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La Gazette de L'État de Poudouchéry
The Gazette of Puducherry

PART - II

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GOVERNMENT OF PUDUCHERRY
LABOUR DEPARTMENT

(G.O. Ms. No. 8/AIL/Lab./G/2026, Puducherry, dated 27th July 2026)

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of sections 154 and 156 of the Code on Social Security, 2020 (Central Act No. 36 of 2020), read with section 24 of the General Clauses Act, 1897 (Central Act No. 10 of 1897) and in supersession of the -

- The Workmen's Compensation Puducherry Rules, 1964;
- The Puducherry Employees' State Insurance Court Rules, 1965;
- The Puducherry Payment of Gratuity Rules, 1973;

(iv) The Building and Other Construction Workers' Welfare Cess Rules, 1998 as adopted by the Government of Puducherry and in its application to the Union territory of Puducherry; and

(v) The Puducherry Unorganised Workers' Social Security Rules, 2020; made by the Government of Puducherry except as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry, hereby propose to make the following rules, the draft of which is hereby notified, as required under section 158 of the Code on Social Security, 2020 (Central Act No. 36 of 2020), 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 on expiry of a period of 45 days from the date on which the copies of the Official Gazette in which this notification is published are made available to the public.

2. Objections or suggestions which may be received from any person or organisation by the Government of Puducherry in respect of the said Draft rules within the period specified above shall be considered by the Government.

3. Objections or suggestions, if any shall be addressed to the Secretary to Government (Labour), Labour Department, Government of Puducherry by e-mail to *secylab@py.gov.in*.

CHAPTER – I

PRELIMINARY

1. *Short title, extent and commencement.*— (1) These rules may be called the “Puducherry Social Security Rules, 2026”.

(2) They extend to the whole of Union territory of Puducherry.

(3) They shall come into force on the date of their publication in the Official Gazette of the Government of Puducherry.

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

(a) “agency” means, any Corporation, Body or Institution, established under an Act of Parliament or Union territory of Puducherry or Central or Union territory of Puducherry Public Sector Undertaking or Special Purpose Vehicle as notified by the Central / State Government;

(b) “appeal” means, an appeal preferred under the code; or

(c) “Appellate Authority” means, the Government of Puducherry or the Competent Authority specified by the Government under sub-section (8) of section 56, sub-section (2) of section 68 and sub-section (3) of section 72 or an officer, senior in rank to the Assessing Officer for the purposes of Section 105 of the Code, appointed by the Government as the case may be unless the context otherwise requires;

(d) “Assessing Officer” means, a Gazetted Officer of the Government of Puducherry or such other Officer appointed by the Government of Puducherry for assessment of Cess under Chapter VIII of the Code;

(e) “Authority” means, the Government of Puducherry or the authority specified by the Government of Puducherry in clause (d) of section 123, sub-section (2) of section 136 and clause (vi) of section 147 or as the case may be unless the context otherwise requires;

(f) “average daily wages during a contribution period”, under chapter IV of the Code in respect of an employee, means the aggregate amount of wages payable to him during that period divided by the number of days for which such wages were payable;

(g) “Average daily wages during a wage period”, under chapter IV of the Code means—

(i) “in respect of an employee who is employed on time-rate basis, the amount of wage which would have been payable to him for the complete wage period had he worked on all the working days in that wage period, divided by 26 if he is monthly rated, 13 if he is fortnightly rated, 6 if he is weekly rated and 1 if he is daily rated;

(ii) “in respect of an employee employed on any other basis, the amount of wages earned during the complete wage period in the Contribution period divided by the number of days in full or part for which he has worked for wages in that wage period:

Provided that where an employee receives wages without working on any day during such wage period, he shall be deemed to have worked for 26, 13, 6 or 1 day(s) or day if, the wage period be a month, a fortnight, a week or a day respectively.

Explanation— Where any night shift continues beyond midnight, the period of the night shift after midnight shall be counted for reckoning the day worked as part of the day preceding;

(h) “beneficiary” means, a building worker registered under section 106 or, as the case may be, an unorganized worker registered under section 113;

(i) “career centre (Central)” means, that career centre as notified by the Central Government;

(j) “career centre (regional)” means, any office (including employment exchange, place or portal) established and maintained in the manner prescribed by the Government of Puducherry for providing such career services (including registration, collection and furnishing of information, either by the keeping of registers or otherwise, manually, digitally, virtually or through any other mode) as may be prescribed by the Government of Puducherry, which may, *inter alia*, relate generally or specifically to-

(i) persons who seek to employ employees;

(ii) persons who seek employment;

(iii) occurrence of vacancies; and

(iv) persons who seek vocational guidance and career counselling or guidance to start self-employment.

(k) “cess collector” means, an officer appointed by the Government of Puducherry for collection of cess under chapter VIII of the Code;

(l) “chairperson” means, the Chairperson of the Puducherry Unorganised Workers’ Social Security Board constituted under sub-section (9) of section 6 or, as the case may be, the Puducherry Building and Other Construction Workers’ Welfare Board constituted under sub-section(1) of section 7 of the Code;

(m) “Chartered Engineer” means, a person having an engineering degree and the corporate membership of Institute of Engineers (India);

(n) "Code" means, the Code on Social Security, 2020 (Central Act No. 36 of 2020);

(o) "contribution period" means, the period not exceeding six consecutive months, as may be specified in the Regulations;

(p) "dependant" means, any of the following relatives of deceased employee, namely :-

(a) a widow, a minor legitimate or adopted son, an unmarried legitimate or adopted daughter or a widowed mother:

Provided that for the purposes of Chapter-IV, a legitimate adopted son, who has not attained the age of twenty-five years, shall be dependant of the deceased employee;

(b) if, wholly dependant on the earnings of the employee at the time of his death, a legitimate or adopted son or a daughter who has attained the age of eighteen years and who is infirm; except for the purposes of Chapter-IV wherein, the word "eighteen" occurring in this sub-clause shall be deemed to have been substituted by the word "twenty-five";

(c) if, wholly or in part dependent on the earnings of the employee at the time of his death, -

- (i) a widower;
- (ii) a parent other than a widowed mother;
- (iii) a minor illegitimate son, an unmarried illegitimate daughter or a daughter legitimate or illegitimate or adopted if married and a minor or if widowed and a minor;
- (iv) a minor brother or an unmarried sister or a widowed sister if a minor;
- (v) a widowed daughter-in-law;
- (vi) a minor child of a pre-deceased son;
- (vii) a minor child of a pre-deceased daughter where no parent of the child is alive, or;
- (viii) a grandparent if no parent of the employee is alive.

Explanation— For the purposes of sub-clause (b) and items (vi) and (vii) of sub-clause (c), references to a son, daughter or child include an adopted son, daughter or child, respectively

(q) “electronically” means, any information submitted by digital mode or uploading on the designated portal or digital payment in any mode for the purpose of the Code;

(r) “excluded vacancies” means, those vacancies which have been excluded from the purview of the section 139 as per the provisions of sub-sections (1) and (2) of section 140;

(s) “Form” means, a form appended to these rules;

(t) “fund” means, the Puducherry Unorganised Workers' Social Security Fund or, as the case may be, the Puducherry Building and Other Construction Workers' Welfare Fund;

(u) “Government” means, the Administrator of the Union territory of Puducherry appointed under Article 239 of the Constitution.

(v) “Government Securities” means, Government Securities as defined in the Government Securities Act, 2006 (Central Act No. 38 of 2006);

(w) “immovable property” includes land, benefits arise out of land, things attached to the earth, or permanently fastened to anything attached to the earth;

(x) “movable property” means, property of every description except immovable property;

(y) “Nodal Officer” means, a person designated by Building and Other Construction Workers' Welfare Board or the Government of Puducherry to facilitate the registration, renewal and updating electronically or otherwise or any such other function of Building Workers working in the Private Sector, Government of Puducherry, Central Government and Public Sector Undertakings of the Central and the Government of Puducherry or local authority.

(z) “nomination” means, nomination made under section 55 of the Code;

(za) “registered medical practitioner” means, a medical practitioner who possesses any recognised medical qualification as defined in clause (r) of Section 2 of the National Medical Commission Act, 2019 and who is enrolled on the National Register as defined in clause (m) and on a State Register as defined in clause (v) of the said section 2 of the Act;

(zb) “register of women employees” means, a register of women employees maintained under rule 58 (1);

(zc) “Schedule” means, the Schedule to the Code;

(zd) “section” means, a section to the Code;

(ze) “specified” means, specified by an order of the Central Government or the Government of Puducherry or any officer so authorized by such Government;

(zf) “standard benefit rate” means, average daily wages obtained by dividing the total wages paid during the Contribution period by the number of days for which these wages were paid;

(zg) “year” means, the financial year, beginning from the 1st day of April and ending with the thirty-first day of March of the following year:

(2) “The words and expressions used in these rules which are not defined therein, but are defined in the Code, shall have their respective meaning as assigned to them in the Code.

CHAPTER – II

SOCIAL SECURITY ORGANISATIONS

PART-A : Puducherry Unorganised Workers Social Security Board

3. *Constitution of the Puducherry Unorganised Workers’ Social Security Board.*— (1) The State Board constituted under sub-section (9) of section 6 of the Code shall be called as the “Puducherry Unorganised Workers’ Social Security Board” (hereinafter in this part referred to as “the Board”).

(2) The Puducherry Unorganised Workers’ Social Security Board shall consist of the following Members, namely:—

(a) Hon’ble Minister of Labour – Chairperson, *ex officio*;

- (b) The Secretary to Government (Labour) . . Vice-Chairperson,
ex officio;
- (c) One Member representing the Central Government in the
Ministry of Labour and Employment;
- (d) Thirty-One Members to be nominated by the Government
of Puducherry, out of whom—
 - (i) Ten members representing Departments, Government of
Puducherry; and
 - (ii) Seven representing the unorganised workers;
 - (iii) Seven representing employers of unorganised workers;
 - (iv) Two Members representing the Puducherry Legislative
Assembly;
 - (v) Five representing eminent persons from Civil Society;
- (e) The Commissioner of Labour . . . Member-
Secretary,
ex officio.

(3) All Members except Chairperson of the Board shall be from amongst persons of eminence in the fields of labour welfare, management, finance, law and administration.

4. *Term of office and conditions of service of the members under sub-section (12) of section 6 of the Code.*— (1) A Member, other than an *ex officio* member, shall hold office for a period of three years from the date of his nomination. A member shall be eligible for re-nomination:

Provided that a member, other than an *ex officio* member, shall not hold the office for more than two terms.

(2) The Non-official Member shall be removed by the Government from the Board, if, they cease to represent the interest for which he was nominated or if, such person attracts any provisions of section 8 of the Code.

(3) If, the new Board is not reconstituted after the completion of the term of the Board, the existing Board shall continue to discharge its functions till the new Board is reconstituted by the Government through notification.

(4) A Member nominated under sub-clause (iii) of clause (d) of sub-section (10) of section 6 of the Code shall cease to be a Member of the Board if, he ceases to be a Members of Legislative Assembly of Puducherry.

5. *Reconstitution of the Board.*— (1) The Government shall initiate the process for reconstitution of the Puducherry Unorganised Workers' Social Security Board, prior to six months of expiry of the term of the Board.

(2) If, the new Board is not reconstituted after completion of the term of the Board, such arrangements may be made for discharging the functions of the Board as may be decided by the Government, by notification, for the period till the new Board is constituted.

(3) All actions taken pursuant to the arrangement under sub-rule (2), shall have the same effect as if, it has been carried out by the Board itself.

6. *Resignation of Member of the Board under sub-section(12) of section 6 of the code.*— (1) A member of the Board, not being an *ex officio* Member, may resign by a letter in writing addressed to the Government and his membership shall cease from the date on which his resignation is accepted or on the expiry of thirty days from the date of receipt of intimation of resignation, whichever is earlier.

(2) The power to accept the resignation of a member shall vest in the Government of Puducherry and on accepting the resignation, the Chairperson shall report to the Board at its next meeting.

7. *Change of Address.*— If, a member changes his address, he shall notify his new address to the Member-Secretary of the Board who shall thereupon enter such new address in the official records:

Provided that if, a member fails to notify such new address, the address in the official records shall for all purposes be deemed to be the member's correct address.

8. *Manner of filling vacancies under sub-section (12) of section 6 of the Code.*— When a vacancy occurs or is likely to occur in the membership of the Board, Member-Secretary of the Board shall submit a report to the Government of Puducherry and on receipt of such report, the Government of Puducherry may, by notification, nominate a person to fill that vacancy:

Provided that if, the vacancy occurs for removal or resignation of a Member, the Member-Secretary shall communicate to the Government and the Government shall nominate and the person so nominated shall hold office for the remainder of the term of office of the member in whose place he or she is nominated.

9. *Allowances to Members under sub-section (12) of section 6 of the Code.*— (1) The travelling allowance of an official member of the Board shall be governed by the rules applicable to him / her for journey performed by him / her on official duties and shall be paid by the authority paying his / her salary.

(2) The Non-Official Members of the Board shall be paid travelling allowances for attending the meeting of the Board at such rates as are admissible to Class-A Officer of the Government of Puducherry and a daily allowance shall be calculated at the maximum rate admissible to Class-A Officer of the Government.

(3) Every Non-Official Member of the Board shall be paid a sitting allowance of ₹ 2,000 or an amount as may be fixed by the Government, from time to time, for attending the meeting of the Board.

10. *Procedure for transaction of business, meetings and quorum of the Board under sub-section (14) of section 6 of the Code.*— (1) The Chairperson shall preside over every meeting of the State Board in which he / she is present and in his or her absence, the Vice-Chairperson shall preside over such meeting.

(2) The Board shall meet at least once in a quarter at such place and time as may be decided by the Chairperson.

(3) (i) Ordinarily 15 days' notice shall be given to the Members of the Board of a proposed meeting:

Provided that the Chairperson, if, he or she is satisfied that it is expedient to call an emergency meeting for considering any matter which in his or her opinion is urgent, he or she may issue a notice giving such reasonable time as he or she may consider necessary.

(ii) No business except which is included in the list of business for a meeting of the Board shall be considered at the meeting without the permission of the Chairperson, if he / she presides or Vice-Chairperson, if he / she presides.

(4) Every matter which the Board is required to take into consideration shall be considered at a meeting of the Board, or if the Chairperson so directs, by sending the necessary papers to every member for opinion and the matter shall be disposed of in accordance with the decision of the majority;

Provided that where there is no opinion of majority on a matter and the members of the Board are equally divided, the Chairperson shall exercise an additional casting vote.

11. *Quorum*.— (1) No business shall be transacted at any meeting of the Board unless at least one-third members are present in that meeting:

(2) If, there is no quorum as laid down in sub-rule 3 (a) above, the Chairperson shall after wait for one hour after the expiration of the appointed hour, adjourn the meeting to such hour on some other future day as he may deem fit. A notice of such adjourned meeting shall be sent to every member of the Board and the business which would have been brought before the original meeting, had there been a quorum there at shall be brought before the adjourned meeting and may be disposed of at such meeting, whether the required quorum is there or not.

(3) The Chairperson may debar any member, other than *ex officio* members, from taking part in the Meeting of the Board if,—

(a) he or she absents himself or herself from three consecutive meetings of the Board without written information to and consent of the Chairperson; or

(b) in the view of the Government, such member has ceased to represent the interest which he purports to represent on the Board.

12. *Minutes of meetings*.— (1) The minutes of each meeting showing *inter alia* the names of the member present there, shall be forwarded to each member of the Board and to the Government as soon as possible and in any case not later than four weeks after the meeting.

(2) The minutes of each meeting of the Board shall be signed by the Chairperson and the members present. If it is not possible, the minutes of the meeting shall be confirmed, with such modification if any, at the next meeting.

(3) The minutes of a meeting of the Board shall be kept in separate Book and electronically.

13. *Officers and staff of the Board.*— (1) The Secretary of the Board shall be its Chief Executive Officer.

(2) The Board may utilise the services of the officers and other staff of the Labour Department for discharge of the functions under the Code and honorarium may be paid, till regular arrangement of its staff is made.

(3) The salaries and other allowances of the officers and other staff of the Board shall be such as may be decided by the Government of Puducherry from time to time.

(4) Subject to the financial capability, the Board may appoint its own staff and provide their salaries, allowances and other remuneration from its fund at such rate as may be decided by the Board from time to time.

(5) A senior officer belonging to Puducherry Financial Service cadre may be deputed by the Government of Puducherry to the Board to look after the financial matters of the Board.

(6) The sanctioned posts along with incumbents shall be transferred to the Board.

14. *Constitution and administration of Fund under sub-section (5) of section 141 of the Code.*— (1) The Fund constituted by the Government under sub-section (5) of section 141 shall be called as “Puducherry Unorganised Workers Social Security Fund” to which there shall be credited the amount received from, -

(i) The composition of offences under the Labour Codes relating to the Government of Puducherry;

(ii) Amount allotted under the budgetary provisions of the Government for the establishment of the fund;

(iii) Amount of grant given by the Central Government;

(iv) Amount received for implementation of the Scheme notified by the Central Government;

(v) Contribution or donation or any other financial support from employer, their Association or from Corporate Social Responsibility (CSR) Fund as determined by the Government by general or special order.

(2) The Fund received as above shall be kept in a separate Bank Account in a Scheduled Bank and such Fund shall be administered and transacted by the Board.

(3) The Fund shall be expended for the implementation of the Welfare Schemes framed for unorganised workers registered under the Puducherry Unorganised Workers Social Security Board and for meeting the administrative expenses of the Board, which shall not be more than ten percent of expenditure on such Scheme.

15. *Administrative and Financial Powers of the Secretary.*— (1) The Secretary shall, with the approval of the Chairperson, issue notice to convene meetings of the Board and keep record of minutes and shall take necessary steps for carrying out the decision of the Board.

(2) The Secretary shall open a Savings Bank Account in a Nationalised Bank in the name of Puducherry Unorganised Workers' Social Security Board and shall operate the said account.

(3) All administrative expenditure up to rupees five lakhs at a time shall be sanctioned and drawn under the signature of the Secretary and such expenditure in excess of rupees five lakhs at a time shall be approved by the Chairperson prior to disbursement by the Secretary of the Board and such financial power of the Secretary shall be altered by the Board when felt necessary.

(4) The Secretary may also exercise such other administrative and financial powers, as may be delegated to him, from time to time, by the Board on recommendation of the Chairperson.

(5) The Board may, from time to time, delegate, subject to such conditions as it may deem fit, administrative and financial powers to any other Officer under the control and supervision of the Board to such extent, for such purpose and subject to such conditions as may be specified in the delegation, for its efficient functioning.

(6) The accounts of the Bank shall be reconciled once in every quarter with the Cash Book of the Board. The consolidated debits and credits of Bank account shall tally with the income and expenditure of the fund. A Bank reconciliation statement shall be made at the end of every quarter to explain inconsistencies between the Fund Account maintained in the Board and the Bank Accounts.

(7) The Secretary shall ensure that,—

(i) the accounts of the Board on all income and expenditure shall be maintained annually as per the provision of section 115 of the Code;

(ii) the income and expenditure of the Board shall be audited annually as per the provision of section 116 of the Code;

(iii) the budget of the Board shall be framed annually and submitted to the Government as per the provision of section 117 of the Code; and

(iv) the annual report on the works and activities of the Board shall be prepared annually and submitted to the Government as per the provision of section 118 of the Code.

16. *Budget of the Board.*— The budget estimate of the Board containing estimated receipt and expenditure for every financial year shall be prepared and laid before the Board by 31st January of every year and the Board shall approve the budget before the 31st March for which the details of all immovable and movable assets of the Board including the Bank deposits, expenditure incurred on Welfare Schemes, administration and other sub-heads against the current year's approved budget and a detailed progress report on the functioning of the Board during the current year, shall be placed before the Board for consideration after which the budget shall be submitted to the Government for its approval.

PART – B

Puducherry Building and Other Construction Workers' Welfare Board

17. *Constitution of the Puducherry Building and Other Construction Workers' Welfare Board.*— (1) The “Board” constituted under sub-section (1) of section 7 shall be known as the 'Puducherry Building and Other Construction Workers' Welfare Board' (hereinafter in this part referred to as “the Board”).

(2) The Puducherry Building and Other Construction Workers' Welfare Board shall consist of the following Members, namely :—

(i) Hon'ble Minister of Labour . . Chairperson,
ex officio;

(ii) A Member to be nominated by the Central Government;

(iii) The Commissioner of Labour . . Member-
Secretary

(iv) Five Members representing the Government connected with the activities covered under these Acts, to be appointed by the Government.

(a) The Chief Engineer, Public Works . . *ex officio*
Department, Puducherry. Member;

(b) The Director, Local Administrative . . *ex officio*
Department. Member;

(c) The Chief Town Planner, Town and . . *ex officio*
Country Planning Department, Member;
Puducherry.

(d) The Executive Engineer, National . . *ex officio*
Highways, Public Works Department, Member;
Puducherry.

(e) The Labour Officer (Board) . . *ex officio*
Member;

(v) Five Members from among the employers of building and other construction workers to be appointed by the Government.

(vi) Five members representing the building and other construction workers to be appointed by the Government of Puducherry.

(3) At least one of the Members of the Board nominated under clauses (iv), (v) and (vi) of sub-rule (2) above shall be a woman.

(4) The Secretary of the Board shall be the Chief Executive Officer of the Board.

18. *Term of office and conditions of service of the members of Board.*— (1) A member, other than an *ex officio* member, shall hold office for a period of three years from the date of his nomination. A member shall be eligible for renomination:

Provided that a member, other than an *ex officio* member, shall not hold the office for more than two terms.

(2) The non-official member shall be removed by the Government of Puducherry from the Board, if, they cease to represent the interest for which he was nominated or if, such person attracts any provisions of section 8 of the Code.

(3) If, the new Board is not reconstituted after the completion of the term of the Board, the existing Board shall continue to discharge its functions till the new Board is reconstituted by the Government of Puducherry through notification.

19. *Reconstitution of the Board.*— (1) The Government of Puducherry shall initiate the process for reconstitution of the Puducherry Building and Other Construction Workers Welfare Board, prior to six months of expiry of the term of the Board.

(2) If, the new Board is not reconstituted after completion of the term of the Board, such arrangements may be made for discharging the functions of the Board as may be decided by the Government of Puducherry, by notification, for the period till the new Board is constituted.

(3) All actions taken pursuant to the arrangement under sub-rule (2), shall have the same effect as if it has been carried out by the Board itself.

20. *Resignation.*— (1) Any member of the Board, not being an *ex officio* member, may resign by a letter in writing addressed to the Government of Puducherry and his membership shall cease from the date on which his resignation is accepted by the Government of Puducherry or on the expiry of thirty days from the date of receipt of intimation of resignation, whichever is earlier.

(2) The power to accept the resignation of a member under sub-rule (1) shall vest with the Government.

21. *Filling of casual vacancies.*— When a vacancy occurs or is likely to occur in the membership of the Board, Secretary of the Board shall submit a report to the Government of Puducherry and on receipt of such report, the Government may, by notification, nominate a person to fill that vacancy.

Provided that if, the vacancy occurs for removal or resignation of a Member, the Secretary shall communicate to the Government of Puducherry and the Government shall nominate and the person so nominated shall hold office for the remainder of the term of office of the member in whose place he or she is nominated.

22. *Cessation of Membership.*— If, any member of the Board, not being an *ex officio* member, fails to attend three consecutive meetings of the Board without obtaining the leave of the Chairperson for such absence, he shall cease to be a member of the Board:

Provided that the Board may, if, it is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings, direct that such cessation shall not take place and on such direction being made, such member shall continue to be a member of the Board.

23. *Fees and Allowances to members.*— (1) The Chairperson shall be paid an honorarium and other allowances and facilities as may be fixed by the Government of Puducherry, from time to time.

(2) Every Non-Official Member of the Board shall be paid a sitting allowance of ₹ 2,000 or an amount as may be fixed by the Government, from time to time, for attending the meeting of the Board.

(3) The travelling allowance of an official member of the Board shall be governed by the rules applicable to him for journey performed by him on official duties and shall be paid by the authority paying his salary.

(4) The Non-Official Members of the Board shall be paid travelling allowances for attending the meeting of the Board at such rates as are admissible to Class-A Officer of the Government of Puducherry and a daily allowance shall be calculated at the maximum rate admissible to Class-A Officer of the Government.

(5) All such expenditures shall be met from the funds of the Board within its administrative expenses.

24. *Procedure for meetings of the Board.*— (1) The Board shall meet at least once in quarter or earlier as may be necessary at such place as may be determined by the Chairperson.

(2) Members of the Board shall be given 15 days' notice of the meeting specifying the date, time and place of the meeting and business to be transacted thereat:

Provided that, 15 days' notice shall not be necessary where, in the opinion of Chairperson, business of an emergent nature has to be transacted.

(3) (a) The Quorum for the meeting shall be one third of the total members, having presence of at least one member each representing the Government of Puducherry, employers and workers.

(b) If, there is no quorum as laid down in sub-rule 3 (a) above, the Chairperson shall after wait for one hour after the expiration of the appointed hour, adjourn the meeting to such hour on some other future day as he may deem fit. A notice of such adjourned meeting shall be sent to every member of the Board and the business which would have been brought before the original meeting, had there been a quorum there at shall be brought before the adjourned meeting and may be disposed of at such meeting, whether the required quorum is there or not.

(c) All matters coming before the meeting of the Board shall be decided by majority of the members present and voting shall be held only if required at the meeting. In case of equality of votes, the Chairperson shall have the casting vote.

(d) The minutes of each meeting showing *inter alia* the names of the members present there, shall be forwarded to each member of the Board and to the Government of Puducherry as soon as possible and in any case not later than four weeks after the meeting.

(e) The minutes of each meeting of the Board shall be signed by the Chairperson and the members present. If it is not possible, the minutes of the meeting shall be confirmed, with such modification if any, at the next meeting.

(f) The minutes of a meeting of the Board shall be kept in separate Book and or electronically.

(4) The Chairperson shall preside over every meeting of the Board in which he is present and in his absence, the Vice-Chairperson shall preside over such meeting in his place with the consent of the Chairperson.

25. Appointment of Secretary and other Officers, Salaries and Allowances.— (1) The terms and conditions of service, salaries and allowances of the Secretary, Member-Secretary, other officers and employees of the Board shall be as follows, namely:—

(i) The Board may, with prior approval of the Government, appoint an Officer from the Labour Commissionerate not below the rank of Labour Commissioner as Secretary of the Board.

(ii) The Board may, with the prior concurrence of the Government, appoint, as many officers of the Government, not below the rank of Labour Officer / Assistant Inspector of Labour in the Labour Department.

(iii) Subject to the financial capability, the Board may appoint its own staff and provide their salaries, allowances and other remuneration from the funds of the Board at such rate as may be decided by the Board from time to time.

(iv) A senior officer belonging to Puducherry Financial Service cadre may be deputed to the Board to look after the financial matters of the Board.

(v) The salaries and allowances payable to the Member-Secretary, Secretary or other officers and employees of the Board shall not be higher than those admissible to the Government employees of equivalent cadre and rank.

(vi) The sanctioned posts along with incumbents shall be transferred to the Board.

26. *Administrative and Financial Powers of the Secretary.*—

(1) The Secretary of the Board shall be its Chief Executive Officer.

(2) The Secretary shall, with the approval of the Chairperson, issue notice to convene meetings of the Board and keep record of minutes of the meeting and shall take necessary steps for carrying out the decision of the Board.

(3) The Secretary of the Board may, without reference to the Board, sanction expenditure and contingencies, supplies and services and purchase of articles, refund for administering the fund subject to the limits up to which he may be authorised to sanction expenditure on any single item from time to time by the Board.

(4) The Secretary may from time to time exercise such other administrative and financial powers other than those specified in sub-rule (3) above, as may be delegated to him from time to time by the Board.

(5) The Board may, from time to time delegate, subject to such conditions as it may deem fit, administrative and financial powers to any other officer under its control and supervision to the extent considered necessary for its efficient functioning.

27. *Amount in connection with premium for Group Insurance Scheme of the beneficiaries under clause(c), the Educational Schemes for the benefit of children of the beneficiaries under clause (d) and the medical expenses for treatment of major ailments of a beneficiary or, such dependent under clause (e) of sub-section (6) of section 7.*—

(1) The Puducherry Building and Other Construction Workers' Welfare Board shall,—

(i) Pay such amount in connection with premium for Group Insurance Scheme of the beneficiaries as framed by Government of India or Government of Puducherry from time to time and adopted by the Board;

(ii) Frame Educational Schemes for the benefit of children of the beneficiaries; as per the Scheme framed by the Government of India or Government of Puducherry from time to time and adopted by the Board; and

(iii) Meet such medical expenses for treatment of major ailments of a beneficiary or, such dependant, as per the Scheme framed by the Government of India or Government of Puducherry from time to time and adopted by the Board.

CHAPTER – III

EMPLOYEES INSURANCE COURT

28. *Manner and time within which second appeal may be filed to the Employees' Insurance Court by the Insured Person or the Corporation under clause (b) of sub-section (7) of Section 37.*— (1) If, the insured person or the corporation preferred appeal to the Medical Appeal Tribunal against the order of the Medical Board under sub-clause (ii) of clause (d) of sub-section 7 of Section 37 instead of to the Employees Insurance Court under sub-clause (ii) of the clause, then the Insured Person or the Corporation may file a second appeal to the Employees' Insurance Court by presenting an application within ninety days of the date of receipt of the copy of Order of the Medical Appeal Tribunal to the Insured Person or the Corporation, as the case may be:

Provided that the Employees' Insurance Court may entertain an appeal after the period of ninety days, if it is satisfied that the appellant had sufficient reasons for not presenting the application for appeal within the said period.

(2) The application for appeal to the Employees' Insurance Court, shall be in Form-I.

29. *Procedure to be followed by the Employees' Insurance Court under sub-section(2) of section 50 and Costs incidental to any proceeding before an Employees' Insurance Court under sub-section(3) of Section 50.*— (1) An Application under shall be presented in triplicate in Form-II and shall contain the following particulars, namely:—

(a) Name of the Court in which Application is brought;

(b) Full name including age and occupation;

(c) Where the applicant or the opposite party is a minor or a person of unsound mind, a statement to that effect and the full name, age, occupation and postal address of his or her guardian, next-of-kin, or any other person authorized to act on his behalf;

(d) The fact constituting the cause of action and the date when it arose;

(e) The facts showing that Court has jurisdiction; and

(f) The relief which the applicant claims;

(2) Every application shall be verified in the same manner as a pleading in a Civil Court.

(3) All documents on which the application is based shall be appended to the application with an accurate list thereof;

(4) All applications shall be entered in a register in Form-III to be maintained by the Court physically or electronically.

(5) Every application to the Court shall be brought within three years on which the cause of action arose or as the case may be, the claim becomes due;

(6) Where at any stage it appears to the Court that the application should be presented to another Court, or should be entertained by another Court, the first mentioned Court shall transfer the application along with the file of the case to the Court empowered to deal with it and shall inform the applicant and the opposite party accordingly and the Court to which the application along with the file is transferred shall continue the proceedings as if the previous proceedings or any part of it had been taken before it.

(7) The Court shall follow the rules of Code of Civil Procedure (Central Act No. 5 of 1908) in respect of summoning of the parties, service of summon, procedure of hearing, framing of issues, statement and production of evidence, method of recording evidence, cross-examination of witness and other related matters.

(8) The fee payable on an application in respect of any matter referred to in Section 49 shall be ₹ 100 (rupees one hundred), however, the Government may enhance the fees by notification, from time to time.

(9) The fee and costs payable in respect of any other matters shall be such as is prescribed by the relevant laws for the time being in force.

(10) All fees and costs referred to in this rule shall be collected by way of Court fee stamps or any other mode as may be notified by the Government of Puducherry.

30. *Manner of commencement of proceedings before the Employees' Insurance Court, fees and procedure thereof under sub-section (1) of section 51.*— (1) The proceedings before an Employees' Insurance Court shall be commenced on application by the Corporation or the aggrieved person or the employer of an establishment, as the case may be:

Provided that the limitation for initiating the proceedings by the aggrieved person in the Employees' Insurance Court shall be three years from the date on which the cause of action arises.

(2) Subject to the provisions of Chapter-IV of the Code and any rules made by the Government of Puducherry thereunder, all proceedings before the Employees' Insurance Court shall be instituted in the Court appointed for the local area in which the Insured Person was working at the time the question or dispute arose.

(3) If, the Court is satisfied that any matter arising out of any proceedings pending before it can be more conveniently dealt with by any other Employees' Insurance Court in Puducherry, it may transfer such matter to such other Court for disposal and shall forthwith transmit to such other Court the records connected with that matter.

(4) The Court to which any matter is transferred under sub-rule (3) shall continue the proceedings, further from the stage it is transferred to it, as if they had been originally instituted in it.

CHAPTER – IV

GRATUITY

31. *Bank or other financial institution in which the gratuity shall be invested for the benefit of minor under the third proviso to sub-section (1) of section 53.*— In the case of death of the employee, gratuity payable to him shall be paid to his nominee or, if no nomination has been made to his heirs, and where any such nominees or an heirs, is a minor, the share of such minor, shall be deposited with the Competent Authority notified under third proviso to sub-section (1) of section 53, who shall invest the gratuity amount deposited with him by the employer for the benefit of such minor in term deposit with any Nationalised Bank.

Explanation.— For the purposes of this rule, “Nationalised Bank” means, a corresponding new Banks specified in the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (Central Act No. 5 of 1970) with reference to section 3 of that Act and also a corresponding new Bank specified in the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (Central Act No. 40 of 1980) with reference to section 3 of that Act.

32. *Time, form and manner of nomination by an employee under sub-section (1), the time to make fresh nomination under sub-section (4) , the form and manner of modification of a nomination under sub-section (5) and the form for fresh nomination in case, the nominee predeceases under sub-section (6) of section 55.*— (1) A nomination under sub-section (1), (4), (5) & (6) of Section 55 as the case may be shall be in Form-IV and submitted in duplicate by the employee either by personal service, after taking proper receipt or by speed post or electronically to the employer.

(2) In the case of an employee who is already in employment for a year or more, but not submitted the nomination, he shall submit the same within ninety days and in the case of an employee who completes one year of service shall submit the same within ninety days of the completion of one year of service:

Provided that nomination in Form-IV shall be accepted by the employer after the specified period, if filed and no nomination so accepted shall be invalid merely because it was filed after the specified period.

(3) Within thirty days of the receipt of nomination in Form-IV under sub-rule (1), the employer shall verify the service particulars of the employee, as mentioned in the form of nomination, or caused to verify with reference to the records of the establishment and return to the employee, after obtaining a receipt thereof, the duplicate copy of the nomination in Form-IV duly attested either by the employer or an officer authorised in this behalf by him, as a token of recording of the nomination by the employer and the other copy of the nomination shall be retained.

(4) An employee who has no family at the time of making a nomination shall, within ninety days of acquiring a family, submit in the manner specified in sub-rule (1), a fresh nomination, as required under sub-section (4) of section 55, duplicate in Form-IV to the employer and thereafter the provisions of sub-rule (3) shall apply *mutatis mutandis* as if it was made under sub-rule (1).

(5) A notice of modification of a nomination, including cases where a nominee predeceases an employee, shall be submitted in duplicate in Form-IV to the employer in the manner specified in sub-rule (1), and thereafter the provisions of sub-rule (3) shall apply *mutatis mutandis* as if it was made under sub-rule (1).

(6) A nomination or a fresh nomination or a notice of modification of nomination shall be, signed by the employee or, if illiterate, shall bear his left-thumb impression in the presence of two competent witnesses, who shall also sign a declaration to that effect in the nomination, fresh nomination or notice of modification, as the case may be, and shall be submitted by the employee electronically or by speed post or personal service.

(7) A nomination, fresh nomination or notice of modification of nomination shall take effect from the date of receipt thereof by the employer.

33. *Time within which and the form in which a written application shall be made under sub-section (1) of Section 56.*—(1) An employee who is eligible for gratuity under the Code, or any person authorised, in writing, to act on his behalf, shall send a written application to the employer in Form-V, within thirty days from the date the gratuity became payable.

Provided that where the date of superannuation or retirement of an employee is known, the employee may apply to the employer before thirty days of the date of superannuation or retirement:

Provided further that an employee on fixed term employment shall be eligible for gratuity, if he renders service under the contract for a period of at least one year and for subsequent period in excess of six months and above, but less than one year, shall be rounded off to one additional year.

(2) A nominee / legal heir of an employee and employee on fixed term employment who is eligible for gratuity under the third proviso to sub-section (1) of section 53 shall apply, ordinarily within thirty days from the date the gratuity became payable to him, in Form-V to the employer:

Provided that an application in plain paper with relevant particulars shall also be accepted and the employer may obtain such other particulars as may be deemed necessary by him.

(3) Where gratuity becomes payable under the Code, the periods of limitation specified in sub-rules (1) & (2) shall be deemed to be operative from the date of such commencement.

(4) An application for payment of gratuity filed after the expiry of the periods specified in this rule shall also be entertained by the employer, if the applicant adduces sufficient cause for the delay in preferring his claim, and no claim for gratuity under the Code shall be invalid merely because the claimant failed to present his application within the specified period and any dispute in this regard shall be referred to the Competent Authority for his decision.

(5) An application under this rule shall be presented to the employer either electronically or by personal service or by speed post.

34. *Notice for payment of gratuity.*— (1) Within fifteen days of the receipt of an application under sub-rule (1) of rule 34 for payment of gratuity, the employer shall,—

(i) If found that the claim is admissible on verification, issue a notice in Form-VI to the applicant employee, nominee or legal heir, as the case may be, specifying the amount of gratuity payable and fixing a date, not being later than the thirtieth day after the date of receipt of the application, for payment thereof, or

(ii) If found that the claim is not admissible, issue a notice in Form-VI to the applicant employee, nominee or legal heir, as the case may be, specifying the reasons why the claim for gratuity is not admissible.

(2) In the case of denial of gratuity, a copy of the notice shall be endorsed to the Competent Authority.

(3) In case the payment of gratuity is due to be made in the employer's office, the date fixed for the purpose in the notice in Form-VI under sub-clause (i) of sub-rule (1) shall be refixed by the employer, if a written application in this behalf is made by the payee explaining why it is not possible for him to be present in person on the date specified.

(4) If the claimant for gratuity is a nominee or a legal heir, the employer may ask for such witness or evidence as may be deemed relevant for establishing his identity or maintainability of his claim, as the case may be and in that case, the time-limit specified for issuance of notices under sub-rule (1) shall be operative with effect from the date such witness or evidence, as the case may be, called for by the employer is furnished to the employer.

(5) A notice in Form-VI shall be served on the applicant either by personal service after taking receipt or by speed post or by personal service or electronically.

(6) A notice under sub-section (2) of section 56 shall be in Form-VI.

35. *Mode of payment of gratuity.*— The gratuity payable under the Code shall be paid through Demand Draft or by crediting in the Bank account of the eligible employee, nominee or legal heir, as the case may be.

36. *Form of Application to the Competent Authority for direction under clause (b) of sub-section (5) of section 56.*— (1) *If an employer,*— (i) refuses to entertain an application sought to be filed under sub-rule(1) of rule 33, or to accept a nomination under sub-rule (2) of rule 33; or

(ii) issues a notice under sub-rule (1) of rule 35 either specifying an amount of gratuity which is considered by the applicant less than what is payable to him or, rejecting his eligibility to payment of gratuity, or

(iii) having received an application under rule 33 fails to issue notice as required under rule 35 within the time specified therein, the claimant employee, nominee or legal heir, as the case may be, within one hundred eighty days of the occurrence of the cause for the application, apply Form-VII to the Competent Authority for issuing a direction under sub-section (5) of section 56 with as many extra copies as are the opposite party:

Provided that the Competent Authority may accept any application under this sub-rule, on sufficient cause being shown by the applicant, after the expiry of the specified period.

(2) An application under sub-rule (1) and other documents relevant to such an application shall be presented in person to the Competent Authority or shall be sent by speed post or electronically.

37. *Procedure for dealing with application for direction.*— (1) On receipt of an application under sub-rule (1) of rule 35, the Competent Authority shall, by issuing a notice in Form-VIII, electronically or by speed post or in person call upon the applicant as well as the employer to appear before him on a specified date, time and place, either by himself or through his authorised representative together with all relevant documents and witnesses, if any.

(2) Any person desiring to act on behalf of an employer or employee, nominee or legal heir, as the case may be, shall present to the Competent Authority a letter of authority from the employer or the person concerned, as the case may be, on whose behalf he seeks to act together with a written statement explaining his interest in the matter and praying for permission so to act and the Competent Authority shall record thereon an order either according his approval or specifying, in the case of refusal to grant the permission prayed for, the reasons for the refusal.

(3) A party appearing by an authorised representative shall be bound by the acts of the representative.

(4) After completion of hearing on the date fixed under sub-rule (1), or after such further evidence, examination of documents, witnesses, hearing and inquiry, as may be deemed necessary, the Competent Authority shall record his finding as to whether any amount is payable to the applicant under the Code and such finding shall be given to each of the parties.

(5) If, the employer concerned fails to appear on the specified date of hearing after due service of notice without sufficient cause, the Competent Authority may proceed to hear and determine the application *ex parte* and if the applicant fails to appear on the specified date of hearing without sufficient cause, the Competent Authority may dismiss the application:

Provided that an Order under this sub-rule may, on good cause being shown within thirty days of receipt of the said Order, be reviewed and the application for set aside the ex-parte Order shall be re-heard after giving not less than fourteen days' notice to the opposite party of the date fixed for rehearing of the application.

(6) ***Place and time of hearing*** : The sittings of the Competent Authority shall be held at such times and at such places as he may fix and he shall inform the parties of the same in such manner as he thinks fit.

(7) ***Administration of oath*** : The Competent Authority may authorise a clerk of his Office to administer oaths for the purpose of making affidavits.

(8) ***Summoning and attendance of witnesses*** : The Competent Authority may, at any stage of the proceedings before him, either upon or without an application by any of the parties involved in the proceedings before him, and on such terms as may appear to the competent authority just, issue summons to any person in Form-VIII either to give evidence or to produce documents or for both purposes on a specified date, time and place.

(9) ***Service of summons or notice*** : (1) Subject to the provisions of clause (ii), any notice, summons, processes Order issued by the Competent Authority may be served either personally or by speed post or electronically or in any other manner as prescribed under the Code of Civil Procedure, 1908 (Central Act No. 5 of 1908).

(ii) Where there are numerous persons as Parties to any proceeding before the Competent Authority and such persons are members of any Trade Union or Association or represented by an authorized person, the service of notice on the Secretary, or where there is no Secretary, on the Principal Officer of the Trade Union or Association, or on the authorized person shall be deemed to be the service on such persons.

(10) ***Maintenance of records of cases by the Competent Authority*** : (i) The Competent Authority shall record the particulars of each case under section 56 and at the time of passing Orders shall sign and put the date on the particulars so recorded.

(ii) The Competent Authority shall, while passing orders, in each case, also record the findings on the merits of the case and file it together with the memoranda of evidence with the Order sheet.

(iii) Any record, other than a record of any Order or direction, which is required by these rules to be signed by the Competent Authority, may be signed on behalf of and under the direction of the Competent Authority by any subordinate Officer appointed in writing for this purpose by the Competent Authority.

(11) Direction for payment of gratuity: If a finding is recorded under sub-rule (4) and the applicant is entitled to payment of gratuity under the Code, the Competent Authority shall issue a notice to the employer concerned in Form-IX electronically or by speed post or in person specifying the amount payable and directing payment thereof to the applicant under intimation to the Competent Authority within thirty days from the date of the receipt of the notice by the employer and a copy of the notice shall be endorsed to the applicant employee, nominee or legal heir, as the case may be.

38. *Appeal under sub-section (8) of section 56.*— (i) The Memorandum of appeal under sub-section (8) of Section 56 of the Code shall be submitted to the Appellate Authority with a copy thereof to the Opposite Party and the Competent Authority either through delivery in person or by Speed post or electronically.

(ii) The Memorandum of appeal shall contain the facts of the case, the decision of the Competent Authority, the grounds of appeal and the relief sought.

(iii) There shall be appended to the Memorandum of appeal a certified copy of the finding of the Competent Authority and direction for payment of gratuity.

(iv) On receipt of the copy of Memorandum of appeal, the Competent Authority shall forward records of the case to the Appellate Authority.

(v) Within fourteen days of the receipt of the copy of the Memorandum of appeal, the opposite party shall submit his comments on each paragraph of the Memorandum with additional pleas, if any, to the Appellate Authority with a copy to the appellant.

(vi) The Appellate Authority shall record its decision after giving the parties to the appeal a reasonable opportunity of being heard and a copy of the said decision shall be given to the Parties to the appeal electronically or by registered post or in person and a copy shall be sent to the Competent Authority returning his records of the case.

(vii) The Competent Authority shall, on receipt of the decision of the appellate authority, make necessary entry in the records of the case maintained by him.

(viii) On receipt of the decision of the Appellate Authority, the Competent Authority shall, if required under that decision, modify his direction for payment of gratuity and issue a notice to the employer concerned in Form-IX specifying the modified amount payable and directing payment thereof to the applicant, under intimation to the Competent Authority within fifteen days of the receipt of the notice by the employer and a copy of the said notice shall be endorsed to the appellant employee, nominee or legal heir, as the case may be, and to the Appellate Authority.

39. *Application for recovery of gratuity under section 129.*— Where an employer fails to pay the gratuity due under the Code in accordance with the notice by the Competent Authority under rule 37 (11), the employee concerned, his nominee or legal heir, as the case may be, to whom the gratuity is payable may apply to the Competent Authority in duplicate in Form-X for recovery thereof under section 129.

40. *Qualifications and experience of the Officer appointed as the Competent Authority under sub-section (1) of section 58.*— The Competent Authority shall be appointed by the Government, by notification not below the rank of Inspector-cum-Facilitator.

CHAPTER – V

MATERNITY BENEFIT

41. *Complaint to be made under Section 72.*— (1) A complaint under sub-section (1) of section 72 shall be made in writing in Form-XI as the case may be.

(2) When a complaint referred to in section 72 is received by an Inspector-*cum*-Facilitator, he shall examine the relevant records maintained by the employer in this behalf, examine any person employed in the establishment and take necessary statement for the purpose of the enquiry and if he is satisfied that the maternity benefit or any amount has been improperly withheld or the woman employee is discharged or dismissed, he shall by an order, direct the employer to make the payment to the woman or to the person claiming the payment under section 63, immediately or within such period mentioned in the said order:

Provided that the time limit for disposal of the complaint shall not exceed 45 days from the date of filing of complaint and in case of non-appearance by either of the parties.

42. *Authority to whom an appeal may be preferred under section 72.*— (1) Any person aggrieved by the Order of the Inspector-*cum*-Facilitator under sub-section (2) of section 72 shall file an appeal to the Competent Authority.

(2) The appeal shall be in writing submitted to the Competent Authority in Form-XII with supporting documents.

(3) When an appeal is received, the Competent Authority shall call from the Inspector-*cum*-Facilitator before a fixed date, the record of the case and he shall, if necessary, also record the statements of the aggrieved person and of the Inspector-*cum*-Facilitator, and seek clarification, if any, is required.

(4) Taking into account the documents, the evidence produced before him and the facts presented to him or ascertained by him, the Competent Authority shall give his decision within a period of three months and in case of non-appearance by either of the Parties, may extend for a further period of three months.

CHAPTER – VI

EMPLOYEES COMPENSATION

43. *Amount to be deposited towards the expenditure of the funeral of the employee with the Competent Authority by the employer under sub-section (7) of section 76.*— If, the injury of employee results in death, the employer shall in addition to compensation under the Code, deposit with Competent Authority a sum of Fifteen thousand rupees or as may be notified by the Government of Puducherry for payment of the same to the surviving dependants of the employee towards the expenditure of the funeral of such employee or where the employee did not have dependant or was not living with his dependent at the time of his death to the person who actually incurred such expenditure.

44. *Conditions when application for review is made without certificate of a medical practitioner under sub-section (1) of section 79.*— Application for review of half-monthly payment under sub-section (1) of section 79, may be made without being accompanied by a medical certificate:—

(i) By the employer, on the ground that since the right to compensation was determined, the employee's wages have increased;

(ii) by the employee, on the ground that since the right to compensation was determined, his wages have diminished;

(iii) by the employee, on the ground that the employer, having commenced to pay compensation, has ceased to pay the same, notwithstanding the fact that there has been no change in the employee's condition such as to warrant such cessation;

(iv) either by the employer or by the employee, on the ground that the determination of the rate of compensation for the time being in force was obtained by fraud or undue influence or other improper means;

(v) either by the employer or by the employee on the ground that in the determination of compensation there is a mistake or error apparent on the face of the record.

45. *Class of employers and the form of notice-book under sub-section (4) of section 82.*— Every employer to which the Code applies shall maintain a notice book in accordance with sub-section (4) of section 82 in Form-XIII.

46. *Interval for medical examination under the proviso to sub-section (1) of section 84.*— An employee who is in receipt of a half monthly payment shall not be required to submit himself for medical examination for the time being more than twice in the first month following the accident or more than once in any subsequent month.

47. *Form of statement to be submitted by the employer under sub-section (1) of section 88.*— The statement required under sub-section (1) of section 88 shall be in Form-XIV.

48. *Manner of recording the Memorandum of Agreement in a register by the Competent Authority under sub-section (1) of section 89.*— (1) The Memorandum of Agreement sent to the Competent Authority under sub-section (1) of section 89 shall, unless the Competent Authority otherwise directs, be in duplicate, and shall be in as close conformity as the circumstances of the case admit with, Form XV-A, Form XV-B, Form XV-C, as the case may be.

(2) The Register of Memorandum shall be in Form XV-D

49. *Other experience and qualifications for Competent Authority under sub-section (1) of section 91.*— The Government of Puducherry may, by notification, appoint any Officer of the Labour Department, Puducherry, not below the rank of Deputy Labour Commissioner / Labour Officer having educational qualification as determined for the post by the Government to be the Competent Authority for employee's compensation within defined jurisdiction.

50. *Manner in which matters may be dealt with by or before a Competent Authority under sub-section (1) of section 92.*—

(1) **Applications.**— (i) Any application of the nature referred to in section 93 of the code may be sent to the Competent Authority by speed post or may be presented to him or to any of his subordinates authorised by him in this behalf and, if so sent or presented, shall, unless the Competent Authority otherwise directs, be made in duplicate in Form-XVI-A or XVI-B as the case may be and shall be signed by the applicant.

(ii) There shall be appended to every such application a certificate, which shall be signed by the applicant to the effect that the statement of facts contained in the application is to the best of his knowledge and belief accurate.

(2) ***Production of documents.***— (i) When the application for relief is based upon a document, the document shall be appended to the application.

(ii) Any other document which any Party desires to tender in evidence shall be produced at or before the first hearing.

(iii) Any document which is not produced at or within the time specified in sub-rule (1) or (2) as the case may be, shall not without the sanction of the Competent Authority be admitted in evidence on behalf of the party who should have produced it.

(iv) Nothing in this rule applies to any document which is produced for the purpose of cross-examining a witness or handed to a witness to refresh his memory.

(3) ***Application presented to wrong Competent Authority.***— (i) If it appears to the Competent Authority on receiving application that it should be presented to another Competent Authority, he shall return it to the applicant after endorsing upon it the date of the presentation and return, the reason for returning it and designation of the Competent Authority to whom it should be presented.

(ii) If it appears to the Competent Authority at any subsequent stage that an application should have been presented to another Competent Authority, he shall send the application to the Competent Authority empowered to deal with it and shall inform the applicant and the opposite Party if he has received a copy of the application accordingly.

(iii) The Competent Authority to whom the application has been so transferred, shall continue to proceed as if the previous proceedings were done before him, if he is satisfied that the interests of the Parties will not thereby be prejudiced.

(4) ***Summary dismissal of application.***— (i) The Competent Authority may, after considering the application and the result of any examination of the applicant, summarily dismiss the application, if, for reasons to be recorded, he is of opinion that there are no sufficient grounds for proceeding thereon:

Provided that dismissal of the application under sub-clause (i) shall not preclude the applicant from presenting afresh application between Parties for the settlement of the same matter.

(5) **Notice to opposite party.**— If the Competent Authority does not dismiss the application, he shall issue notice to opposite Party or Parties against whom relief is sought together with copy of application and other documents appended and may call upon the Parties to produce on that date any evidence which they may wish to render.

(6) **Appearance and examination of opposite Party.**— (i) The opposite party, if desires to contest the claim, may file a written statement accompanied with documents, and if no written statement has been filed, the Competent Authority shall proceed to examine him upon the claim, and shall reduce the result of such examination to writing.

(ii) If the opposite Party files the written statement, the applicant may file rejoinder with documents, if he so wishes.

(7) **Framing of issues.**— (i) After considering any written statement and the result of any examination of the Parties, the Competent Authority may frame issues for decision of the case, if he thinks necessary.

(ii) In recording the issues, the Competent Authority shall distinguish between those issues which in his opinion concern points of fact and those which concern points of law.

(8) **Diary.**—The Competent Authority shall maintain a brief diary of the proceedings on an application filed before him.

(9) **Evidence.**— (i) After framing of issues, Parties may submit their evidence on affidavit, on which opposite Party shall have right to cross examination.

(ii) On application by any Party to the proceedings and on deposit of fees and expenses fixed by the Competent Authority, the Competent Authority may summon any witness whose evidence he thinks is necessary for just decision of the case.

(iii) The evidence of all witnesses shall be recorded in the presence of Competent Authority and shall be authenticated by his signature and seal.

(10) **Scale of Fee.**— Fees relating to proceedings of the case shall be such as determined by the Government from time to time provided if in any matter the applicant for any reason is unable to pay the fee in advance, the Competent Authority may proceed without deposit of advance fee and may direct that payment of the fee shall be due after final decision in the case.

(11) **Procedure in connected cases.**— (i) Where two or more cases pending before a Competent Authority arise out of the same accident and any issue involved in common to two or more such cases, such cases may so far as the evidence bearing on such issue is concerned, be heard simultaneously.

(ii) Where action is taken under sub-clause (1), the evidence bearing on the common issue or issues shall be recorded on the record of one case, and the Competent Authority shall certify under his hand on the record of any such other case the extent to which the evidence so recorded applies to such other case, and the fact that the Parties to such other case had the opportunity of being present, and, if they were present, they shall have the right of cross examining the witnesses.

51. *Time limit for disposal of application and costs incidental to the proceedings under sub-section (4) of section 93 of the Code.*—

(1) Every application made to the Competent Authority under sub-section (4) of section 93 of the Code shall be disposed off by the Competent Authority as expeditiously as possible within six months from the date it is presented to the Competent Authority:

Provided that, if the Competent Authority is unable to dispose off the application within the stipulated period of six months, he shall at the time of final disposal of the application state the reasons therefore in the diary maintained under sub-rule (8) of this rule.

(2) **Incidental Costs.**— (i) Any party to the dispute who desires to get certified copies of decision, decree, or other document may get decision, decree, or other document on payment of cost at the following rates, namely:—

(ii) The cost for the copies of any document of record or statement or order or decree shall be ₹ 2 per page along with ₹ 10 for the application for the copies.

(iii) The cost of service or summons or notices or expenses of witnesses or the cost payable in respect of any matter not referred before shall be such amount as may be specified in each case by the Competent Authority and such amount or any other sum of money payable under this rule shall be paid in such manner and within such time as it may specify there for.

(iv) The Competent Authority may, whenever it finds either on applications of applicant or otherwise that the applicant is unable to pay the cost, it may exempt the applicant from the payment of cost.

52. *Manner of authentication of Memorandum under section 97.*— The method of recording evidence, examination of witnesses and Memorandum shall be authenticated under the hand of the Competent Authority and the Competent Authority shall follow the procedure under the Code in discharging the said functions.

CHAPTER – VII

SOCIAL SECURITY AND CESS IN RESPECT OF BUILDING AND OTHER CONSTRUCTION WORKERS

53. *Time limit for payment of cess under section 101.*— Every employer shall pay cess payable within thirty days from the date of receipt of the assessment order.

54. *Fees for appeal under sub-section (2) of section 105.*— An employer aggrieved by an order of the assessment may file an appeal against such order, to the Appellate Authority as notified by the Government in this regard with a non-refundable fee equivalent to one-half percent, but not exceeding rupees twenty five thousand, of the amount in dispute or penalty or both, as the case may be, under such appeal.

CHAPTER – VIII

FINANCE AND ACCOUNTS

55. *Holding of Property etc., by Social Security Organization.*—

The conditions to acquire, hold, sell or otherwise transfer any movable or immovable property by Social Security Organisation (except corporation) under sub-section (1), conditions to invest any moneys vested in it, re-invest or realise investments under sub-section (2) terms to raise loans and take measures for discharging such loans under sub-section (3) and terms to constitute for the benefit of Officers and Staff or any class of them, provident or other benefit funds under sub-section (4) of section 120 of the Code shall be as decided by the Board by a resolution approved by not less than 2/3 majority.

56. *Conditions and manner of writing off irrecoverable dues under section 121.*— (1) Where the Social Security Organisations in the Union Territory, like the Puducherry Unorganised Workers' Social Security Board and the Puducherry Building and the Other Construction Workers' Welfare Board constituted by the Government of Puducherry, is of the opinion that the amount of contribution, cess, interest and damages due to it has become irrecoverable, the said Boards or any other Officer authorized by it in this behalf may sanction the writing off of the said amount, subject to the following conditions, namely:-

(i) establishment has been closed for more than five years and the whereabouts of the employer cannot be ascertained, despite all possible efforts;

(ii) decree obtained by the said Boards could not be executed successfully for want of sufficient assets of the defaulting employer; or

(iii) claim for contribution is not fully met by,-

(a) the Official Liquidator in the event of factories or establishments having gone into liquidation; or

(b) the Commissioner of Payments in the event of unit being nationalized or taken over by the Government.

CHAPTER – IX

AUTHORITIES, ASSESSMENT, COMPLIANCE AND RECOVERY

57. *Other powers of Inspector-cum-Facilitator under clause (e) of sub-section (6) of section 122.*— In addition to the powers under sub-section (6) of section 122 of the Code, the Inspector-cum- Facilitator may exercise such other powers and shall perform such other duties as may be assigned by the Government by general or special Order.

58. *Form and manner for maintenance of records and registers and other particulars and details under clause (a), manner and form at the work places of the employees under clause (b) and the manner and period of filing returns to the officers or authority under clause (d) of section 123.*— (1) The employer of every establishment shall maintain,-

- (i) Register of employees in Form-XVII;
- (ii) Register of attendance-cum-muster roll in Form-XVIII;
- (iii) Register of wages, overtime and deduction in Form-XIX;
- (iv) Register of women employees in Form-XX.

(2) Registers under this chapter shall be maintained electronically or otherwise.

(3) Entries in the registers shall be made in English and Regional languages or the Language understood by the majority of persons employed.

(4) Every employer shall produce records and registers, on demand before the Inspector-cum-Facilitator or any person authorized in that behalf by the Government.

(5) All the registers and other records shall be preserved in original for a period of five calendar years from the date of last entry made therein.

(6) Every employer shall issue wage slips, electronically or otherwise to the employees under clause (c) of section 123 on or before payment of wages in Form-XXI.

(7) In respect of establishments which are required to maintain register under the rules framed under the Code on Wages, 2019 (Central Act No. 29 of 2019) or the Occupational Safety, Health and Working Conditions Code, 2020 (Central Act No. 37 of 2020), the following registers and wage slip required to be maintained by the employer of the establishment under those Codes and the rules made there under, shall be deemed to be maintained by the employer under these rules, namely:-

- (i) Register of employees.
- (ii) Register of Attendance-*cum*-Muster Roll.
- (iii) Register of Wages, over time and deductions.
- (iv) Register of Women employees; and
- (v) Wage slip.

(8) All registers and other records required to be maintained under the Code and under these Rules shall be maintained complete and up-to-date and unless otherwise provided for, shall be kept at an office or the nearest convenient building within the precincts of the workplace.

(9) The employer shall display conspicuously a notice at or near the main entrance of the establishment in bold letters in English and Regional languages understood by the majority of the employees specifying the name of the Officer with designation authorised by the employer to receive, on his behalf, notices under the Code or the rules made therein.

(10) The employer to which the provisions of Chapter-V and Chapter-VI of the Code applies, on or before the 28th or 29th day of February in each year, file a unified annual return as per the Puducherry Occupational Safety, Health and Working Conditions Rules, 2026, Puducherry Wages Rules, 2026, Puducherry Industrial Relations Rules, 2026 and Puducherry Social Security Rules, 2026.

Provided that during inspection, the Inspector-*cum*-Facilitator may require the production of accounts, books, registers and other documents maintained in electronic form or otherwise.

Explanation.— For the purposes of this sub-rule, the expression “electronic form” shall have the same meaning as assigned to it in clause (r) of section 2 of the Information Technology Act, 2000 (Central Act No. 21 of 2000).

(11) If the employer to which the provisions of Chapter-V and Chapter-VI of the Code applies, sells, abandons or discontinues the working of the establishment, then, he shall, within one month from the date of such sale or abandonment or four months of the date of such discontinuance, as the case may be, file electronically or upload through online mode on the designated web portal of the Government in the Labour Department, a further unified return in Form-XXII referred to in sub-rule (9) in respect of the period between the end of the preceding year and the date of the sale, abandonment or discontinuance.

CHAPTER – X

OFFENCES AND PENALTIES

59. *Form and manner of application for compounding of an offence under sub-section (4) of section 138.*— (1) The Officer authorized by the Government by notification for the purposes of compounding of offences under sub-section (1) of section 138 shall issue electronically or by speed post a notice in Part I and Part II of the Form-XXIII for the offences which are compoundable under section 138.

(2) The person so noticed under sub-rule (1) may apply in Part-III of the Form-XXIII to the Officer electronically or by speed post and deposit the entire compounding amount by electronic transfer or otherwise, within fifteen days of the receipt of the notice.

(3) The Compounding Officer shall issue a composition certificate in Part IV of Form-XXIII electronically or by speed post within ten days of receipt of the composition amount, to such person from whom such amount has been received in satisfaction of the composition notice.

(4) If a person so noticed fails to deposit the composition amount within the time specified by the Compounding Officer, the prosecution shall be instituted before the Competent Court against such person for the offences in respect of which the compounding notice was issued.

(5) For the compounding of an offence after the institution of prosecution in a Competent Court in respect thereof, the provisions of sub-section (6) of section 138 shall apply.

CHAPTER – XI

EMPLOYMENT INFORMATION AND MONITORING

60. *Manner and form of reporting vacancies and form of filing the return by the employer, to the concerned career centres under sub-section (2) of section 139.—*

1. **Reporting of Vacancies to Career Centres.**— (a) The employer in every establishment in public sector, before filling up any vacancy in any employment in that establishment, report that vacancy or cause to be reported to such Career Centre as may be specified in the notification by the Government.

(b) The employer in every establishment in private sector or every establishment pertaining to any class or category of establishments in private sector shall, before filling up any vacancy in any employment in that establishment, report that vacancy or cause to be reported to such Career Centre from such date as may be specified in the notification by the Government.

(c) The Government shall provide for mechanism (including digital) for receipt of vacancies reported by the employers, Career Centre to which the vacancies are reported, would provide a unique vacancy reporting number for the vacancy reported and convey it to the employer in writing, through email or digitally or through any other such media immediately, but in any case, not later than three working days from the date of receipt of reporting of vacancies.

Explanation.—(1) Establishment in “public sector” means, an establishment owned, controlled or managed by,-

- (i) the Government or a Department of the Government;
- (ii) a Government company as defined in clause (45) of section 2 of the Companies Act, 2013 (Central Act No. 18 of 2013);
- (iii) a corporation (including a co-operative society) or an autonomous organization or an authority or a body established by or under a Central or State Act, which is owned, controlled or managed by the Government; and
- (iv) a local authority.

(2) “Establishment in private sector” means, an establishment which is not an establishment in public sector and with ordinarily twenty or more employees or such number of employees as may be notified by the Government of Puducherry.

2. *Type of vacancies and respective Career Centre for reporting of vacancies.*— (a) The following are the types of vacancies, namely-

(i) All vacancies in posts of Technical and Scientific nature carrying minimum Pay or Pay Level or both as notified by Government occurring in establishments in respect of which the Government is the appropriate Government under the Code; and

(ii) Vacancies which an employer may desire to be circulated to the Career Centre’s outside the Union territory of Puducherry in which the establishment is situated shall be reported to such Career Centre as may be specified by the Government by notification.

3. *Form and manner of reporting of vacancies.*— (a) The vacancies shall be reported in writing or through valid official e-mail or digitally to the Career Centre specified by the Government.

(b) The vacancies shall be reported in the format given at Form-XXIV, furnishing as many details as practicable, separately in respect of each type of vacancy.

(c) Any change in the particulars already furnished to the Career Centre under clause (a) of sub-rule (3), shall be reported in writing or through official e-mail or digitally, as the case may be, to the specified Career Centre.

4. *Time limit in the reporting of vacancies.*— Vacancies, required to be reported to the Career Centre, shall be reported at least fifteen days before the last date of receipt of the applications of the prospective candidates for purpose of appointment or taking interview or test against the vacancies reported.

5. *Maintenance of records.*— (a) The employers in every establishment in the public sector shall maintain records manually or electronically or digitally about

- (i) total number of employees (regular, contractual or fixed term employment) on 31st March of every year;
- (ii) persons recruited during the year ending on 31st March;
- (iii) occupational details of its employees on 31st March of every year;
- (iv) vacancies for which suitable candidates were not available during the year ending on 31st March; and
- (v) approximate number of vacancies likely to occur during the next financial year.

(b) The Government may by notification, require that from such date as may be specified in the notification, the employer in every establishment in private sector or every establishment pertaining to any class or category of establishment in private sector shall maintain records manually or electronically or digitally about

- (i) total number of employees (regular, contractual or fixed term employment) on 31st March of every year;
- (ii) persons recruited during the year ending on 31st March;
- (iii) occupational details of its employees on 31st March of every year;
- (iv) vacancies for which suitable candidates were not available during the year ending on 31st March; and
- (v) approximate number of vacancies likely to occur during the next financial year.

6. **Submission of returns.**— An employer shall furnish to the concerned Career Centre yearly returns in Form XXV, the yearly returns shall be furnished manually or, electronically, or digitally, as the case may be, as specified by the Government in notification, within thirty days of the due date, *i.e.*, 31st March of the year.

7. **Declaration of Executive Officer.**— The Director of Employment, controlling the work of Career Centres of the Government will declare in writing an Officer looking after the work of Career Centres as “Executive Officer” for the purpose of enforcement / implementation of Chapter-XIII of the Code .

8. *Levy of penalty under the Chapter XIII of the Code.*— The Director of Employment or an Officer of equivalent or above rank, controlling the work of Career Centres, of the Government shall be the Competent Authority to approve institution or sanction the institution of levy of penalty for an offence as mentioned in section 133 under the Code.

CHAPTER – XII

MISCELLANEOUS

61. *Such other sources of funding and the manner of administering and expending of the fund under sub-section (5) of section 141.*—

(1) There shall be established a Social Security Fund by the Government for the welfare of the Unorganised Workers under sub-section (5) of section 141 and shall be named as Puducherry Unorganised Workers' Social Security Fund, in which there shall be credited the amount received from the composition of offences under this code relating to the Government of Puducherry under clause (i) of sub-section (5) of section 141.

(2) In addition to the source of fund mentioned in clause (ii) of sub-section (5) of section 141, the amount received from the following sources shall be credited to this fund, namely:—

(i) Amount given by the Government for the establishment of the fund.

(ii) The amount of grant given by the Central Government, the Government of Puducherry and other authorities and statutory bodies.

(iii) Amount received for registration or renewal of beneficiaries from Puducherry Social Security Board and their contribution.

(iv) Amount received for implementation of the Scheme notified by the Central Government.

(v) Amount received for implementation of the Scheme notified by the Government of Puducherry.

(vi) Contribution or donation or any other financial support from employer, their association or from Corporate Social Responsibility (CSR) Fund as determined by the Government of Puducherry by general or special Order.

(vii) Funds received under sub-section (1) section 115 of the Occupation Safety, Health and Working Conditions Code, 2020 and section 89 under Industrial Relations Code, 2020 and section 18 under Code on Wages, 2019 relating to the Government of Puducherry.

(viii) Any other source which is approved by the Government through notification.

(3) The Government shall identify other sources for funding or replenishing the Social Security Fund, from time to time.

(4) The fund shall be administered by the Government through Puducherry Unorganised Workers' Social Security Board.

(5) The Puducherry Unorganised Workers' Social Security Board may also engage any institution for the administration of the fund, in the manner, as notified by the Government and in such case, directions of the Government, if any, shall be complied by such institution for the administration of the Social Security Fund.

(6) The statement of accounts of Social Security Fund shall be maintained by the Puducherry Unorganised Workers' Social Security Board or the institution engaged by the Puducherry Unorganised Workers' Social Security Board, as the case may be, in the form and manner as specified by the Government and shall be submitted to the Government from time to time.

(7) The accounts of the Social Security Fund shall be audited by the Accountant General, Puducherry.

62. *Conditions which the exempted establishment or the class of establishments or an employee or class of employees, as the case may be, shall comply with after such exemption under sub-section (2) of section 143.*— (1) The establishment to which exemption has been granted from the provision of Chapter-IV of the Code:

(a) shall maintain such records regarding the exempted employees and submit such returns and other information to the Corporation as may be specified in the Regulations by corporation under section 157.

(b) in case of change of legal status of an establishment which has been granted exemption under section 143 of the Code, due to merger, demerger, acquisition, sale, amalgamation, formation into a subsidiary, whether wholly owned or not, *etc.*, the exemption shall be deemed to be cancelled and the establishment shall be required to apply afresh for exemption, to the Government.

(2) For the purposes of Chapter-III, the establishment and/or employer, after the grant of exemption, shall comply with all such terms and conditions as may be specified in the Provident Fund Scheme or the Pension Scheme or the Insurance Scheme, as the case may be, framed under section 15 of the Code.

63. *Manner of determining the misuse of any benefit by an establishment or by any other person under section 148.*— On recommendation of the Authority or Competent Authority or Social Security Organisation, if the Government is satisfied that any establishment or any person has misused any benefit provided to him under this Code or these rules, then the Government may by notification, deprive such establishment or other person, as the case may be from such benefit for such time as may be specified in the notification:

Provided that no such order shall be passed unless an opportunity of being heard is given to such establishment or other person, as the case may be.

FORM – I

[See rule 28 (2)]

SECOND APPEAL TO EMPLOYEES' INSURANCE COURT

To,

The Authority,

(Appointed under the Code on Social Security, 2020)

..... (Address)

Sir,

I, the undersigned, employee of (Name and full address of the establishment) feel aggrieved by the order of issued under sub-section 7(a) of section 37 for the reasons attached hereto, prefer this second appeal under sub-section 7(b) of section 37 and request that the said order, dated be ordered to be set aside for the reasons enumerated below :—

A copy of the Order of in this behalf is enclosed.

Date

Signature or thumb impression of the Aggrieved person

Signature of an Attester in case the person is not able to sign and affixes thumb impression.

FORM – II

[See rule 29(1)]

APPLICATION TO EMPLOYEES' INSURANCE COURT

In the Employees, Insurance Court at

.....

Applicant

(add description and residence)

Against

.....
Opposite Party (add description and residence) Other Particulars of
Application specified in rule 31(1).
.....
.....

Date

Signature of Applicant

(Verification by the Applicant)

The statement of facts contained in this application is true and
correct to the best of my knowledge and belief.

Date

.....

Signature

FORM-III

[See rule 29 (4)]

REGISTER OF APPLICATIONS

Employee's Insurance Court at

.....

Register of proceedings in the year 20...

1	Date of presentation of application	
2	No of proceedings	
3	Name	Applicant
4	Description	
5	Place of residence	
6	Particulars	Opposite
7	Amount or value, if any	Claim
8	Place of residence	
9	Particulars	
10	Amount or value, if any	
11	When the cause of action occurred	
12	Day of parties to appear	Appearances
13	Applicant	
14	Opposite - party	
15	Date	
16	For whom	Final
17	Order, dated	
18	Date of Decision of appeal, if any	
19	Judgment in appeal	Appeal
20	Date of application	
21	Against whom	Executive
22	For what and amount of money	
23	Amount of costs	
24	Date of order transferring to another civil court	
25	Other remarks, if any	

FORM – IV

[See rule 32]

**NOMINATION / FRESH NOMINATION / MODIFICATION OF
NOMINATION / NOMINATION IN THE CASE OF NOMINEE
PREDECEASES***(Strike out the words not applicable)*

To

(Give here name or description of the establishment with full address)

I, Shri / Shrimathi / Kumari (Name in full here) whose particulars are given in the statement below, hereby nominate the person(s) mentioned below/ have acquired a family within the meaning of clause (33) of section 2 of Code on Social Security, 2020 with effect from the (date here) in the manner indicated below and therefore nominate a fresh the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

or

I, Shri / Shrimati/Kumari (Name in full here) whose particulars are given in the statement below, hereby give notice that the nomination filled by me on date and recorded under your Reference No., dated shall stand modified in the following manner:–

*Strike out unnecessary portion.

2. I hereby certify that the person(s) mentioned is/are a member(s) of my family within the meaning of clause (33) of section 2 of the Code on Social Security, 2020.

3. I hereby declare that I have no family within the meaning of clause (33) of section 2 of the said Code.

4. (a) My father / mother / parents is / are not dependent on me.

(b) My husband's father / mother / parents is / are not dependent on my husband.

5. I have excluded my husband from my family by a notice, dated the.....to the Competent Authority in terms of clause (33) of section 2 of the said Code.

6. Nomination made herein invalidates my previous nomination.

Nominee(s)

Sl. No.	Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity be shared
1				
2				
3				
So on				

Manner of acquiring a "Family"

(Here give details as to how a family was acquired, *i.e.*, whether by marriage or parents being rendered dependent or through other process like adoption)

Statement

1. Name of employee in full
2. Sex
3. Religion
4. Whether unmarried / married / widow / widower
5. Department / Branch / Section where employed
6. Post held with Ticket No. or Serial No., if any
7. Date of appointment
8. Permanent address:

Village Post-Office
Thana Sub-Division District
..... State Pin-Code
..... E-mail ID Mobile
..... Number

Place : *Signature / Thumb-impression of the Employee*

Date :

Certificate by the Employer

Certified that the particulars of the above-nomination have been verified and recorded in this establishment.

Employer's Reference No., if any

Signature of the employer / Officer authorised Designation

Date :

Name and address of the establishment or rubber stamp thereof.

Acknowledgement by the Employee

Received the duplicate copy of nomination in FORM-IV filed by me and duly certified by the employer.

Date :

Signature of the Employee

FORM – V

[See rule 33 (1 & 2)]

**APPLICATION FOR GRATUITY BY AN EMPLOYEE / NOMINEE /
LEGAL HEIR***(Strike out the words not applicable)*

To

.....

(Give here name or description of the establishment with full address)

Sir/Madam,

I, (name of employee / nominee /
legal heir) / nominee of late (Name of the employee) /
as a legal heir of late (Name of the employee), want
to apply for payment of gratuity to which I am entitled under sub-section
(1) of section 53 of the Code on Social Security, 2020 on account of—

(a) my superannuation / retirement / resignation after completion
of not less than five years of continuous service / total disablement due
to accident / total disablement due to disease / on termination of contract
period under fixed term employment with effect from the
or;

(b) death of the aforesaid employee while in service/
superannuation on after completion of
years of service / total disablement of the aforesaid employee due to
accident or disease while in service with effect from the
or;

(c) death of aforesaid employee of your establishment while in
service / superannuation on (date) without making any
nomination after completion of years of service / total
disablement of the aforesaid employee due to accident or disease while
in service with effect from

Necessary particulars relating to my appointment are given in the
statement below.

1. Name of employee in full, (if, :
the gratuity is claimed by an
employee).
 - (a) Marital status of employee :
(unmarried / married / widow /
widower).
 - (b) Address in full of employee :

or
2. Name of nominee / legal heir, :
(if, the gratuity is claimed by
nominee / legal heir)
 - (a) Name of Employee :
 - (b) Marital status of nominee / :
legal heir (unmarried /
married / widow / widower).
 - (c) Relationship of nominee / :
legal heir with the employee.
 - (d) Address in full of nominee /:
legal heir.
 - (e) Date of death and proof of :
death of the employee.
 - (f) Reference No. of recorded :
nomination if available.
3. Department / Branch / Section :
where last employed.
4. Post held by employee :
5. Date of appointment :
6. Date and cause of termination :
of service.
7. Date of Death :

8. Total period of service of the :
employee.
9. Total wages last drawn by the :
employee.
10. Total gratuity payable to the :
employee / share of by a gratuity
claimed nominee / legal heir.
11. Payment may please be made :
by crossed bank cheque /
Demand Draft / credit in my
Bank Account No.

Yours faithfully,

Place : *Signature / Thumb-impression of*
Date : *the applicant employee / nominee / legal heir.*

FORM – VI

[See rule 34]

NOTICE FOR PAYMENT / REJECTING CLAIM OF GRATUITY

(Strike out the words not applicable)

To

.....
.....

(Name and address of the applicant employee/nominee legal heir)

You are hereby informed that,–

(a) *as required under sub-rule (1) and (2) of rule 35 of the Puducherry Code On Social Security Rules, 2026, that your claim for payments of gratuity as indicated on your application in FORM-V under the said rules is not admissible for the reasons stated below:

Reasons (Here specify the reasons);or

(b) *as required under sub-rule (1) of rule 35 of the Puducherry Code On Social Security Rules, 2026 that a sum of ₹ (Rupees) is payable to you as gratuity / as your share of gratuity in terms of nomination made by on and recorded in this as a legal heir of an employee of this establishment.

2. *Please call at on (Here specify place)(date) at (time) for collecting your payment of gratuity payable by way of crossed cheque.

3. Amount payable shall be sent to you through crossed bank cheque / demand draft or shall be credited in your bank account as desired by you.

4. Brief statement of calculation :

- (a) Date of appointment :
- (b) Date of termination / :
superannuation / resignation /
disablement / death.
- (c) Total period of service of : Years months.
the employee concerned.
- (d) Wages last drawn :
- (e) Proportion of the admissible :
gratuity payable in terms of
nomination / as a legal heir.
- (f) Amount payable :

*strike out para, if, not applicable

Place : *Signature of the Employer/authorized officer.*

Date :

Name or description of establishment or rubber stamp thereof.

Copy to the Competent Authority having jurisdiction.

FORM – VII

[See rule 36(1) (iii)]

APPLICATION FOR DIRECTION**Before the Competent Authority for Chapter-V
under the Code on Social Security, 2020**

Application No.

Date:

BETWEEN

(Name in full of the applicant with full address)

AND

(Name in full of the employer concerned with full address)

The applicant is an employee of the above-mentioned employer / a nominee of late an employee of the above-mentioned employer/a legal heir of late employee of the above-mentioned employer, and is entitled to payment of gratuity under section 53 of the Code on Social Security, 2020 on account of his own / aforesaid employee's superannuation on (date)/his own retirement/aforesaid employees' resignation on (date) Completion of years of continuous service / his own / afore said employees' total disablement with effect from (date) due to accident / disease death of aforesaid employee on

2. The applicant submitted an application under sub-rule (1) of rule 34 of the Puducherry Code on Social Security Rules, 2026 on the but the above-mentioned employer refused to entertain it/issued a notice, dated under the clause (i) of sub-rule (1) of rule 35 offering an amount of gratuity which is less than my due / issued a notice, dated under the clause (ii) of sub-rule (1) of rule 35 rejecting my eligibility to payment of gratuity. The duplicate copy of the said notice is enclosed.

3. The applicant submits that there is a dispute on the matter (specify the dispute).

4. The applicant furnishes the necessary particulars in the annexure hereto and prays that the Competent Authority may be pleased to determine the amount of gratuity payable to the petitioner and direct the above-mentioned employer to pay the same to the applicant.

5. The applicant declares that the particulars furnished in the annexure hereto are true and correct to the best of his knowledge and belief.

Place : *Signature / Thumb impression of the applicant.*

Date :

ANNEXURE

1. Name in full of applicant with full :
address.
2. Basis of claim (Death / :
Superannuation / Employee
Retirement / Resignation /
Disablement of / Completion of
contract period under Fixed Term
Employment).
3. Name and address in full of the :
employee.
4. Marital status of the employee :
(unmarried / married / widow /
widower).
5. Name and address in full of the :
employer.
6. Department / Branch / Section :
where the employee was last
employed (if known). :

7. Post held by the employee with :
Ticket or Sl. No., if any (if known).
8. Date of appointment of the :
employee (if known).
9. Date and cause of termination of :
service of the employee
(Superannuation / retirement /
resignation / disablement / death /
Completion of contract period
under Fixed Term Employment).
10. Total period of service by the :
employee.
11. Wages last drawn by the employee :
12. If the employee is dead, date and :
cause thereof.
13. Evidence / witness in support of :
death of the employee.
14. If a nominee, No. and date of :
recording of nomination with the
employer.
15. Evidence / witness in support of :
being a legal heir if a legal heir.
16. Total gratuity payable to the :
employee (if known).
17. Percentage of gratuity payable :
to the applicant as nominee /
legal heir.
18. Amount of gratuity claimed by :
the applicant.

Place : *Signature / Thumb-impression of the applicant*

Date :

FORM – VIII

[See rules 37 (1 & 8)]

**NOTICE FOR APPEARANCE BEFORE THE COMPETENT
AUTHORITY / SUMMON**

(Strike out the words not applicable)

To,

(Name and address of the employer/applicant)

Whereas, Shri an employee under you / a nominee (s) / legal heir(s) of Shri an employee under the above-mentioned employer, has/have filed an application under sub-rule (1) of rule 37 of the Puducherry code on Social Security Rules, 2026 alleging that (A copy of the said application is enclosed, if summon is issued then copy of application is not required).

And whereas, your attendance is required to give evidence/you are required to produce the documents mentioned in this list below, on behalf of in the case arising out of the claim for gratuity by Form and referred to this Authority by an application under section 56 of the Code on Social Security, 2020, you are hereby summoned to appear personally before this Authority on the day of 20..... at 'O' clock in the forenoon / afternoon and to bring with you to send to this Authority) the said documents.

Now, therefore, you are hereby called upon / summoned to appear before the Competent Authority at (place) either personally or through a person duly authorized in this behalf for the purpose of answering all the material questions relating to the application on the day of 20..... at 'O' clock in the forenoon / afternoon in support of/to answer the allegation; and as the day fixed for your appearance is appointed for final disposal of the application, you must be prepared to produce on that day all the witnesses upon whose evidence, and the documents upon which you intend to rely in support of your allegation / defence.

Take notice that in default of your appearance on the day before-mentioned, the application will be dismissed/heard and determined in your absence.

List of documents

- 1.
- 2.
3. so on

Given under my hand and seal, this day of 20

Competent Authority Under the Code on Social Security Code, 2020

Note :

1. Strike out the words and paragraphs not applicable.
2. The portion not applicable to be deleted.
3. The summons shall be issued in duplicate. The duplicate is to be signed and returned by the persons served before the date fixed.
4. In case the summons is issued only for producing a document and not to give evidence it will be sufficient compliance to the summons if the documents are caused to be produced before the Competent Authority on the day and hour fixed for the purpose.

FORM – IX

[See rules 37(11) & 38 (viii)]

**NOTICE FOR PAYMENT OF GRATUITY AS DETERMINED BY
COMPETENT/APPELLATE AUTHORITY**

(Strike out the words not applicable)

(Name and address of employer)

Whereas, Shri / Smt. / Kumari an employee
..... (address) under you / a nominee (s) / legal
heir (s) of late an employee under you, filed an
application under section 56 of the Code on Social Security, 2020, before
me; or

2. And whereas, a notice was given to you on requiring you to make payment of ₹ to Shri / Smt. / Kumari as gratuity under the Code on Social Security, 2020.

3. And whereas, the application was heard in your presence on and after the hearing have come to the finding that the said Shri / Smt. / Kumari is entitled to a payment of ₹ as gratuity under the Code on Social Security, 2020; or

4. And whereas, you (or) the applicant went in appeal before the appellate authority, who has decided that an amount of ₹ is due to be paid to Shri / Smt. / Kumari as gratuity due under the Code on Social Security, 2020.

Now, therefore, I hereby direct you to pay the said sum of ₹ to

Shri / Smt. / Kumari within thirty days of the receipt of this notice with an intimation thereof to me.

Given under my hand and seal, this day of 20.....

Competent / Appellate Authority Under the Code on Social Security Code, 2020

Copy to:

(a) The Applicant – He is advised to contact the employer for collecting payment.

(b) The Appellate Authority if applicable.

Note (Strike out paragraphs if not applicable)

FORM – X

[See rule 39]

APPLICATION FOR RECOVERY OF GRATUITY**Before the Competent Authority for Chapter V under the Code on
Social Security, 2020**

Application No.

Date :

BETWEEN

(Name in full of the applicant with full address)

AND

(Name in full of the employer/Trust/Insurer concerned with full address)

1. The applicant is an employee of the above-mentioned employer/
a nominee of late An employee of the above-mentioned
employer/a legal heir of late an employee of the
above-mentioned employer, and you were pleased to direct the said
employer in your notice, dated under rule 39 of the
Puducherry Code on Social Security Rules, 2026 for payment of a sum of
₹ As gratuity payable under the Code on Social Security, 2020.

2. The applicant submits that the said employer failed to pay the
said amount of gratuity to me as directed by you although I approached
him for payment.

3. The applicant therefore prays that a certificate may be issued
under section 129 of the Social Security Code, 2020 for recovery of the
said sum of ₹ due to me as gratuity in terms of your direction.

Place : *Signature / Thumb-impression of applicant.*

Date:

Note.— Strike out the words not applicable.

FORM – XI

[See rule 41(1)]

COMPLAINT TO THE INSPECTOR-CUM-FACILITATOR

To

**The Inspector-cum-Facilitator
(Under The Code on Social Security, 2020)**

Sir,

I (Name of woman) employed in (name and full address of the establishment) or I, (name), a person nominated under section 62 by or a legal representative of (name of woman) employed in (name and full address of the establishment) having fulfilled the conditions laid down in the Code on Social Security, 2020 and the Puducherry Code On Social Security Rules, 2026 framed there under, am entitled to ₹ being maternity benefit and / or ₹ being the medical bonus and/ or ₹ being wages for leave due under section 65 but, the same has been improperly withheld by the employer/ discharged or dismissed during or on account of her absence from work in accordance with the provisions of this Chapter-VI of Code on Social Security, 2020.

You are therefore requested, to direct the employer to pay the amount to me and / or to set aside the discharge or dismissal done by the employer.

Place :

Date :

*Signature or thumb impression of the
Woman employee/ nominee/ legal representative*

*Signature of an Attester in case the
Woman employee / nominee / legal representative is
unable to sign and affixes thumb impression*

Full address of the women employee /
nominee / legal representative

FORM – XII

[See rule 42(2)]

APPEAL

To,

The Authority,
(Appointed under the Code on Social Security, 2020)
..... (Address)

Sir,

I, the undersigned, woman employee / her legal heir / her representative or employer/his representative of (name and full address of the establishment) aggrieved by the Order of Inspector-*cum*-Facilitator Shri hereby prefer this Appeal under sub-section (3) of section 72 in view of the facts mentioned in the memorandum and other documents filed herewith.

*Denial by his order under sub-section (2) of section 72, the maternity benefit or other amount (Nature of amount) to which (Name of woman employee) is entitled and/or refused to set aside discharge or dismissal of (Name of woman employee) during or on account of absence from work in accordance with the provisions of Chapter-VI of the Code on Social Security, 2020 (No. 36 of 2020) (Strike out unnecessary portion).

*It is submitted that the (Name of woman employee) is not entitled to the maternity benefit or the said amount and / or rightly discharged or dismissed hence, the Order of the Inspector-*cum*-Facilitator may be set aside.

*Strike out unnecessary portion.

Date : *Signature or thumb impression of the Women /*
Place : *Aggrieved person*

*Signature of an Attester in case the woman
is not able to sign and affixes thumb impression.
Full address of the nominee / legal representative*

[illegible]

FORM – XIV

[See rule 47]

STATEMENT OF FATAL ACCIDENTS

To

The Competent Authority,

.....

1. I have the honor to submit the following statement of an accident which occurred on (date), at (here enter details of premises) which resulted in the death of the employee / employees of whom particulars are given in the statement annexed.

2. The circumstances relating to the death of the employee/ employees were as under:—

- (a) Time of accident.
- (b) Place where the accident occurred.
- (c) Manner in which deceased was / were employed at the time.
- (d) Cause of the accident.
- (e) Any other relevant particulars.

3. I am responsible for payment of compensation.

4. Details of employee

- (a) Name of the employee
- (b) Age of the employee
- (c) Wages of the employee

(5) The establishment is not responsible for payment of compensation due to reasons mentioned below

*(Signature and designation of
person making the statement)*

FORM – XV – A

[See rule 48(1)]

MEMORANDUM OF AGREEMENT

It is hereby submitted that on the day of 20..... personal injury was caused to Thiru / Tmt. / (Name) residing at (address) by accident arising out of and in the course of his employment in.....(Name of the Establishment with address). The said injury has resulted in permanent disablement to the said workman of the following nature, namely: (Disablement details to be furnished). The said employee's monthly wages are estimated at ₹ The employee is over the age of 15 years.

The said employee has, prior to the date of the agreement, received the following payments, namely :—

₹ on ₹ on
 ₹ on ₹ on
 ₹ on ₹ on

It is further submitted that the employer of the said employee has agreed to pay, and the said employee has agreed to accept, the sum of ₹ in full settlement of all and every claim under the Code on Social Security, 2020 in receipt of the disablement stated above and all disablement now manifest. It is therefore requested that this memorandum be duly recorded.

Dated at on the day of..... Dated at on the day of 20

Signature of employer /Authorised signatory.

Witness :

Signature of employee

Note.— Application to register an Agreement can be presented under signature of one party: provided that the other Party has agreed to the terms. But, both signatures should be appended, in the Memorandum of Agreement.

Receipt (to be filled in when the money has actually been paid)

In accordance with the above agreement, I have this day received the sum of ₹

Dated at on the..... day of 20..... .

Employee

The money has been paid and this receipt signed in my presence.

Witness

Note.— This form may be varied to suit special cases, *e.g.* injury by occupational disease, Agreement when employee is under legal disability, *etc.*

FORM – XV – B

[See rule 48 (1)]

MEMORANDUM OF AGREEMENT

It is hereby submitted that on the day of 20 personal injury was caused to (Name of injured employee) residing at (Address of injured employee) by accident arising out of and in the course of employment in..... The said injury has resulted in temporary disablement to the said employee, who is at present in receipt of wages amounting to ₹ per month / no wages.

The said employee's monthly wages prior to the accident are estimated at ₹ The employee is subject to a legal disability by reason of.

It is further submitted that the employer of the employee has agreed to pay and on behalf of the said employee has agreed to accept half-monthly payments at the rate of ₹ for the period of

the said temporary disablement. This agreement is subject to the condition that the amount of the half-monthly payments may be varied in accordance with provisions of the said Act on account of an alteration in the earnings of the said employee during disablement. It is further stipulated that all rights of commutation under section 7 of the said Act are unaffected by this agreement and it is therefore requested that this memorandum be duly recorded.

Dated at on the day of 20.....

Witness

Witness

Signature of employer

Signature of employee

Note.— An application to register an agreement can be presented under the signature of one Party : provided that the other Party has agreed to the terms. But both signatures should be appended in the Memorandum of Agreement.

Receipt (to be filled in when the money has actually been paid).

In accordance with the above agreement, I have this day received the sum of ₹

Dated at on the day of 20.

EMPLOYEE

The money has been paid and this receipt signed in my presence.

Witness

Note.—This form may be varied to suit special cases, *e.g.*, injury by occupational disease, *etc.*

FORM – XV – C

[See Rule 48(1)]

MEMORANDUM OF AGREEMENT

It is hereby submitted that on the day of 20..... personal injury was caused to (Name of injured employee) residing at.....(Address) by accident arising out of and in the course of his employment in.....The said injury has resulted in death to the said workman.

The said employee's monthly wages are estimated at ₹ The employee is over the age of 15 years.

The said employee has, prior to the date of the agreement, received the following payments, namely :—

₹ on ₹ on

₹ on ₹ on

₹ on ₹ on

It is further submitted that the employer of the said employee has agreed to pay, and dependent (s) of the said employee has agreed to accept, the sum of ₹ in full settlement of all and every claim under the Code on Social Security, 2020 in receipt of death as stated above. It is therefore requested that this memorandum be duly recorded.

Dated at on the day of 20

Witness

Signature of employer

Witness

Signature of dependant(s)

Note.— Application to register an agreement can be presented under signature of one Party: provided that the other Party has agreed to the terms. But both signatures should be appended, whenever possible.

Receipt (to be filled in when the money has actually been paid)

In accordance with the above agreement, I have this day received the sum of ₹

Dated at on the day of 20..... .

The money has been paid and this receipt signed in my presence.

DEPENDANT(S) WITNESS

FORM – XV – D

[See rule 48 (2)]

REGISTER OF MEMORANDUM

Whereas, a Memorandum compensation is said to have been reached between (Name and address of the employee) and (Name and address of the employer) on;

And whereas, has / have applied for registration of the agreement under Section 89 of the Code of Social Security, 2020;

Now, therefore, notice is hereby given that the said Memorandum of Agreement will be taken into consideration on day of 20 and that any objections to the registration of the said Memorandum of Agreement should be made on that date and it is hereby conveyed that in the absence of valid objections it is my intention to proceed with the registration of the Agreement.

Dated at on the Day of 20

COMPETENT AUTHORITY

FORM – XVI – A

[See rule 50(1) (i)]

APPLICATION FOR COMPENSATION BY WORKMAN

To

The Competent Authority for Workmen's Compensation.
.....
.....
.....
.....Residing at
.....

... Applicant

Versus.....
.....
.....Residing at
.....

... Opposite Party

It is hereby submitted that—

The Applicant, a workman employed by the opposite Party on the
..... day of 20 received personal injury.

By accident arising out of and in the course of his employment.

The cause of the injury was (here insert briefly in ordinary
language the cause of the injury).....2. The applicant sustained the following injuries, namely
.....3. The monthly wages of the applicant amounted to ₹ the
applicant is over / under the age of 15 years

4. * (a) Notice of the accident was served on the day of

(b) Notice was served as soon as practicable.

(c) Notice of the accident was not served (in due time by reason of)

5. The applicant is accordingly entitled to receive :—

(a) half monthly payment of ₹ from the day of 20 to

(b) a lump sum payment of ₹

6. The applicant has taken the following steps to secure a settlement by agreement, namely But, it was proved impossible to settle the questions in dispute because

*You are therefore requested to determine the following questions in dispute namely:-

(a) Whether the applicant is a workman within the meaning of the Act.

(b) Whether accident arose out of and in the course of the applicant's employment.

(c) Whether the amount of compensation claimed is due, or any part of that amount.

(d) Whether the opposite party is liable to pay such compensation as is due.

(e) *etc.*, (as required) Date

APPLICANT

FORM – XVI – B

[See rule 50(1) (i)]

APPLICATION FOR ORDER TO DEPOSIT COMPENSATION

To

The Competent Authority for Workmen's Compensation.

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

Residing at

.....

... Applicant

Versus

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

Residing at

.....

... Opposite Party

It is hereby submitted that–

1. I a workman employed by (a contractor with the opposite party) on the day of..... arising out of and in the course of his employment resulting in his death on the date of19.

The cause of the injury was (here insert briefly in ordinary language the cause of the injury)

2. The applicant(s) is / are dependant(s) of the deceased workman being his

3. The monthly wages of the deceased amount ₹
the deceased was over / under the age of 15 years at the time of his death.

4. (a) Notice of the accident was served on the day of 20

(b) Notice was served as soon as practicable.

(c) Notice of the accident was not served (in due time) by reason of

5. The deceased before his death received as compensation the total sum of ₹

6. The applicant(s) is / are accordingly entitled to receive a lump sum payment of ₹

7. The applicant(s) has / have requested the opposite party to deposit compensation and the latter has refused/omitted to do so.

*You are therefore requested to determine the following questions in dispute namely :-

(a) Whether the deceased was a workman within the meaning of the Act.

(b) Whether the accident arose out of and in the course of the deceased's employment.

(c) Whether the amount of compensation claimed is due, or any part of the amount.

(d) Whether the opposite party is liable to pay such compensation as is due.

(e) Whether the applicant'(s) is/are dependant (s) of the deceased.

(f) How the compensation, when deposited should be distributed.

(g) *etc.*, (as required).

Date

APPLICANT

FORM – XVII

[See rule 58 (1)]

REGISTER OF EMPLOYEE

**(The register can also be maintained electronically capturing,
inter alia the following details)**

Name of Establishment :

Name of the Employer/owner :

Labour Identification Number(LIN)/ :
RegistrationNumber of
Establishment

To be maintained for all employees of the establishments

1. Employee Code :

2. Name :

3. Surname :

4. Gender :

5. Father's / Spouse's Name :

6. Date of Birth :

7. Place of Birth :

8. Nationality :

9. Education level :

10. Date of Joining :

11. Designation :

12. Category(unskilled, semi-skilled, :
skilled or highly skilled / any
other category).

13. Type of employees / worker :

14. Mobile Number :

15. Universal Account Number (UAN) :

-
- | | |
|--|---|
| 16. PAN | : |
| 17. PPF No. | : |
| 18. Nominee | : |
| 19. EPS / NPS | : |
| 20. Details of Family | : |
| 21. Details of Posting | : |
| 22. Scale of Pay / Wage details | : |
| 23. Promotion | : |
| 24. ESICIP Insurance No. | : |
| 25. Aadhaar Number | : |
| 26. Bank A/c No. | : |
| 27. Bank | : |
| 28. Branch (IFSC) | : |
| 29. Present address | : |
| 30. Permanent address | : |
| 31. Service Book No. | : |
| 32. Date of Exit | : |
| 33. Reason for Exit | : |
| 34. Mark of Identification | : |
| 35. Photo | : |
| 36. Specimen Signature / Thumb
Impression | : |
| 37. Remarks | : |
-

FORM – XVIII

[See rule 58(1) (ii)]

REGISTER OF ATTENDANCE -CUM-MUSTER ROLL

(The attendance register-*cum*-muster roll can also be maintained electronically capturing, *inter alia* the following details)

For the Month of ,
year 20.....

Name of Establishment :

Name of the Employer/owner :

Labour Identification Number (LIN) / :
Registration

Number of Establishment

1. Serial Number :

2. Employee Code :

3. Name :

4. Designation :

5. Shift or relay :

6. Place of work / department / :
section.

7. Date and timings of In and Out :	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

8. Total number of days worked :

9. Total number of extra hours :
worked.

10. In case of tour or assignments :
outside the work place suitable
entries may be made.

11. Signature of Register keeper :

FORM – XIX

[See rule 58 (1) (iii)]

REGISTER FOR WAGES, OVERTIME AND DEDUCTIONS

**(The register can also be maintained in electronically capturing,
inter alia the following details)**

Name of Establishment :

Name of the Employer/owner :

Labour Identification Number(LIN) / :
Registration Number of EstablishmentWage Period from dd/mm/yyyy to :
dd/mm/yyyy (Monthly/Fortnightly/
Weekly/Daily/Piece Rated)

1. Serial Number :

2. Employee Code Number :

3. Name :

4. Designation :

5. Rate of Wage

(a) Basic :

(b) DA :

(c) Other allowance :

(d) Total :

6. No. of days worked :

7. Overtime hours worked :

8. Amount of Wages Earned

(a) Basic :

(b) DA :

(c) Other allowance :

(d) Payment of overtime :

(e) Total wages earned :

9. Deductions

- (a) EPF :
- (b) ESIC :
- (c) Society :
- (d) Income Tax :
- (e) Insurance :
- (f) Others :
- (g) Recovery of Fine :
- (h) Recovery of Damaged / Losses :

Total Deductions :

10. Net Payment :

11. Receipt by Employees / Bank Transaction ID :

12. Date of Payment :

13. Initials of Employer / Representative :

14. Remarks :

FORM – XX

[See rule 58(1) (iv)]

REGISTER OF WOMEN EMPLOYEES

- 1. Name of Establishment :
- 2. Name of woman and her father's / husband's name. :
- 3. Date of appointment :
- 4. Nature of work :

5. Dates with month and year in which she is employed, laid off and not employed.

Month	No. of days employed	No. of days laid off	No. of days not employed	Remark
(a)	(b)	(c)	(d)	(e)

6. Date on which the woman gives :
notice under section 62.
7. Date of discharge / dismissal, :
if any.
8. Date of production of proof of :
pregnancy under section 62.
9. Date of birth of child :
10. Date of production of proof :
of delivery / miscarriage /
Medical Termination of
pregnancy / tubectomy operation /
death / adoption of child.
11. Date of production of proof of :
illness referred to in section 65.
12. Date with the amount of maternity :
benefit paid in advance of
expected delivery.
13. Date with the amount of :
subsequent payment of maternity
benefit.
14. Date with the amount of bonus, :
if paid, under section 64.

-
15. Date with the amount of wages :
paid on account of leave under
section 65(1) and 65(3).
 16. Date with the amount of wages :
paid on account of leave under
section 65(2) and period of leave
granted.
 17. Name of the person nominated :
by the woman under section 62.
 18. If the woman dies, the date of :
her death, the name of the person
to whom maternity benefits and /
or other amount was paid, the
amount there of, and the date
of payment.
 19. If, the woman dies and the child :
survives, the name of the person
to whom the amount of maternity
benefit was paid on behalf of the
child and the period for which it
was paid.
 20. Signature of the employer of the :
establishment authenticating the
entries in the register of women
employees.
 21. Remarks column for the use of :
the Inspector-*cum*-Facilitator:
-

FORM – XXI

[See rule 58 (6)]

Wage slip

Name of the Establishment

.....

Address :

.....

Period :

.....

1. Name of the Employee :

2. Father's / Spouse's Name:

3. Designation :

4. UAN :

5. Bank Account Number :

6. Wage period :

7. Rate of wages payable : (a) Basic (b) D.A. (c) other
allowances8. Total attendance / unit :
of Workdone.

9. Overtime wages :

10. Gross wages payable :

11. Total deductions : (a) PF (b) ESI (c) Others

12. Net wages paid

A. General Part :

FORM – XXII

[See rule 58 (11)]

Unified Annual Return

(a) Name of the establishment

Address of the establishment :

House No. / Flat No. Street No. /Plot No.

Town District State.....

Pin Code

(b) Name of the employer

Address of the employer :

House No. / Flat No. Street No. /Plot No.

Town District State.....

Pin Code

E-mail ID Telephone Number

Mobile Number

(b) Name of the manager or person responsible for supervision and control of the establishment Address :

House No. / Flat No. Street No. /Plot No.

Town District State.....

Pin Code

E-mail ID Telephone Number

Mobile Number

A. Employer's Registration / Licence number under the Codes mentioned in column (2) of the table below :

S. No.	Name	Whether Registration obtained (Yes/No)	If yes (Registration No.)
(1)	(2)	(3)	(4)
1.	The Occupational Safety Health and Working conditions code 2020.		
2.	The Code on Social Security 2020.		
3.	Any other State Labour Law for the time being in force that requires registration.		

B. Details of Employer, Contractor and Contract Labour:

1. Name of the employer in the :
case of a contractor's
establishment.
2. Date of commencement of the :
establishment.
3. Number of Contractors engaged :
in the establishment during the
year.
4. Total Number of days during the :
year on which Contract Labour
was employed.
5. Total number of man-days worked :
by Contract Labour during the
year.
6. Name of the Manager or Agent :
(in case of mines).
7. Address House No. / :
Flat No. Street No. /
Plot No.
Town
District
State
Pin code
E-mail ID
Telephone Number
Mobile Number

C. Working hours and weekly rest day: (if there are more than one establishment we may provide option in the form).

1. Number of days worked during :
the year.
2. Number of man-days worked :
during the year.
3. Daily hours of work. :
4. Weekly day of rest. :

D. Maximum number of persons employed in any day during the year.

Sl. No.	Males	Females	Adolescents (between the age of 14 to 18 years.)	Total

E. Wage rates (Category Wise).

Category	Rates of Wages	No. of workers					
		Regular			Contract		
		Male	Female	Adolescent	Male	Female	Adolescent
Highly Skilled							
Skilled							
Semi-skilled							
Unskilled							

F. (a) Details of Payments.

Gross wages paid		Deductions			Net wages paid	
In cash	In kind	Fines	Deductions for Damage or loss	Others	In cash	In kind

(b) Number of workers who were granted leave with wages during the year.

Sl. No.	During the year	Number of workers	Granted leave with wages

G. Details of various welfare amenities provided under the statutory schemes.

Sl. No.	Nature of various welfare amenities provided	Statutory (specify the statute)

H. Maternity Benefit under the Code on Social Security, 2020.**(a) Details of establishment, medical and para-medical staff.**

1.	Date of opening of establishment	
2.	Date of closing, if closed	
3.	Name of Medical Officer	
3 (i)	Qualification of Medical Officer	
3 (ii)	Is Medical Officer at (the mines or circus)?	
3 (iii)	If a part time, how often does he / she pay visit to establishment?	
3 (iv)	Is there any Hospital?	
3 (v)	If so, how many beds are provided?	
3 (vi)	Is there a lady Doctor?	
3 (vii)	If so, what is her qualification?	
3 (viii)	Is there a qualified mid-wife?	
3 (ix)	Has any crèche been provided?	

(b) Leave Granted under the Code on Social Security, 2020

1. Total number of female :
employees in the establishment.
2. Total number of days of leave :
granted.
3. Number of employees granted :
maternity leave / benefited by
ESI.

Declaration

It is to certify that the above information is true and correct and also I certify that I have complied with the all provisions of Labour Laws applicable to my establishment.

Place :

Date :

Sign.

FORM – XXIII

[See rule 59(1)]

Notice to the Employer for an offence committed under the provisions of the Code for the first time for compounding of Offences under sub-section (1) of section 138

Notice No.

Date :

On the basis of records and documents produced before me, the undersigned has reasons to believe that you, being the employer of the establishment (Registration No.), have committed offence for the violation of provision of the Code or the Schemes or the Rules or the Regulations framed there under as per the details given below :—

PART – I

1. Name of the Person :
2. Name and Address of the Establishment. :
3. Registration No. of the Establishment. :
4. Particulars of the offence :
5. Provisions of the Code / Scheme / Rules / Regulations under which the offence is committed. :
6. Compounding amount required to be paid towards composition of the offence. :
7. Name and Details of Account for depositing the Amount specified in Column 6. :

PART – II

In view of the above, you have an option to pay the entire amount mentioned in column 6 in Part-I within fifteen days from the date of issue of this notice and return the application duly filled in Part-III of this notice.

In case the said amount is not paid within the specified time, necessary action for filing of prosecution shall be initiated against you without giving any further opportunity in this regard.

Date :

(Signature)

Place :

(Name and designation of Officer)

To

..... (Employer/Establishment)

..... (Name and registration number)

..... (Address)

PART – III

**Application under sub-section (4) of section 138 for
compounding of Offence**

Ref: Notice No.

Date :

The undersigned has deposited the entire amount as specified in Column 6 of Part-I and the details of payment are given below with a request to compound the offences mentioned in Part-I.

1. Details of the compounding :
amount deposited (Copy of
electronically Generated receipt
to be attached).
2. Details of the prosecution, if :
filed for the violation of above-
mentioned offences may be
given.
3. Whether the offence is first :
offence or the applicant had
committed any other offence
prior to this offence, if committed,
then, full details of the offence.
4. Any other information which the :
applicant desires to provide.

Date :

Signature of the applicant

Place :

(Name and Designation)

To :

..... (Employer/Establishment)

..... (Name and registration number)

..... (Address)

PART – IV

Composition Certificate

Ref: Notice No.

Date:

This is to certify that the offence under sub-section
of section 133 in respect of which Notice No.
Dated : was issued to Sh(Applicant),
the (name and Registration Number of
establishment)has been compounded on account of remission of full
amount of ₹ (Rupees only) towards
the composition of offences to the satisfaction of the said Notice.

Date :

(Signature)

Place :

Name and Designation of the Officer

To :

..... (Employer/Establishment)

..... (Name and registration number)

..... (Address)

I do solemnly declare that what is stated in paragraph above is
true to the best of my knowledge and that what is stated in paragraphs
above is stated upon information received and believed by me to be true.
This verification is signed by me at on the
day of, 20.....

FORM – XXIV

[See Rule 60 (3) (b)]

Form for Reporting Vacancies to Career Centres (Separate forms to be used for each type of posts)

1. Particulars of the employer :
Name :
Address with pin code :
Telephone No. :
Mobile No. :
E-mail address :
Name and Type of :
Establishment (Central
Government, State Government,
PSU, Autonomous, Private, *etc*)
Registration No of establishment
under Code:
Economic activity details :
2. Particulars of the indenting :
Officer.
Name :
Designation :
Telephone No. :
Mobile No. :
E-mail address :
3. Particulars of vacancy(ies) :
Designation / nomenclature of
the vacancy(ies) to be filled
(a) Description of duties of the :
post (job role / functional
role).

- | | Essential | Desirable / Preferable |
|--|-----------|------------------------|
| (c) Qualifications / Skills required (educational, technical, experience). | | |
| (i) Educational Qualifications | | |
| (ii) Technical Qualifications | | |
| (iii) Skills | | |
| (iv) Experience | | |
- (d) Age Limits, if any (Age as :
on last date of application).
- (e) Preferences (such as :
Ex-servicemen, persons wirh
disabilities, women, *etc.*,)
if any.
- (f) duration of employment : Number of posts
- (i) 3-6 months :
- (ii) 6-12 months :
- (iii) 12 months and more :
4. Whether there is any : Yes/No
obligation for arrangement for
giving reservation / preference
to any category of persons
such as Scheduled Caste (SC),
Scheduled Tribe (ST),
Economically Weaker Sections
(EWS), Other Backward Classes
(OBC), Ex-serviceman and persons
with disabilities (pwd), *etc.*,
in filling up the vacancies.

(if yes, give the number of vacancies to be filled by such categories of persons as detailed below)

Category	Number of vacancies to be filled	
	Total	*By Priority candidates *(Applicable for Central Government vacancies)
(a) Scheduled Caste		
(b) Scheduled Tribe		
(c) OBC		
(d) EWS		
(e) Ex-Serviceman		
(f) Persons with disabilities (pwd)		
(g) women		
(h) Others (specify)		

6. Pay and Allowances :

For Government vacancies :

Mention pay level / pay scale of the post with basic pay/pay per month with other details if any.

For others : Mention minimum total emoluments per month with other details, if any.

7. Place of work (Name of the : town / village and district, pin code, *etc.*, in which it is situated).

8. Mode of Application (e-mail, : online, in writing, *etc.*) and Last date for receipt of applications.

9 Particulars of officer to whom : the applications be sent / candidates should approach (Mention Name, designation, e-mail id, address, telephone No., website address in case of online).

10. Mode of Recruitment :
[Through Career Centre,
Placement Agency, self
management, any other mode
(specify)].
11. Would like to prefer submission : Yes/No
of list of eligible candidates
registered with Career Centre.
12. Any other relevant information :

*Signature, Name and Designation of Authorised Signatory of
establishment / employer with seal and date (For of*

13. Name, address, e-mail ID of the :
Career Centre.
14. Date of receipt of Vacancies :
15. NIC Code of the establishment :
16. NCO Code of the post :
17. Unique Vacancy ID (number) :

*Signature, Name and Designation of Authorised Signatory of Career
Centre with seal and date*

Note :

1. Career Centre to which the vacancies are reported, would provide a unique vacancy reporting number for the vacancy reported and convey it to the employer in writing, through e-mail or digitally or through any other such media immediately but in any case not later than 3 working days from the date of receipt of reporting of vacancies.

2. An employer, if advertises that vacancy in any media or makes recruitment through any agency or any other mode, may invariably quote that unique vacancy reporting number in that advertisement or recruitment process.

3. Any change in the particulars already furnished to the Career Centre, shall be reported in writing or through valid official e-mail or digitally (including through a portal) as the case may be, to the appropriate Career Centre.

FORM – XXV

[See Rule 60 (6)]

Form EIR (Employment Information Return) Yearly Return to be submitted to the Career Centre (Regional) for the Year ended

The following information is required to be submitted under the Code on Social Security (Chapter XIII – Employment Information and Monitoring) 2020.

Name and Address of the Employer :

Whether - Head Office :

Branch Office :

Type of Establishment :

(Public /Private Sector) :

Nature of business/Principal activity :

Establishment Registration No. :

under the Code.

1. (a) EMPLOYMENT Total number of manpower of establishment including working proprietors / partners / contingent paid and contractual workers, out-sourced workers excluding part-time workers and apprentices. (The figures should include every person whose wage or salary is paid).

Category	On the last working day of the previous Year	On the last working day of the Year under report
MEN		
WOMEN		
Other (Transgender)		
TOTAL :		
PWD (persons with disabilities) out of above total		

(EIR-continued)

2. Number of vacancies* occurred and reported to Career Centre during the year and the number of vacancies filled during the year

Occurred	Reported		Filled	Source (Career Centre / NCS Portal / Government Recruiting Agencies / Private Placement Organisations / others)
	Career Centre (Regional)	Career Centre (Central)		
1	2	3	4	5

*As per provisions of Code on Social Security, 2020(Chapter XIII) and Rules made there under,

3. Manpower Shortages :

Vacancies / posts remained unfilled because of shortage of suitable applicants.

Name of the occupation or designation of the post	Number of unfilled vacancies / posts		
	Skill / qualifications (educational / technical / experience) prescribed	Essential	Desirable
1	2	3	4

(Please list any other occupations also for which this establishment had any difficulty in obtaining suitable applicants recently).

5. Estimated Manpower Requirement by Occupational Classification during the next calendar year (Please give below the number of employees in each occupation separately).

Occupation	Number of employees Please give as far as possible approximate number of vacancies in each occupation you are likely to fill during the next financial year due to retirement / expansion or re-organisation.				
Description	Men	Women	Others (transgender)	Total	PWD (persons with disabilities) out of total
1	2	3	4	5	6
*					
Total :					

* In the column (description) -Use exact terms such as Engineer (Mechanical), Assistant Director (Metallurgist); Research Officer (Economist); Supervisor (Tailoring), Inspector (Sanitary), Superintendent (Office), Manager (Sales), Manager (Accounts), Executive (Marketing), Data Entry Operator so on.

*Signature, Name and Designation of Authorised Signatory of
establishment / employer with seal and date*

To

The Career Centre,

.....

Note:- 1. This return is to be rendered to the Career Centre (Regional) within 30 days after the end of the Financial year concerned by establishments / employers *vide* their obligation under the Code on Social Security, 2020 (Chapter XIII-Employment Information and Monitoring).

2. The main purpose in obtaining the information from employers is to know (i) the vacancies / employment opportunities available; (ii) type of personnel who are in short supply; and (iii) future job opportunities for providing vocational guidance to the jobseekers and connecting them with the employers. This is helpful in ascertaining the skill needs also. Employers too will be able to call on the Career Centres for getting suitable candidates as per their requirements.

(By order of the Lieutenant-Governor)

R. SMITHA, I.A.S.,
Secretary to Government (Labour).
