of 2020), and any leave or holiday, with or without pay, granted by the employer to an

employee in the period of six days immediately preceding the rest day, shall be deemed to be days on which the employee has worked.

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

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

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

(4) An employee shall be granted, -

- (a) for rest day wages calculated at the rate applicable to the next preceding day; and
- (b) where he works on the rest day and has been given a substituted rest day, then, he shall be paid wages for the rest day on which he worked, at the overtime rate and wages for the substituted rest day at the rate applicable to the next preceding day:

Provided that where—

- (i) the minimum rate of wages of the employee as notified under the Code has been worked out by dividing the minimum monthly rate of wages by twenty-six; or
- (ii) the actual daily rate of wages of the employee has been worked out by dividing the monthly rate of wages by twenty-six and such actual daily rate of wages is not less than the notified minimum daily rate of wages of the employee, then, no wages for the rest day shall be payable; and
- (iii) the employee works on the rest day and has been given a substituted rest day, then, he shall be paid, only for the rest day on which he worked, an amount equal to the wages payable to him at the overtime rate; and, if any dispute arises whether the daily rate of wages has been worked out in accordance with the provisions of this proviso, the Labour Commissioner, Odisha or the Divisional Labour Commissioner having territorial jurisdiction may, on application made to him in this behalf, decide the same, after giving an opportunity to the parties concerned to make written representations:

Provided further that in case of an employee governed by a piece-rate system, the wages for the rest day, or the substituted rest day, as the case may be, shall be same as per the provisions of the time rate workers or 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 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.—

(1) 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;
- (2) 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 nine 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.

11. Circumstances under clause (ii) of the proviso to Section 10.— An employee shall not be entitled to receive wages for a full normal working day under section 10, if he is not entitled to receive such wage under any other law for the time being in force.

12. Wages for overtime work. — When an employee works in an employment for more than eight hours on any day or for more than forty-eight hours in any week, the employer shall pay him for every hour or for part of an hour so worked in excess, at the overtime rate which shall not be less than double the normal rate of wages.

CHAPTER III

PAYMENT OF WAGES

13. 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 the fifty per cent of the wages of the employee in that month.

14. Authority under sub-section (1) of Section 19. — The Divisional 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.

15. 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.

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

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

18. 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.

19. 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.

20. Deduction under section 24.—Deductions for recovery of loans granted for house building or other purposes approved by the State Government, and the interest due

in respect thereof shall be, subject to any direction made or circular issued by the State Government from time to time regulating the extent to which such loans may be granted and the rate of interest shall be payable thereon.

CHAPTER IV

STATE ADVISORY BOARD

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

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

(3) The independent persons specified in clause (c) of sub-section (6) of Section 42 to be nominated by the State Government shall consist of the following, namely:—

(i) the Chairperson;

(ii) three Members of State Legislative Assembly; and

(iii) five members each of whom, shall be a professional in the field of wages and labour related issues:

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

22. Meeting of the Board. —The Chairperson may, subject to the provisions of rule 24, call a meeting of the Board at any time deemed 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.

23. 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.

24. 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) wherein 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.

25. 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 that the date, time and place of such adjourned meeting shall be intimated to all the members electronically or by a Registered post.

26. 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 deemed 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.

27. 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.

28. 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 State Government as soon after the meeting as possible, and in any case, not less than seven days before the next meeting.

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

29. 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, as per the provisions of the Code of Civil Procedure, 1908 (5 of 1908):

Provided that nothing contained in the sub-rule shall apply to the disclosure of any such information for the purpose of a prosecution under section 193 of the Indian Penal Code (45 of 1860).

(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.

30. Appointment of the committees.—The State Advisory Board may constitute as many committees under sub-section (5) of Section 42 as it considers necessary for the purposes specified in that clause.

31. 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, as the case may be, 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, as the case may be.

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

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

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

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

33. Officers and Staff. — (1) The Labour Commissioner, Odisha shall be the Secretary of the Board and the State Government shall provide other officers and staff to the Board, as it may think necessary for the functioning of the Board.

(2) The Secretary shall be the Chief Executive Officer of the Board. He may attend the meetings of the Board, but shall not be entitled to vote at such meetings.

(3) The Secretary shall assist the Chairperson in convening the meetings and shall keep a record of the minutes of such meetings and shall take necessary measures to carry out the decisions of the Board.

34. 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.

35. 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.

36. 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.

37. 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 State Government thereon shall be final.

CHAPTER V

PAYMENT OF DUES, CLAIMS, ETC. AND MANNER OF FILING

38. 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 four months from the date the amount had become payable,

then, such amount shall be deposited by the employer with the Divisional Labour Commissioner having jurisdiction, who shall disburse the amount to the person nominated by the employee after ascertaining his identity within three months of the date on which the amount was so deposited with him.

39. 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 Divisional Labour Commissioner having jurisdiction 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 Divisional 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 Divisional Labour Commissioner.

40. 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 39 (hereinafter in this rule referred to as the amount) deposited with the Divisional Labour Commissioner having jurisdiction shall remain with him and be invested as a fixed deposit in a nationalised bank.

(2) The Divisional Labour Commissioner having jurisdiction will exhibit, as soon as maybe possible, a notice containing such particulars regarding the amount as the Divisional Labour Commissioner considers sufficient for information at least for fifteen days on the notice board and also publish such notice in any two newspapers being circulating in Odia language and/or in English language commonly understood in the area in which undisbursed wages were earned.

(3) Subject to the provision of sub-rule (4), the Divisional Labour Commissioner having jurisdiction shall release the amount to the nominee or the legal heir(s) or the dependant(s) as defined under sub-section 24 of Section 2 of the Code on Social Security, 2020, as the case may be, in whose favour such Divisional Labour Commissioner has decided, after giving the opportunity of being heard, the amount to be paid.

(4) If the undisbursed amount remains unclaimed for a period of seven years, the same shall be dealt within the manner as directed by the State Government from time to time in this behalf.

41. Form of single application for claim. — A single application for the claims which arises under the provisions of this Code, on behalf of or in respect of any number of employees employed in an establishment, 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 having jurisdiction.

CHAPTER VI

REGISTERS AND WAGE SLIP

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 the Divisional Labour Commissioner having jurisdiction.

(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) Every employer of an establishment to which the Code applies shall preserve such registers and records electronically or otherwise.

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

45. The manner of imposing fine under sub-section (1) of Section 56.— (1) An accused person desirous of making composition of offence under sub-section (1) of Section 56 may make an application in Form VI electronically or otherwise to a Group-A officer as notified by the State Government under said sub-section.

(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.

CHAPTER VII

MISCELLANEOUS

46. Timely Payment of Wages.— Where the employees are employed in an establishment through contractor, then, the company or firm or association or any other person who is the proprietor of the establishment shall pay to the contractor the amount payable to him or it, as the case may be, before the date of payment of wages, so that payment of wages to the employees shall be made positively in accordance with the provisions of Section 17.

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

47. Responsibility for payment of minimum bonus.- Wherein 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.

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

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

49. Adoption of procedure prescribed by Central Government.— Notwithstanding anything contained in these Rules, wherein the State Government is the appropriate Government, but the Central Government has been empowered to prescribe any procedure under the Code, the State Government shall adopt the same procedure as prescribed by the Central Government.

FORM-I

[See rule 19 and rule 43 (1), (2) and (3)]

REGISTER OF WAGES, OVERTIME, FINE, DEDUCTION FOR DAMAGE AND LOSS

Name of the Establishment:

Name of the Employer:

Name of the Owner:

PAN/TAN of the Employer:

Labour Identification Number (LIN):

Sr. No. 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 producti on in case of piece workers)	Rates of wages		
							Basic	D.A.	Allowances
1	2	3	4	5	6	7	8	9	10

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

FORM-II

[See rule 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).....other.....Applicant
(Through employees concerned or registered trade union or Inspector- *cum*- Facilitator
Address.....

And

XYZ.....

.....

Address.....

The application states as follows:

- (1) The applicant(s) whose name(s) appear in the attached schedule was/were/has/have been employed fromto.....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.....
- (b) The applicant(s) has/ have not been paid wages at Rs..... Per day for the weekly days of rest from to.....
- (c) The applicant(s) has/ have not been paid wages at overtime rate(s) for the period from..... to.....
- (d)The applicant(s) has/have not been paid wages for period fromto.....
- (e) Deductions have been made which are in contravention of the Code, from the wage(s) of the applicant(s) as per details specified in the annexure appended with this application.
- (f) The applicant(s) has/have not been paid minimum bonus for the accounting year

(g) The applicant(s) has/have not been paid wages at rates equal to those of workers of the opposite sex for the same work or a work of similar nature from the period from.....to.....

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

- (a) Rs.....
 - (b) Rs.....
 - (c) Rs.....
 - (d) Rs.....
 - (e) Rs.....
 - (f) Rs.....
 - (g) 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) Payment of delayed wages,
- (e) Payment of illegally deducted wages,
- (f) Payment of minimum bonus for the accounting year,
- (g) Payment of the difference between the wages paid to a male worker and female worker for the same/similar work and
- (h) 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.....APPELLANT

Vs.

C.D.E.

Address.....RESPONDENT

DETAILS OF APPEAL:

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

The authority who has passed the impugned order:

Amount awarded:

Compensation awarded , if any :

2. Facts of the case :

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

3. Grounds for appeal :

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

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

5. Reliefs sought :

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

6. List of enclosures:

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

Place :

Date :

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 :

Name of the Employer:

Name of the Owner :

PAN/TAN of the Employer:

Labour Identification Number (LIN):

Sl. No.	Emplo yee Code	Na me	Surna me	Gen der	Father's / Spouse Name	Date of Birth	Nationa lity	Educa tion Level	Dat e of Joini ng	Desi g- nati on	Catego ry (HS/S/ SS/U S)*	Type of Empl oy- ment
1	2	3	4	5	6	7	8	9	10	11	12	13

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

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

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

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

FORM VI

[See rule 45]

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
Signature

Schedule A

[(See rule 4 (3))]

Sl. No.	Un-skilled
(1)	(2)
1	Beldar
2	Cattleman
3	Dairy coolie
4	Mazdoor
5	Grazer
6	Dairyman
7	Stone Carrier
8	Messenger (Office)
9	Mali
10	Syce
11	Tying and Carrying loose hay
12	Sweeper
13	Waterman
14	Stable man
15	Trolley man
16	Watchman
17	Attendant
18	Grass Cutter
19	Labourer
20	Caretaker
21	Chowkidar
22	Khalasi
23	Office Peon /Peon
24	Sweeper
25	Coolie
26	Office Boy
27	Person employed in loading and unloading
28	Mulia
29	Person employed in sweeping and cleaning and other categories by whatever name called which are of unskilled nature
30	Person employed in any occupation by whatever name called, which involves simple operation requiring little or no skill or no experience in the job

Sl. No.	Semi-Skilled
(1)	(2)
1	1st Drawing Operator
2	2 Siders/ 3 Siders
3	Ampule Chargeman
4	Announcer
5	Apprentice Operator
6	Arranger
7	Artist Grade II
8	Assistant
9	Assistant Driller
10	Assistant Painter
11	Assistant to Bhattiman
12	Assistant to Jali Maker
13	Assistant to Mistry
14	Assistant to Wire Binder
15	Assistant Moulder
16	Assistant Operator
17	Assistant Plumber
18	Assistant Wireman
19	Attendance Keeper
20	Barman
21	Bearer
22	Belchawala
23	Bellowmen
24	Bhisti
25	Binder
26	Blacksmith (Class III)
27	Blacksmith (Grade-III)
28	Blaster
29	Boatman (Head)
30	Boiler
31	Brander

(1)	(2)
32	Breaker
33	Brick Maker
34	Brick Moulder
35	Bundler
36	Butler/ Assistant Cook
37	Butterman
38	Canweaver
39	Carpenter
40	Carterman
41	Caster
42	Chainman(Head)
43	Charge-man
44	Charpoy-Stringer
45	Checker
46	Classman
47	Cleaner
48	Coachman
49	Cobbler Trade II/ Grade II
50	Coconut Plucker
51	Coir-twister
52	Compositor doing distribution and supply of types and ordinary composition of manuscript without correction
53	Cook Helper / Cook Junior
54	Cotton plucker
55	Cracker
56	Crane Helper
57	Crech Ayah/ Ayah/ Untrained Crech Attendant
58	Crowder Man
59	Crusher
60	Cultivator
61	Cutter of husks
62	Cutterman
63	Cycle Fitter

(1)	(2)
64	Daftary / Daftry
65	Dandee
66	Deliveryman
67	Dellowman
68	Dhai
69	Dhobi
70	Dilman
71	Distributor
72	Dollyman
73	Dresser (Grade III)
74	Driller
75	Driver (Skin)
76	Drying Chamber
77	Duplicating Operator
78	Electrical Helper
79	Electrician Grade III / Without B Class (Licence)
80	Feeder
81	Fertilizer applier
82	Fibre bundler
83	File Driving
84	Filling man
85	Finisher
86	Fireman (Brick Kiln, Steam Road Roller)
87	Fitter Assistant
88	Fitter Grade III
89	Gardern Helper
90	Gate Keeper
91	Glazer
92	Grater
93	Greaser-cum-Fireman
94	Grinder
95	Hacksaw man
96	Hammerman

(1)	(2)
97	Handling Hot Binder and Tar-Boilman
98	Harvester
99	Headmulia
100	Helper
101	House-keeper
102	Jamadar
103	Junior Driver
104	Junior Lineman
105	Khalasi
106	Laboratory Boy
107	Mali (Head)
108	Mason Mate
109	Mate
110	Mazdoor (Heavy-weight)
111	Mazdoor Mason
112	Mechanical Helper
113	Mistry Grade-II
114	Moharir
115	Motor Winder / Winder
116	Mould Maker / Moulder Grade II
117	Multipurpose workers
118	Munsi
119	Night Mulia
120	Night-guard
121	Number maker
122	Oilman
123	Operator Grade III
124	Packer/ Packingman
125	Painter
126	Pile Driving Mate (Guideman)
127	Plaster
128	Ploughman
129	Plumber Grade III

(1)	(2)
130	Plumber Asst.
131	Polisher
132	Press Mistry/ Pressman
133	Proof Puller
134	Puddler
135	Pump Attendant
136	Pump Helper
137	Pumpman
138	Remover of husks from the pit beater of noted husks
139	Rickshaw Puller
140	Rigger Helper
141	Road Blinder and Binder
142	Roasting man
143	Rod Binder and Bender
144	Watcher (Store)
145	Sales Assistant
146	Salesman (with experience upto five years)
147	Sangi Mulia
148	Senior Messenger
149	Serviceman
150	Sewing Machine Helper
151	Shelter- <i>cum</i> - Loader Grade-B
152	Shutter
153	Silver Feeder
154	Skilled Mulia
155	Softner/ Softner Feeder
156	Sorter
157	Sowingman
158	Spade worker
159	Spirit Cleaner and Finisher
160	Splitter
161	Squizman
162	Stacker

(1)	(2)
163	Stencillers
164	Stitching Helper
165	Stitching man
166	Stocker
167	Stockers and Boilerman
168	Stocking
169	Stone mines and other categories by whatever name called which are of semi-skilled nature
170	Stone Packer
171	Stoneman
172	Store Packer
173	Storekeeper Grade- II
174	Supplier (with experience upto five years)
175	Switch Board Attendant
176	Tailor
177	Tea plucker
178	Teaser Operator
179	Tester
180	Thatcher or Gharmi
181	Thrasherman
182	Tile Turner or Tile Layer
183	Time-Keeper
184	Tin Sealer
185	Transplanter
186	Treasury Sarkar/ Treasury Guard
187	Turner
188	Twine Cutter
189	Typist
190	Tyreman
191	Unloader Grade- B
192	Uprooter
193	Valve Cutter
194	Valveman (Senior)

(1)	(2)
195	Watchman (Store)
196	Weed Remover
197	Weighman
198	Well Sinker (open well)
199	Wireman
200	Work Sarkar
201	Wrapping Bey Pressman
202	Yeast Cultivator
203	Other categories by whatever name called which are of semi-skilled nature
Sl. No.	Skilled
(1)	(2)
1	4 Siders and 5 Siders
2	Accounts Assistant
3	Accounts Clerk
4	Air Compressor Attendant
5	Air-conditions Mechanic
6	Airwineh Haulage Operator
7	Amin
8	Analyst
9	Anganbadi Sikhyakarmi
10	Armature Winder Grade-II and III
11	Artificer (Class-II, III, IV)
12	Artist Grade- II
13	Artist Retoucher
14	Assistant Chemist
15	Assistant Foreman
16	Assistant Melter
17	Assistant Secretary
18	Assistant Station Master
19	Assistant Store-keeper
20	Assistant Supervisor
21	Auto Electrician

(1)	(2)
22	Back Sizer
23	Balance Car Operator
24	Band Saw Cutter
25	Batching Machine Operator
26	Batching Mistry
27	Bhattiman
28	Bhattiman Typist
29	Bill Assistant
30	Bill Clerk
31	Bill Collector
32	Binding Mate
33	Binding Mohrir
34	Bio-Chemist
35	Birth and Death Registration Clerk
36	Blacksmith Class II / Grade- II
37	Blaster/ Shotifirer Grade- II
38	Body Machine Operator
39	Boilerman Grade-II
40	Boiler Attendant Grade-II
41	Boiler Foreman Grade II
42	Booking Clerk
43	Boreman
44	Borer
45	Boring Mistry
46	Bottler
47	Boxman
48	Bradma Operator
49	Brick Layer (Class- II)
50	Building Oversier
51	Cabinet Maker
52	Calveman
53	Camera Operator
54	Carpenter Grade- II / 2nd Class

(1)	(2)
55	Carpenter- <i>cum</i> - Blacksmith (Class- II)
56	Carriage Fitter
57	Cart Designer
58	Cashier
59	Cashier Salesman
60	Caster / Castingman
61	Cembaman
62	Chargeman
63	Checker
64	Chemist (Shop and Candle work)
65	Chick Maker
66	Chipper Coir maker
67	Chipper Driver (Light Vehicle)
68	Cin Operator
69	Clerk
70	Clerk-cashier
71	Cobbler Trade I/ Grade I
72	Cobbler with Tools (Class- II)/ (Grade- II)
73	Colour Designer
74	Colour Mixer
75	Colourman
76	Comber Tentor
77	Compositor doing display and complicated finished job composition, correction, make up and imposition of composed matter
78	Compounder Grade- II / 2nd Class
79	Compressor Attendant
80	Compressor Driller
81	Compressor Driver
82	Compressor Operator
83	Computer/Data Entry Operator (Junior / With experience upto five years)
84	Concrete Mixer Operator
85	Concrete Mixture Operator
86	Conductor

(1)	(2)
87	Cook
88	Copper man
89	Copwinder
90	Coremaker
91	Correction
92	Core sanitation worker Grade- II engaged under Local Authority
93	Cot Grinder
94	Crane Operator
95	Crech Attendant only in Magnesite, Manganese and Mica Mines
96	Crusher Operator
97	Cubbler with Tools (2nd Class/ Grade- II)
98	Cutter or Boring Mistry (2nd Class/ Grade- II)
99	Decorator Grade-II
100	Demonstrator
101	Designer Grade-II
102	Despatcher
103	Diarist
104	Diesel Mechanic
105	Dispensary Attendant
106	Dosa Maker
107	Doubling Tentors
108	Draftsman Grade- II / 2nd Class
109	Dragger
110	Dresser (Grade- II / 2nd Class)
111	Driller Grade-II / 2nd Class
112	Driver (Crane, Stone Crusher, Tractor, Bull Dozer, Road Roller, Water Pump, Pump)
113	Driver (Light Vehicle / Motor Lunch(Ferry))
114	Driver (Grade II / 2nd Class)
115	Dry Cleaner
116	Dyeings man
117	Electrical Mechanic Grade- I
118	Electrician Grade-I

(1)	(2)
119	Electrician Grade-II / B Class (Licenced)
120	Electro Plaster
121	Embroidery man
122	Enforcement Assistant
123	EPABX Operator
124	Estimator
125	Finisher of Gold and Silver ornaments and articles of artistic design
126	Fire Protector
127	Fireman Grade-II
128	Fitter in Spinning Mill
129	Fitter (Drawing / Winding / Beaming / Leader / Sowing / Finishing / Pipe)
130	Fitter (Grade -II / 2nd Class)
131	Flant Grinder
132	Foreman
133	Front Sizer
134	Furnace man
135	Furnace Operator
136	Gas Cutter
137	Gas filler
138	Gini Driver (Light vehicle)
139	Godown Assistant/ Godown Keeper
140	Grade- II Assistant
141	Grinder (Stripper/ Flat/ Cot)
142	Grinder Designer Gr.II
143	Hamming Machine Operator
144	Hat maker
145	Havildar
146	Hesian Weaver
147	Holder / Section Holder
148	Hots Operators
149	Jali Maker / Jaliman
150	Jobber
151	Joiner (Cable Grade- II)

(1)	(2)
152	Junior Auditor
153	Junior Statistical Assistant
154	Junior Stenographer
155	Junior Supervisor
156	Junior Telephone Operator
157	Knotter
158	Laboratory Assistant Grade-II
159	Librarian
160	Line Man
161	Lino Operator
162	Lower Division Assistant
163	Machine Electrician
164	Machine-man Grade- II
165	Machine Operator
166	Machinist Grade- II
167	Mason Grade- II / 2nd Class
168	Mason Moulder Grade- II
169	Mate Grade- I (Senior)
170	Maxman
171	Mechanic Grade- II / 2nd Class
172	Mechanist Grade- II / 2nd Class
173	Mechine man (Grade- II)
174	Melder
175	Mender
176	Meter Reader
177	Mid Wife
178	Mistry (Sweet Maker) / Karigar
179	Mistry Grade- II
180	Mixer
181	Moharir
182	Mono Operator
183	Motor Mechanic Grade- II
184	Moulder Grade- I / Grade A

(1)	(2)
185	Munim / Munsi
186	Munsif Clerk
187	Nurse (Junior / With experience upto five years)
188	Nursery School Teacher
189	Octroi Moharir
190	Office Assistant
191	Operator Grade- II / 2nd Class
192	Operator Mistry
193	Order Master
194	Ornaments Welder Grade-II
195	Personal Assistant (PA)
196	Painter or Polisher Grade- II / 2nd Class
197	Pattern Maker Grade- II
198	Pharmacist Grade- II
199	Photo Artist Grade- I
200	Photographer
201	Picer
202	Picker Sardar
203	Pile Driver
204	Pipe Fitter Grade- II
205	Planner Mechanic
206	Plant Operator
207	Plasterer
208	Plumber Grade- II / 2nd Class
209	Plumbing Mistry
210	Power and Pump House Operator
211	Press Driver Grade- II
212	Press Fitter
213	Press Operator
214	Pressman
215	Primary School Teacher
216	Printer Grade- II
217	Process Assistant

(1)	(2)
218	Production Assistant
219	Proof Reader
220	Publisher
221	Pump Driver
222	Pump Operator
223	Pumpman
224	Pumpman (Assistant)
225	Pumpset Driver
226	Puncher
227	Purchase Assistant,
228	Radio Machanic
229	Radiographer
230	Receptionist
231	Record / Register Keeper
232	Reflectioneryman (Optical shop)
233	Refrigeration Assistant
234	Rigger Grade-II / 2nd Class
235	Road Roller Driver
236	Roll Former
237	Rope maker
238	Sacking Weaver
239	Salesman (with experience of five years or more)
240	Salt Artisan
241	Sarang
242	Sardar
243	Saw Decorator
244	Saw Sharpener
245	Seasons Checker or Binding Checker or Circle Checker
246	Security Guard (unarmed/ without arms) and other cateogires by whatever name called which are of skilled nature
247	Senior Assistant / Office Assistant
248	Senior Binder
249	Senior Lineman

(1)	(2)
250	Senior Mechanic
251	Senior Pump Driver
252	Senior Repairer
253	Servicing Mechanic
254	Sharpener
255	Shelter-cum-Loader (Grade- A)
256	Shift-in-Charge
257	Sikhyakarmi
258	SL/RL Tentor, Card Tentor, Dray Tentor, Special Tentor, Comber Tentor, Doubling Tentor
259	Slyman
260	Sorter
261	Speal Winder
262	Spinner
263	Steno Typist
264	Stenographer (Grade- II/ Junior)
265	Sticher
266	Stiching Master
267	Stillman Electrician
268	Stone Dresser Grade- II / 2nd Class
269	Store Assistant / Storeman
270	Store Keeper Grade- I
271	Store Keeper Grade- II (Matriculate)
272	Sub Station Attendant
273	Supervisor
274	Tailor grade with a minimum outturn of 4 shirts or 3 pants 8 blouses or 3 sets of salwars or 3 sets of Punjabis a day
275	Tally Clerk
276	Tax Collector
277	Tax Sarkar
278	Tea Maker
279	Teacher of Lower Primary
280	Technician Grade-II / 2nd Class

(1)	(2)
281	Tento Spinner
282	Tester
283	Tiller Class- II
284	Tiller Operator
285	Timber Man / Timber Mistry Elect.
286	Time Keeper
287	Tinkers (Soldering of tin can)
288	Tin-Smith
289	Tool Keeper
290	Tracer Grade- II / 2nd Class
291	Traffic Inspector
292	Troller Salesman
293	Trolley Cutter
294	Trolley Man
295	Turner Grade-II / 2nd Class
296	Twister
297	Type Caster
298	Typist and other categories by whatever name called which are of clerical nature
299	U.D. Clerk
300	Unloader (Gr.A)
301	Upholsterer
302	Valveman
303	Vulcaniser
304	Washerman
305	Watch Mechanic
306	Weaver
307	Weaver Spinning
308	Weigh Bridge Asst.
309	Weighing Machine Operator
310	Welder
311	Winder
312	Wire Binder
313	Wireman

(1)	(2)
314	Wireman (Grade- II and III, Mechanic, Electrical)
315	Wood Cutter
316	Work Sakar
317	Xerox Operator
318	X-Ray Photographer
319	Other categories by whatever name called which are of skilled nature
Sl. No.	Highly Skilled
(1)	(2)
1	1st Class Fitter
2	1st Class Welder
3	6 Siders and above
4	Accountant
5	Administrative Officer
6	Agent
7	Airconditioning Grade- I/Class- I
8	Assistant Engineer
9	Banger
10	Batching Sardar
11	Battery Charger
12	Beaming Sardar
13	Blacksmith Grade- I
14	Blander
15	Blaster (Licence)
16	Boiler Attendant Grade I
17	Branch Manager
18	Breaker
19	Burner
20	Carding Sardar
21	Carpenter Class- I / Grade-I
22	Cashier-cum-Recorder
23	Chargeman
24	Chemical Analyst

(1)	(2)
25	Chemist
26	Chief Designer
27	Compounder Grade-I
28	Compressor Grade-I
29	Computer/Data Entry Operator (Senior / With experience of five years and above)
30	Core sanitation worker Grade-I engaged under Local Authority
31	Court Legal Assistant
32	Craftsman
33	Crane Operator Grade-I
34	Cubbler with Tool
35	Cutting Mistry
36	Decorator Grade-I
37	Department Line Sardar
38	Designer
39	Dietcian
40	Draftsman Grade-I
41	Drawing Line Sardar
42	Drill Grade I
43	Drill Operator other than Jack Hammer
44	Driller Grade-I
45	Driver (Heavy vehicle)
46	Driver for well Sinking in Bridges
47	Dyeing Master
48	Electrical Supervisor with Competency Certificate
49	Electrician Grade- I / Grade- A
50	Engine Assistant
51	Engine Driver
52	Engineer
53	Excavator
54	Executive Assistant
55	Field Officer
56	Finisher Card Sardar
57	Fireman

(1)	(2)
58	Fisheries Extension Officer
59	Fisheries Officer
60	Fisheries Supervisor
61	Fitter (Grade- I, Class- I)
62	Foreman Grade -II / 2nd Class
63	Forest Supervisor
64	Forklift Operator
65	Gini Driver
66	Godwon Secretary (Material)
67	Grader Grade- I
68	Grinder Grade- I
69	Head A.C. Operator
70	Head Assistant
71	Head Cashier
72	Head Checker
73	Head Chief Operator
74	Head Clerk
75	Head Compositor
76	Head Designer
77	Head Mechanic
78	Head Mistry
79	Headmaster of U.P. School
80	Inspectors
81	Jobber
82	Jute in-charge
83	Jute Technologist
84	Kabiraj Hakim
85	Laboratory Assistant
86	Legal Assistant Manager
87	Light Inspector
88	Loco-Driver
89	Machine man
90	Maintenance Jobber

(1)	(2)
91	Malaria Health Inspector
92	Manager
93	Mason Grade- I / Class- I
94	Material Chasser
95	Mechanic Grade- I
96	Mechanical Compositor
97	Mechanical Supervisor
98	Mechanical/Plant Foreman
99	Mechanist Grade- I / Class- I
100	Medical Technician
101	Melter
102	Motor Mechanic Grade- I
103	Moulder Grade- I
104	Muxy Jobber
105	Nurse (Senior / With experience of five years or above)
106	Nursing Superintendent
107	Octroi Superintendent
108	Office Superintendent
109	Operator Grade- I / Class- I
110	Ornaments Welder Grade-I
111	P.T.I.
112	Painter Grade- I / Class- I
113	Pattern Maker Grade- I
114	Pharmacist Grade- I
115	Physician
116	Plain Jobber
117	Plumber Grade- I / Class- I
118	Polisher (Special Cobbler with Tool)
119	Polisher (special)
120	Polisher (with spray Grade- I)
121	Preparatory Jobber
122	Press Driver Grade- I
123	Printer Grade I

(1)	(2)
124	Procurement Inspector
125	Production Manager
126	Purchase Assistant
127	Qualified and Experienced Welder
128	Quality Checkers or Controller
129	Radiographer
130	Reeler Sardar
131	Rigger Grade- I / Class- I
132	Rod Binder
133	Safari Sticher
134	Sal Seed Collection Agent
135	Sales Promotion Employees
136	Sales Representative
137	Sample Sticher
138	Secretary
139	Section Holder
140	Section Officer
141	Security Guard (with Arms)and other categories by whatever name called which are of highly- skilled nature
142	Selector Sardar
143	Sending Section Sardar
144	Senior Accountant
145	Senior Auditor
146	Senior Commercial Assistant
147	Senior Personal Assistant
148	Senior Station Master
149	Senior Stenographer
150	Senior Store-keeper
151	Senior Telephone Operator
152	Senior Typist
153	Society Secretary
154	Speal Winding Sardar
155	Special Binding Mechine Operator

(1)	(2)
156	Special Grade Operator
157	Spinning Master
158	Senior Amin Auditor
159	Station Superintendent
160	Statistical Assistant
161	Stock Verifier
162	Stone Cutter Class- I
163	Stone Cutter Grade- I
164	Stone Dresser Grade- I / Class- I
165	Store In-charge
166	Store Keeper Grade- I / Class- I
167	Superintendent
168	Supervisor
169	Teacher of Upper Primary School
170	Technical Supervisory Staff
171	Technician Grade-I
172	Tiler Class- I
173	Tinsmith Grade I and Class- I
174	Turner Grade-I
175	Upholsterer Grade- I
176	Vibrator Grade- I
177	Vocational Training Instructor/Teacher
178	Weaving Line Sardar
179	Weaving Master
180	Weaving Supervisor
181	Welder Grade- I
182	Winder Grade- I
183	Wireman Grade- I / Class- I
184	Wood Inspector
185	Works Supervisor
186	Works Supervisor (Technical)
187	X-ray Technician
188	Other categories by whatever name called which are of highly-skilled nature

By Order of the Governor
CHITHRA ARUMUGAM
Principal Secretary to Government