



# Haryana Government Gazette

## EXTRAORDINARY

Published by Authority

© Govt. of Haryana

---

---

No. 69-2026/Ext.] CHANDIGARH, THURSDAY, MAY 7, 2026 (VAISAKHA 17, 1948 SAKA)

---

---

### HARYANA GOVERNMENT

#### LABOUR DEPARTMENT

#### Notification

The 7th May, 2026

**No. 2/29/2026-2Lab.**— Whereas, subsequent to the enactment of the Code on Social Security, 2020 (36 of 2020) (29 of 2019) (in short the said Code) by Parliament, the draft Code on Social Security (Haryana) Rules, 2021 were published in the Gazette of Haryana *vide* Notification number No. 02/09/2021-2lab. , dated 17th September, 2021 inviting objections and suggestions as required under section 158 of the said Code;

And whereas, vide notification number S.O. 5319 (E), dated 21st November, 2025, published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (ii), all the provisions of the said Code have been brought into force;

Now therefore, the following draft rules, which the Haryana Government proposes to make in exercise of the powers conferred by sub-section (1) of section 154 read with sub-section (2) thereof, and sub-section (1) of section 156 read with sub-section (2) thereof and Section 158 and sub-section (1) read with sub-section (2) of section 159 of the Code on Social Security, 2020 (36 of 2020) and read with section 24 of the General Clauses Act, 1897(10 of 1897) and in supersession of the-

- (i) The Haryana Maternity Benefit Rules, 1967 ;
- (ii) The Haryana Payment of Gratuity Rules, 1972; and
- (iii) The Haryana Unorganized Workers Social Security Rules, 2010;
- (iv) The Punjab Employees' Insurance Courts Rules, 1951 as applicable to state of Haryana;
- (v) Employment Exchanges (Compulsary Notification of Vacancies) Rules 1960;
- (vi) The Haryana Building and Other Construction Workers Welfare Board Rules, 2005;

except as respects things done or omitted to be done before such supersession, are hereby notified, as required by section 158, for information of all persons likely to be affected thereby and notice is hereby given that the said draft notification will be taken into consideration after the expiry of a period of forty-five days from the date on which the copies of the Official Gazette in which this notification is published are made available to the public;

Objections and suggestions, if any, may be addressed to Labour Commissioner, Haryana, 30 Bays Building, Sector-17B, Chandigarh or by email – [haryanassrules@gmail.com](mailto:haryanassrules@gmail.com) . The objections and suggestions should be sent in a proforma containing columns (i) specifying the name and address of the person/organization and column (ii) specifying the rule or sub-rule which is proposed to be modified and column (iii) specifying the revised rule or sub-rule proposed to be substituted and reasons therefore; Objections and suggestions, which may be received from any person or organization with respect to the said draft notification before expiry of the period specified above, will be considered by the Haryana Government.

## CHAPTER-1

### PRELIMINARY

#### 1. Short title, application and commencement –

- (1) These rules may be called the Code on Social Security (Haryana) Rules, 2026.
- (2) They extend to the whole of the State of Haryana in respect of the industrial establishments or undertakings and matters for which the State Government is the appropriate Government.
- (3) They shall come into force on the date of their publication in the Official Gazette.

#### 2. Definitions –

- (1) In these rules, unless the subject or context otherwise requires –
  - (a) “appeal” means an appeal preferred under sub-section (8) of section 56 or sub-section(3) of section 72 or sub-section (1) of section 99 as the case may be;
  - (b) "Appellate authority" means in State sphere, the State Government or the authority specified by the State Government under sub-section (8) of section 56;
  - (c) “Authorised Officer for Employees’ Compensation” means any officer whom the State Government may designate either generally or in respect of any area or class of areas, for the purpose of performing the functions assigned by these rules to the Authorised Officers;
  - (d) “authority” means the State Government or the authority specified by the State Government under sub-section (3) of section 72;
  - (e) “chairperson” means the Chairperson of the Haryana Unorganised Workers’ Social Security Board;
  - (f) “career centre (Central)” means that career centre as notified by the Central Government;
  - (g) “Code” means the Code on Social Security, 2020 (36 of 2020);
  - (h) “Corporation” means the Employees’ State Insurance Corporation constituted under Section 5 of the Code;
  - (i) Court” means an Employees’ Insurance Court constituted under Section 48 of the Code;
  - (j) “Director” means the Director General or Director, Employment, Haryana;
  - (k) “designated portal” means a portal specifically designed and designated to perform all the employment related services or function carried out at the Regional Career Centre;
  - (l) “electronically” means any information submitted by email or uploading on the designated Portal or digital payment in any mode for the purpose of the Code;
  - (m) “Form” means a form appended to these rules;
  - (n) “High Court” means the High Court of Punjab and Haryana;
  - (o) “immovable property” includes land, benefits to arise out of land, things attached to the earth, or permanently fastened to anything attached to the earth;
  - (p) “movable property” means property of every description except immovable property;
  - (q) “nomination" means nomination made under section 55;
  - (r) “occupation” means a trade, profession or type of work performed by an individual irrespective of the branch of the economic activity to which he is attached;

- (s) "occupational information" means information on a wide variety of topics of the world of work not only on occupations and employment but also on education and training facilities and other matters related to the choice of and preparation for an occupation;
- (t) "Regional Career Centre" means that Career Centre {other than the career centre (Central) } as notified by the State Government from time to time -
- (i) over the area in which the establishments concerned shall operate; or
- (ii) over specified classes or categories of vacancies;
- (iii) or both (i) and (ii);
- (u) "register of women employees" means a register of women employees maintained under rules ;
- (v) "resident" means a person who is domiciled in the State;
- (w) "Schedule" means the schedule of the Code;
- (x) "Section" means a section of the Code;
- (y) "ShramSuvidha Portal" means the portal of the Ministry of Labour and Employment with such name;
- (z) "specified" means specified by an order of the State Government or any officer so authorized by such Government;
- (aa) "State government" means the Government of the State of Haryana.
- (bb) "transferring authority" means any authority in any country which transfers or causes to be transferred any lump sum awarded under the law relating to employees compensation in such country and applicable for the benefit of any person residing or about to reside in India; and
- (cc) "year" shall mean the financial year, beginning from the 1st day of April and ending with the 31st day of March of the year following.
- (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.

### 3. Registration of establishments and cancellation thereof.-

- (1) (a) Every employer seeking registration for an establishment not already registered shall apply electronically in the Form I of the Occupational Safety, Health and Working Conditions (Haryana) Rules, 2026, on the designated Portal of Labour Department by giving details about the establishment, and uploading documents related to registration of the establishment including proof of Identity and address of the employers as specified in the Form.

Explanation.-For the purposes of this sub-rule, Form-I under the Occupational Safety, Health and Working Conditions (Haryana) Rules, 2026 shall be the common form for registration under these rules.

- (b) The Form shall be signed digitally or in any other manner as may be required on the portal.
- (c) The applicant shall be responsible for veracity of all information submitted in the application.
- (d) The Permanent Account Number (PAN) of the establishment allotted under Income Tax Act, 1961 (43 of 1961) or any other unique number allotted to the establishment under any other law for the time being in force or any other particular furnished in the form, may be verified online.
- (e) The certificate of registration shall be issued electronically immediately if the application is complete in all respects but not later than seven days from the date of submission of complete application, failing which such establishment shall be deemed to have been registered and the certificate of registration shall be auto-generated:

Provided that in exceptional circumstances the Central Government may, for such period, by notification, as may be specified therein, dispense with requirement of electronic registration, in respect of establishment or class of establishment, for part or whole of India, and submission of application in the form so provided, may be allowed.

- (2) The Authorised Officer under the Code shall direct the employer who fails to comply with the requirements of sub-rule (1), to do so within the time stated therein and such employer shall, thereupon comply with the instruction issued by the officer in this behalf.
- (3) The employer in respect of an establishment already registered under any other central or state labour law for the time being in force shall, update the particulars of employers or establishment on the on the designated Portal of Labour Department , within such period as the Central Government may specify by notification.
- (4) Any registration made or deemed to have been made under this rule shall expire, after twenty-four months from the date of registration, if no compliance is reported using that registration number on the portal:

Provided that such expiration of the registration number may be revoked on an application made by the employer on the portal.

- (5) Any registration obtained by providing wrong information shall be liable for cancellation after the establishment has been given an opportunity of showing cause within a period of thirty days from the date on which the notice is served on the concerned employer, electronically or otherwise, as to why the certificate of registration should not be cancelled.
- (6) The employer shall quote the registration number on all documents prepared or submitted by him in connection with the Code or the schemes or the rules or the regulations, as the case may be, and in all correspondence with the offices concerned.
- (7) Any change in the particulars furnished in the Form submitted on the specified portal, shall be updated by the employer within thirty days of such change.
- (8) The employer of an establishment to which the provisions of the Code apply and whose business activities are in the process of closure, may apply for cancellation of registration in the specified form online on the designated Portal of Labour Department after giving complete details and the status of the contribution and other dues payable under the Code.
- (9) The application for cancellation of registration shall be allowed after the particulars in the application are verified in the manner as may be specified by the State Government:

Provided that no such application for cancellation of registration shall be entertained unless the employer has furnished all returns, paid all dues under the Code and submitted a self-certification to that effect along with the application:

Provided further that such application for cancellation shall be decided within a period of ninety days of the receipt of the application complete in all respect.

- (10) A copy of the certificate of registration shall be displayed at the conspicuous places in the premises where the work is being carried out.

## CHAPTER-2

### SOCIAL SECURITY ORGANIZATIONS

#### **4. Manner of exercising the powers and performance of the functions by the Haryana Unorganized Workers Social Security Board, the manner of nomination of members, their term of office and other conditions of service, procedure to be followed in the discharge of their functions and manner of filling vacancies and time, place and rules of procedure relating to the transaction of business section 6 (9) –**

- (1) (a) A member of the Haryana Unorganized Workers Social Security Board other than an ex officio member thereof, shall hold office for a period not exceeding three years from the date of his nomination and shall be eligible for re-nomination:

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

(b) The State Government shall seek nomination from amongst the representatives of associations of unorganised sector workers and employers' associations of unorganised sector, in the Haryana Unorganized Workers Social Security Board in the category of sub-clauses (i) and (ii) of clause (d) of sub-section (10) of section 6 in the manner, as it may determine.

(c) The State Government shall seek nomination of two Legislative Assembly of Haryana members from the Speaker of the Haryana Vidhan Sabha under sub-clause (iii) of clause (d) of sub-section (10) of section 6.

(d) The State Government shall nominate five persons under sub-clause (iv) of clause (d) of sub-section (10) of section 6 from amongst persons of eminence in the field of labour welfare, management, finance, law and administration.

(e) The State Government shall nominate ten members under sub-clause (v) of clause (d) of sub-section (10) of section 6 representing the following Departments of the State Government, concerned with the matters related to the welfare of the unorganised sector workers.

- (i) Women and Child Development Department;
- (ii) SEWA (Social Justice, Empowerment, Welfare of Scheduled Castes and Backward Classes and Antyodaya Department);
- (iii) Health & Family Welfare Department;
- (iv) Citizen Resource Information Department;
- (v) Housing for All Department;
- (vi) Urban Local Bodies Department;
- (vii) Agriculture & Farmers Welfare Department;
- (viii) Food, Civil Supplies & Consumer Affairs Department;
- (ix) Labour Department; and
- (x) Skill Development & Industrial Training Department.

(f) A member nominated under sub-clauses (i), (ii) and (iv) of clause (d) of sub-section (10) of section 6, shall cease to be a member of the Haryana Unorganized Workers Social Security Board, if he ceases to represent the category of interest from which he was so nominated:

Provided that out of seven persons nominated under said sub-clause (i), one member each from the Scheduled Caste, the minorities and women shall be represented.

(g) A member nominated under sub-clause (iii) of clause (d) of sub-section (10) of section 6 shall cease to be a member of the Haryana Unorganized Workers Social Security Board, if he ceases to be a member of the Legislative Assembly of Haryana by which he was so elected.

(h) No person shall be chosen as, or continue to be, a member of the Haryana Unorganized Workers Social Security Board if such person attracts any provision of section 8.

(i) Labour Commissioner, Haryana shall be Member Secretary of the Haryana Unorganized Workers Social Security Board

- (2) (a) The Haryana Unorganized Workers Social Security Board may constitute one or more advisory committee to advise on matters related to the welfare of unorganised workers and to deliberate and recommend on the specific issues as may be assigned to such committee.
  - (b) Such committee may co-opt members from such Board or outside, as the case may be, from the fields of the experts, on which the committee is required to deliberate.
- (3) (a) The State Government shall initiate the process for reconstitution of the Haryana Unorganized Workers Social Security Board, prior to six months of expiry of the term of the Board.
  - (b) If the new Board is not re-constituted after completion of the term of the Haryana Unorganized Workers Social Security Board, such arrangements may be made for discharging the functions of the Board as may be decided by the State Government for the period till the new Board is constituted, through a notification.
  - (c) Consequent upon institution of arrangement referred to in clause (b), all actions taken shall have the same effect as if it has been carried out by the Board itself.
- (4) (a) A member of the Haryana Unorganized Workers Social Security Board, not being an ex officio member, may resign by a letter in writing addressed to the State Government.

- (b) The seat of such a member shall fall vacant 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.
- (c) The power to accept the resignation of such a member shall vest with the State Government;
- (5) If such a member changes his address, he shall notify his new address to the Member Secretary of the Board who shall thereupon enter his new address in the official records:
- Provided that if a member fails to notify his new address, the address in the official records shall for all purposes be deemed to be the member's correct address.
- (6) When a vacancy occurs or is likely to occur in the membership of the Haryana Unorganized Workers Social Security Board, Member-Secretary of the Board shall submit a report to the State Government and on receipt of such report, the State Government may, by notification, nominate a person to fill the vacancy in the manner specified under rule 4, and the person so nominated shall hold office for the remainder of the term of office of the member in whose place he is nominated.
- (7) (a) During the pendency of the proceeding, if any, under clauses (b) and (c) of sub-section (2) of section 8, for removal of a member of the Haryana Unorganized Workers Social Security Board, such member shall abstain from the meetings of the Board;
- (b) The decision of the State Government, on the debarment, dis-qualification and removal of any member under section 8, shall be final.
- (8) (a) The Haryana Unorganized Workers Social Security Board, subject to sub-rule (9), meet at such place and time as may be decided by its Chairperson.
- (b) The Chairperson of the Haryana Unorganized Workers Social Security Board may whenever he thinks fit, and shall within fifteen days of the receipt of a requisition in writing from not less than one half of the members call for a special meeting thereof and a requisition so made shall specify the object of the meeting proposed to be called.
- (9) (a) A notice of not less than fifteen days from the date of issue, containing the date, time and place of every ordinary meeting of Haryana Unorganized Workers Social Security Board together with a list of business proposed to be transacted and approved by the Chairperson concerned shall be sent to every member through e-mail or speed post or by special messenger, and a brief note on each item of the agenda shall be sent along with the agenda as soon thereafter as possible.
- (b) When the Chairperson concerned calls an emergency meeting of the Haryana Unorganized Workers Social Security Board, for considering any matter which in his opinion is urgent, a notice giving such reasonable time as he may consider necessary shall be deemed sufficient and shall be sent to every member through e-mail or speed post or by special messenger.
- (c) No business other than for which the meeting of Haryana Unorganized Workers Social Security Board has been convened shall be considered at the meeting except with the permission of the Chairperson of the meeting.
- (10) The Chairperson or in his absence the Vice-Chairperson of Haryana Unorganized Workers Social Security Board, as the case may be, shall preside over the meeting and in the event of absence of both the Chairperson and the Vice-Chairperson, the meeting shall be presided over by such member as may be nominated by the Chairperson.
- (11) No business shall be transacted at any meeting of Haryana Unorganized Workers Social Security Board unless a quorum of ten members is present:
- Provided that if at any meeting, no sufficient number of members, as the case may be, are present to form quorum, the Chairperson of the meeting shall adjourn the meeting for an hour and it shall thereupon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members attending.
- (12) (a) If a member is unable to attend any meeting of the Haryana Unorganized Workers Social Security Board, he may, by a written instrument, signed by him, addressed to the Chairperson and explaining the reasons for his inability to attend the meeting, appoint any representative of the organization, which he represents on the Haryana Unorganized Workers Social Security Board, as his substitute for attending that meeting in his place:

Provided that no such appointment shall be valid unless-

- (i) such appointment has been approved by the Chairperson; and
- (ii) the instrument making such appointment has been received by the Chairperson before the date fixed for the meeting.

(b) A substitute validly appointed under clause (a) shall have all the rights and powers of the member to whom he represents in relation to the meeting, in respect of which he is appointed and shall receive allowances, and be under obligations as if he were a member appointed under the Code.

(c) A member appointing a substitute for attending any meeting under clause (a), shall, notwithstanding anything contained in this sub-rule, continue to be liable for the misappropriation or misapplication of the fund by the substitute and shall also be liable for any act of misfeasance or non-feasance committed in relation to the fund by the substitute appointed by him.

- (13) Every question considered at a meeting of the Haryana Unorganized Workers Social Security Board shall be decided by a majority of the votes of the members of the body concerned present and voting and in the event of an equality of votes the Chairperson shall exercise an additional casting vote:

Provided that the Chairperson may, if he thinks fit, direct that any question shall be decided by the circulation of necessary papers to the members and by securing their opinions in writing; and any such question shall be decided in accordance with the opinion of the majority of the members received within the time-limit allowed and if the opinions are equally divided, the opinion of the Chairperson shall prevail:

Provided further that any member may request that the question referred to the members, for written opinion be considered at a meeting and thereupon the Chairperson may, and if the request is made by not less than three members, shall direct that it be so considered.

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

(b) The records of the minutes of each meeting shall be signed by the Member Secretary with the approval of the Chairperson.

(c) The minutes of the meeting shall be confirmed with such modification considered necessary at the next meeting.

(d) The minutes of a meeting shall be kept in minute-books and shall be signed by the Chairperson of the meeting at which the proceedings are confirmed.

(e) A copy of the minutes so confirmed shall be forwarded to the State Government within fifteen days from the date of such confirmation.

(f) The minute-books shall be kept open at the office of the Member Secretary during office hours on working days for inspection free of charge by any of the respective member.

- (15) (a) Every non-official member shall be allowed travelling and daily allowance for attending its meetings at the rates admissible to officers of the State Government holding a post in Level 12 in the pay matrix.

(b) Where such member, is a Member of State Legislature, he shall be paid travelling allowance and daily allowance in accordance with the provisions of the law pertaining to the members of the Haryana Vidhan Sabha.

Provided that the Labour Minister appointed as Chairperson attends a meeting, his travelling and daily allowance shall be governed by the rules applicable to him for journeys performed on official duties and shall be paid by the authority paying his salary.

(c) No daily or travelling allowance, as the case may be, in respect of any day of journey shall be claimed by a member, if he has drawn or will draw allowance for the same from his employer or as a member of the committee or any legislature or of any committee or conference constituted or convened by Government and no travelling allowance shall be claimed, if he uses a means of transport provided at the expense of Government or his employer.

(d) The daily and travelling allowance shall also be payable to a member in respect of the meetings of any sub-committee set up by the Haryana Unorganized Workers Social Security Board, attended by him.

(e) For attending a meeting of the Haryana Unorganized Workers Social Security Board or meetings of a sub-committee set up by the Board thereof, an official member of the State Government shall draw his travelling allowance from his department on a scale admissible to him under the State Government rules.

(f) Payments shall not be made to a non-official member earlier than the last date up to which the allowance is claimed and the travelling allowance for both the onward and return journeys will be included in the travelling allowance bill and the payment made therefor treated as final, irrespective of the date of completion of the journey.

#### 5. **Reconstitution of Haryana Unorganized Workers Social Security Board-**

When the Haryana State Social Security Board has been superseded under the provisions of section 11, the State Government, as the case may be, shall –

- (1) appoint or cause to be appointed members to the State Unorganised Workers' Social Security Board in accordance with section 6; and
- (2) in its discretion, make such arrangement for such period as it may think fit, to exercise the powers and perform the functions of the Haryana Unorganized Workers Social Security Board.

#### 6. **The Haryana Building and Other Construction Workers' Welfare Board –Section 7 –**

##### (1) **Constitution of The Haryana Building and Other Construction Workers' Welfare Board: -**

The Board shall consist of the following persons, namely:-

- (i) The chairperson of the Board, to be nominated by the State Government, having sufficient experience in the field of labour welfare;
- (ii) One member representing the Central Government;
- (iii) Administrative Secretary of Labour Department, Haryana;
- (iv) Labour Commissioner, Haryana;
- (v) Managing Director, HSIIDC;
- (vi) Director, Town & Country Planning Department, Haryana;
- (vii) Director, Urban Local Bodies, Department, Haryana;
- (viii) Five representatives of employer;
- (ix) Five representatives of Building and Other Construction Workers.

One of the appointed members shall be a woman.

- (2) **Term of office of Chairperson and members of Board** – The term of the office of the Chairperson and the members of the Board other than official members, shall be three years from the date of their appointment/nomination.
- (3) **Filling up of casual vacancies** – A member nominated to fill a casual vacancy shall hold office for the remaining period of the term of office of the non-official member in whose place he is nominated.
- (4) **Meeting of the Board** – The Board shall ordinarily meet once in three months; Provided that the Chairperson shall, within fifteen days of the receipt of a requisition in writing from not less than one third of the members of the Board, call a meeting thereof.
- (5) **Notice of the meeting and list of business** – Notice intimating the date, time and venue of every meeting together with a list of business to be transacted at the meeting, shall be sent electronically or by registered post or by special messenger, to each member fifteen days before the meeting:

Provided that when the Chairperson calls a meeting for considering any matter which in his opinion is urgent, notice of not less than three days shall be deemed sufficient.

- (6) **Chairperson to preside over the meeting** – (a) The Chairperson shall preside over every meeting of the Board in which he is present, and if, for any reason the Chairperson is unable to attend the meeting, any member nominated by the Chairperson in this behalf shall preside over the meeting.
- (b) When the Chairperson is absent and no member has been nominated by the Chairperson, under sub-rule (1), the members present shall elect one of them to preside over the meeting and the member so elected shall exercise all the powers of the Chairperson in conducting the meeting.
- (c) No business shall be transacted at any meeting of the Board unless, at least, six members are present.
- (7) **Absent from the State** – If any member leaves the State for a period of not less than six months without intimation to the Chairperson, he shall be deemed to have resigned from the Board.
- (8) **Transaction of business** – Every question considered at a meeting of the Board shall be decided by a majority of the votes of the members present and voting and in the event of any equal votes, the Chairperson shall have a second casting vote.
- (9) **Minutes of the meeting** – Every decision taken at a meeting of the Board shall be recorded in a minutes book at the same meeting and signed by the chairperson. The minutes book shall be a permanent record.
- (10) **Fees and Allowance** –
- (a) Every non official member of the Board shall be paid such amount as a sitting fee as may be fixed by the State Government from time to time, for attending a meeting of the Board. This fee shall not be applicable for sub-committee meetings.
- (11) **Powers, duties, and functions of the Board** –
- (a) The Board shall be responsible for–
- (i) all matters connected with the administration of the Fund ;
  - (ii) laying down policies for the deposits of the amount of the Fund;
  - (iii) submission of annual budget to State Government for sanction;
  - (iv) submission of annual report to State Government on the activities of the Board;
  - (v) proper maintenance of accounts;
  - (vi) annual audit of accounts of the Board, in accordance with provisions of the Code;
  - (vii) collection of contribution to the Fund and other charges;
  - (viii) launching of prosecutions for and on behalf of the Board;
  - (ix) speedy settlement of claims and sanction of advances and other benefits;
  - (x) proper and timely recovery of any amount due to the Board.
- (b) The Board shall furnish information to State Government on such matters as the State Government may refer to it, from time to time.
- (12) **Secretary to the Board** – (1) The Secretary to the Board shall be the Chief Executive Officer of the Board. The secretary to the Board shall exercise full administrative control on the staff of the Board being its Chief Executive Officer.
- (2) The Secretary shall, with the approval of the Chairperson issue notice to convene meetings of the Board and keep the record of minutes and shall take necessary steps for carrying out the decisions of the Board.
- (13) **Social security schemes and welfare measures under sub-section (6) of section 7:**
- (1) The Board with the prior approval of State Government shall notify social security scheme and welfare measures prescribed in clauses (a) to (f) of sub-section (6) of section 7.
  - (2) The Board shall formulate social security schemes and welfare measures in which eligibility limit, rate of various benefits, application form and procedure and the competent authority for sanction of benefit and manner of payment and other incidental matters shall also be determined by the Board and thereafter it shall forward the same to the State Government for approval.

**CHAPTER-3****GRATUITY****7. Gratuity invested for the benefit of minor –**

In the case of a nominee, or an heir, who is minor, the competent authority referred to in the third proviso to sub-section (1) of section 53 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 bank specified in the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970) or a corresponding new bank specified in the First Schedule of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (40 of 1980).

**8. Nomination, fresh nomination and modification –**

(1) A nomination shall be in Form-1 and submitted in duplicate by the employee either by personal service, after taking proper receipt or by speed post or electronically to the employer, -

(a) in the case of an employee who is already in employment for a year or more on the date of commencement of these rules but has not submitted the nomination, ordinarily, within ninety days from such date; and

(b) in the case of an employee who completes one year of service after the date of commencement of these rules, ordinarily within ninety days of the completion of one year of service: Provided that nomination in Form-1 shall be accepted by the employer after the expiry of the specified period, if filed and no nomination so accepted shall be invalid merely because it was filed after the specified period.

(2) Within thirty days of the receipt of nomination in Form-1 under sub-rule (1), the employer shall get the service particulars of the employee, as mentioned in the form of nomination, verified 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-1 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 by him.

(3) 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-1 to the employer and thereafter the provisions of sub-rule (2) shall apply mutatis mutandis as if it was made under sub-rule (1).

(4) A notice of modification of a nomination, including cases where a nominee predeceases an employee, shall be submitted in duplicate in Form-1 to the employer in the manner specified in sub-rule (1), and thereafter the provisions of sub-rule (2) shall apply mutatis mutandis as if it was made under sub-rule (1).

(5) 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 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 of nomination, as the case may be, and shall be submitted by the employee electronically or by speed post to the employer.

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

**9. Application for gratuity and appeal etc.-**

(1) (a) An employee who is eligible for payment of gratuity under the Code, or any person authorised, in writing, to act on his behalf, shall apply, ordinarily within a period of thirty days from the date the gratuity became payable, in Form-2 to the employer:

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 more, but less than one year, shall be rounded off to one additional year.

(b) A nominee of an employee who is eligible for payment of gratuity under the third proviso to sub-section (1) of section 53 shall apply, ordinarily within thirty days from the date gratuity became payable to him, in Form-2 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.

(c) A legal heir of an employee, who is eligible for payment of gratuity under the third proviso to sub-section (1) of section 53, shall apply, ordinarily within one year from the date gratuity became payable to him, in Form-2 to the employer;

(d) Where gratuity becomes payable under the Code before the commencement of these rules, the periods of limitation specified in clauses (a), (b) and (c) shall be deemed to be operative from the date of such commencement;

(e) 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.

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

(2) (a) within fifteen days of the receipt of an application under sub-rule (1) for payment of gratuity, the employer shall—

(i) if the claim is found admissible on verification, issue a notice in Form-3 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 the claim for gratuity is not found admissible, issue a notice in Form-3 to the applicant employee, nominee or legal heir, as the case may be, specifying the reasons why the claim for gratuity is not considered admissible and a copy of the notice shall be endorsed to the competent authority.

Explanation.— For the purpose of determination of gratuity under this rule, it is clarified that —

(i) the exclusions from wage, as specified under sub-clauses (a) and (b) of clause (88) of section 2 shall also include any payment payable on an annual basis, that is linked to performance or productivity of an employee or of the establishment in which he is employed and is not part of the remuneration payable under the terms of employment; and

(ii) the following shall not form part of the wage —

- a. reimbursement of medical expenses;
- b. stock option benefit or cash equivalent of stock award;
- c. crèche allowance;
- d. telephone and internet reimbursement; and
- e. value of meal vouchers.

(b) In case payment of gratuity is due to be made in the employer's office, the date fixed for the purpose in the notice in Form-3 under sub-clause (i) of clause (a) sub-rule (2) shall be re-fixed 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.

(c) If the claimant for gratuity is a nominee or a legal heir, the employer may ask for such witness(es) or evidence(s) 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 clause (a) of sub-rule (2) shall be operative with effect from the date such witness(es) or evidence(s), as the case may be, called for by the employer is furnished to the employer.

(d) A notice in Form-3 shall be served on the applicant either by personal service after taking receipt or by speed post or electronically.

(e) A notice under sub-section (2) of section 56 shall be in Form-3.

- (3) 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.
- (4) (a) If an employer—
- (i) refuses to accept a nomination under rule 8 or to entertain an application sought to be filed under sub-rule (1); or
- (ii) issues a notice under clause (a) of sub-rule (2) either specifying an amount of gratuity which is considered by the applicant less than what is payable or rejecting eligibility to payment of gratuity; or
- (iii) having received an application under sub-rule (1) fails to issue notice as required under sub-rule (2) within the time specified therein, the claimant employee, nominee or legal heir, as the case may be, may, within one hundred eighty days of the occurrence of the cause for the application, apply in Form-4 to the competent authority for issuing a direction under sub-section (5) of section 56 with copy to 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.
- (b) Application under clause (a) 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.
- (5) (a) On receipt of an application under sub-rule (4) the competent authority shall, by issuing a notice in Form-5, electronically or speed post due 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.
- (b) 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.
- (c) A party who is being represented by an authorised representative shall be bound by the acts of the representative.
- (d) After completion of hearing on the date fixed under clause (a), or after taking such further evidence(s), examination of documents or 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 a copy of the finding shall be given to each of the parties.
- (e) If the employer concerned fails to appear on the specified date of hearing after due service of notice without sufficient cause being shown, 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 clause (e) may, on good cause being shown within a period of thirty days of receipt of the said order, be reviewed and the application re-heard after giving not less than fourteen days notice to the opposite party of the date fixed for rehearing of the application.
- (6) 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) The competent authority may authorise any subordinate of his office to administer oaths for the purpose of giving evidence or producing documents.
- (8) 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-5 either to give evidence or to produce documents or for both purposes on a specified date, time and place.
- (9) (a) Subject to the provisions of clause (b), any notice, summons, process or order issued by the competent authority may be served either personally or by speed post or electronically or in any other manner as provided under the Code of Civil Procedure, 1908 (5 of 1908).

- (b) 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 are represented by an authorised 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 authorised person shall be deemed to be service on such persons.
- (10) (a) The competent authority shall record the particulars of each case under section 56 and at the time of passing orders shall sign and date the particulars so recorded.
- (b) 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.
- (c) 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) If a finding is recorded under clause (d) of sub-rule (5) that the applicant is entitled to payment of gratuity under the Code, the competent authority shall issue a notice to the employer concerned in Form-6 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 a period of 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.
- (12) (a) The memorandum of appeal under sub-section (8) of section 56 shall be submitted to the appellate authority specified, by order, by the State Government with a copy thereof to the opposite party and the competent authority either through delivery in person or by speed post or electronically.
- (b) 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.
- (c) 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.
- (d) On receipt of the copy of memorandum of appeal, the competent authority shall forward records of the case to the appellate authority.
- (e) Within fourteen days of the receipt of the copy of the memorandum of appeal from the appellate authority, the opposite party shall submit his comments of each paragraph of the memorandum with additional pleas, if any, to the appellate authority with a copy to the appellant.
- (f) 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 decision made by the appellate authority shall be given to the parties to the appeal by electronically or speed post or in person and a copy thereof shall be sent to the competent authority returning records of the case sent by him.
- (g) 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.
- (h) 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-6 specifying the modified amount payable and directing payment thereof to the applicant, under intimation to the competent authority within a period of fifteen days of the receipt of the notice by the employer and a copy of the notice be endorsed to the appellant employee, nominee or legal heir, as the case may be, and to the appellate authority.
- (13) Where an employer fails to pay the gratuity due under the Code in accordance with the notice by the competent authority under sub-rule (11) or sub-rule (12), as the case may be, 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 7 for recovery thereof under section 129.

#### **10. Qualifications and experience of Competent Authority-**

Qualifications for appointment of Competent Authority shall be such as are prescribed for appointment of Assistant Labour Commissioner under the Haryana Labour Department (Group-B), Service Rules, 1987, as amended from time to time and experience in labour matters.

**CHAPTER-4****MATERNITY BENEFIT****11. Appeal–**

- (1) An appeal against the decision of the Inspector-cum-Facilitator, shall lie to the Deputy Labour Commissioner having jurisdiction.
- (2) When an appeal is received, the concerned Deputy Labour Commissioner shall call from the Inspector-cum-Facilitator the record of the case before a fixed date. The concerned Deputy Labour Commissioner shall, if necessary, also record the statements of the aggrieved person, and of the Inspector-cum-Facilitator and seek clarification, if any is required.
- (3) Taking into account the document(s), the evidence produced before him and the facts presented to him or ascertained by him, the concerned Deputy Labour Commissioner shall give his decision.

**CHAPTER-5****EMPLOYEE COMPENSATION****12. Report of Fatal Accidents-**

The report required by section 73 of the Code shall, be sent to Competent Authority designated by State Government in Form 8.

**13. Funeral Expenses–**

The amount to be deposited towards the funeral expenditure of the employee with the Competent Authority by the employer under sub section (7) of section 76 of the Code shall not be less than twenty thousand rupees or any other higher amount as notified by the State Government from time to time.

**14. Right of employer to present memorandum when information received –**

- (1) Any employer who has received information of an accident may at any time notwithstanding the fact that no claim for compensation has been instituted in respect of such accident, present to the Competent Authority a memorandum, supported by an affidavit made by himself or by any person subordinate to him having knowledge of the facts stating in the memorandum, embodying the results of any investigation or inquiry which has been made into the circumstances of cause of the accident.
- (2) A memorandum presented, under sub-rule (1) shall be subject to the payment of Rupees Five Hundred as fee prescribed for recording of memorandum.

**15. When application for review of half monthly payment may be made without medical certificate –**

Application for review of half-monthly payment under section 79 of the Code may be made without being accompanied by a medical certificate-

- (1) by the employer, on the ground that since the right to compensation was determined, the employee's wages have increased;
- (2) by employee, on the ground that since the right to compensation was determined, his wages have diminished;
- (3) 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;
- (4) 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 under influence or other improper means;
- (5) 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.

**16. Procedure on application for review –**

If on examining an application for review by an employer in which the reduction or discontinuance of half monthly payments is sought, if it appears to the Competent Authority that there is reasonable ground for believing that the employer has a right to such reduction or discontinuance he may after giving reasonable opportunity to the employee to be heard, issue an order withholding the half monthly payments in whole or in part pending his decision on the application.

**17. Procedure on application for commutation–**

- (1) Where application is made to the Competent Authority Commissioner under section 80 of the Code for the redemption of a right to receive half monthly payments by the payment of a lump sum, the Competent Authority shall form an estimate of the probable duration of the disablement and shall award a sum equivalent to the total of the half-monthly payments which would be payable for the period during which he estimates that the disablement will continue.
- (2) When, in any case to which sub-rule (1) applies, the Competent Authority is unable to form an approximate estimate of the probable duration of the disablement, he may from time to time postpone a decision on the application for a period not exceeding two months at any one time.

**18. Notice Book –**

Every employer employing employee as per Second Schedule of the Code shall maintain a notice book in accordance with sub-section (4) of section 82 in Form-9.

**19. Restrictions on number of medical examinations –**

A workman who is in receipt of a half monthly payment shall not be required to submit himself for medical examination elsewhere than at the place where he is residing for the time being more than twice in the first month following the accident or more than once in any subsequent month.

**20. Procedure where indemnity claimed –**

- (1) Where the opposite party claims that if compensation is recovered against him he will be entitled under sub-section (2) of section 85 to be indemnified by a person not being a party to the case, he shall, when first called upon to answer the application, present a notice of such claim to the Competent Authority accompanied by the prescribed fee, and the Competent Authority shall there - upon issue notice to such person.
- (2) If any person served with a notice under sub-section (1) desires to applicant's claim for compensation or the opposite party's claim to be indemnified, he shall appear before the Competent Authority on the date fixed for the hearing of the case or any date of which the case may be adjourned and if he so appears, shall have all the rights of a party to the proceedings; in default of so appearing he shall be deemed to admit the validity of any award made against the opposite party and to admit his own liability to indemnify the opposite party for any compensation recovered from him:

Provided that, if any person so served appears subsequently and satisfies the Competent Authority that he was prevented by any sufficient cause from appearing, the Competent Authority shall, after giving notice to the aforesaid opposite party, hear such person, and may set aside or vary any award made against such person under this rule upon such terms as may be just.

- (3) If any person served with a notice under sub-rule (1), whether or not he desires to contest applicant's claim for compensation or the opposite party's claim to be indemnified, claims that being a contractor he is himself a principal and is entitled to be indemnified by a person standing to him in the relation of a contractor from whom the employee could have recovered compensation, he shall on or before the date fixed in the notice under sub-rule (1) present a notice of such claim to the Competent Authority accompanied by the prescribed fee and the Competent Authority shall whereupon issue the notice to such person .
- (4) If any Person served with a notice under sub-rule (3) desires to contest the applicant's claim for compensation, or the claim under sub-rule (3) to be indemnified he shall appear before the Competent Authority on the date fixed or on any date to which the case may be adjourned and, if he so appears, shall have all the rights of a party to the proceedings in default of so appearing he shall be deemed to admit the validity of any award made against the original opposite party or the person served with a notice under sub- rule (1) and to admit his own liability to indemnify the party against whom such award is made for any compensation recovered from him:

Provided that if any person so served appears subsequently and satisfies the Commissioner that he was prevented by any sufficient cause from appearing, the Commissioner shall, after giving notice to all parties on the record, hear such person, and may set aside or vary any award made against such person under this rule upon such terms may be just.

- (5) In any proceeding in which a notice has been served on any person under sub-rule (1) or sub-rule (3) the Competent Authority shall if he awards compensation record in his judgment a finding in respect of each of such person, whether he is or is not liable to indemnify any of the parties and shall specifies the party if any whom he is liable to indemnify.

**21. Form of Memorandum –**

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, with forms Form 10 or Form 11 or Form 12, as the case may be.

**22. Procedure where the Competent Authority does not consider that he should refuse to record memorandum–**

- (1) On receiving a memorandum of agreement, the Competent Authority shall, unless he considers that there are grounds for refusing to record the memorandum, fix a date for recording the same, and shall issue a notice in writing in Form 13 to the parties concerned that in default of objections he proposes to record the memorandum on the date so fixed.

Provided that the notice may be communicated orally to any parties who are present at the time when notice in writing would otherwise issue.

- (2) On the date so fixed, the Competent Authority shall record the memorandum unless, after hearing any of the parties who appear and desire to be heard, he considers that it ought not to be recorded:

Provided that issue of a notice under sub-rule(1) shall not be deemed to prevent the Competent Authority from refusing to record the memorandum on the date so fixed even if no objection be made by any party concerned.

- (3) If on such date the Competent Authority decides that the memorandum ought not to be recorded, he shall inform the parties present of his decision and of the reasons therefor and if any party desiring the memorandum to be recorded is not present, he shall send information to that party in Form 14.

**23. Procedure where Competent Authority considers that he should refuse to record the memorandum–**

- (1) If, on receiving a memorandum of agreement, the Competent Authority considers that there are grounds for refusing to record the same, he shall fix a date for hearing the party or parties desiring the memorandum to be recorded and shall inform such party or parties and, if he thinks fit, any other party concerned, of the date so fixed and of the grounds on which he considers that the memorandum should not be recorded.
- (2) If the parties to be informed are not present, a written notice shall be sent to them in Form 15 or Form 16, as the case may be and the date fixed in such notice shall be not less than seven days after the date of the issue of the same.
- (3) If, on the date fixed under sub-rule (1) the party or parties desiring the memorandum to be recorded show adequate cause for proceeding to record the same, the Competent Authority may, if information has already been given to all the parties concerned, record the agreement. If information has not been given to all such parties he shall proceed in accordance with rule 22.
- (4) If, on the date so fixed, the Competent Authority refuses to record the memorandum, he shall send notice in Form 14 to any party who did not receive information under sub-rule(1).

**24. Procedure on refusal to record memorandum –**

- (1) If in any case Competent Authority refuses to record a memorandum of agreement he shall briefly record his reasons for such refusal.
- (2) If the Competent Authority refuses to record a memorandum of agreement, he shall not pass any order directing the payment of any sum or amount over and above the sum specified in the agreement, unless opportunity has been given to the party liable to pay such sum to show cause why it should not be paid.

- (3) Where the agreement is for the redemption of half-monthly payments by the payments of a lump sum and the Competent Authority considers that the memorandum of agreement should not be recorded by reason of the inadequacy of the amount of sum as fixed in the agreement, he shall record his estimate of the probable duration of the disablement of the employee.

**25. Registration of memorandum accepted for record –**

In recording a memorandum of agreement, the Competent Authority shall cause the same to be entered in a register in Form 17 and shall cause an endorsement to be entered under his signature on a copy of a memorandum to be retained by him in the following form, namely:

“The memorandum of agreement bearing Serial No. .... of 20..... in the register has been recorded this ..... day ..... of.

[Signature with Seal Competent Authority]

**26. Qualifications and experience of Competent Authority –**

Qualifications for appointment of Competent Authority shall be as notified by the State Government from time to time.

**27. Transfer for report and disposal –**

- (1) The Competent Authority transferring any matter to another Competent Authority for report in accordance with sub-section (3) of Section 92 shall, along with the documents referred to in that sub-section, transmit to such other Competent Authority a concise statement, in the form of questions or answer, of the matter on which report is required.
- (2) A Competent Authority to whom a case is so transferred for report, shall not be required to report on any question of law.
- (3) An application under section 92 shall be processed before or by a Competent Authority for the area in which—
- (a) the accident took place which resulted in the injury; or
  - (b) the employee or in case of his death the dependents claiming the compensation ordinarily reside; or
  - (c) the employer has his registered office.

Provided that no matter shall be processed before or by a Competent Authority other than the Competent Authority having the jurisdiction over the area in which the accident took place without his giving notice in Form 18 to the Competent Authority having jurisdiction over the area and the State Government concerned.

- (4) If any matter under the Code is required to be processed before or by a Competent Authority other than the Competent Authority having jurisdiction over the area in which the accident took place, the former may for the proper disposal of the matter call for in Form 19 a detailed report including transfer of any records or money remaining with the latter and on receipt of such a request he shall comply with the same:

Provided that if any further enquiry is necessary in the area in which the accident took place for framing of issues or for determining the amount of compensation, the Competent Authority, before whom the application has been filed, may require the Competent Authority of the area in which the accident took place to conduct such enquiries and to serve such notices or orders as may be necessary for the purpose of such enquiries.

**28. Time-limit for disposal of Application –**

The time-limit for disposal of applications and costs incidental to the proceedings to be imposed by the Competent Authority shall be as notified in the Official Gazette.

Provided that the, Competent Authority may, as and when necessary, extend the notified period and shall record its reasons in writing to extend the time limit for the disposal of application.

**29. Certain provisions of Code of Civil Procedure, 1908, to apply –**

Save as otherwise expressly provided in the Code or these rules the following provisions of the first Schedule to the Code of Civil Procedure, 1908, namely, those contained in Order V, Rule 9 to 13 and 15 to 30; Order IX; Order XIII, Rules 3 to 10; Order XVI, Rules 2 to 21; Order XVII, and Order XXIII, Rules 1 and 2, shall apply to proceedings before Competent Authority, in so far as they may be applicable there to:

Provided that-

- (1) for the purpose of facilitating the application for the said provision the Competent Authority may construe them with such alterations not affecting the substance as may be necessary or proper to adapt them to the matter before him;
- (b) the Competent Authority may, for sufficient reasons, proceed otherwise than in accordance with the said provisions, if he is satisfied that the interests of the parties will not thereby be prejudiced.

**30. When representatives must be appointed –**

Where any party to a proceeding is under the age of 15 years or is unable to make an appearance, the Competent Authority shall appoint some suitable person, who consents to the appointment to represent such party for the purposes of the proceeding.

**31. When new representatives to be appointed –**

If the Competent Authority considers that the interests of any party for whom a representative has been appointed under rule 30 are not being adequately protected by that representative or if a person appointed to act as representative dies or becomes incapable of acting, or otherwise ceases to act as such, the Competent Authority shall appoint in his place another person who consents to the appointment.

**32. Examination of applicant–**

- (1) On receiving an application of the nature referred to in section 93 the Competent Authority may examine the applicant on oath.
- (2) The substance of any examination made under sub-rule (1) , shall be recorded in the manner provided for the recording of evidence in section 97.

**33. Provision regarding signature of forms–**

Any form, other than a receipt for compensations, which is by these rules required to be signed by a Competent Authority may be signed under his direction and on his behalf by any officers subordinate to him appointed by him in writing for this purpose.

**34. Production of documents –**

- (1) Any document which any party desires to tender in evidence shall be produced at or before the first hearing.
- (2) Any documents which is not produced at or within the time specified in sub- rule (1) , shall not, without the sanction of the Competent Authority be admissible in evidence on behalf of the party who should have produced it.
- (3) Nothing in this rule applies to any document which is produced for the purposes of cross-examining a witness or is handed to a witness to refresh his memory.

**35. Summary dismissal of application –**

- (1) The Competent Authority may after considering the application and the result of any examination of the applicant under rule 32, summarily dismiss the application, if, for reasons to be recorded, he is of opinion that there are no sufficient grounds for proceeding thereon.
- (2) The dismissal of the application under sub-rule(1) shall not of itself preclude the applicant from presenting a fresh application for the settlement of the same matter.

**36. Preliminary inquiry into application –**

If the application is not dismissed under rule 35, the Competent Authority may, for reasons to be recorded, call upon the applicant to produce evidence in support of the application before calling upon any other party, and, if upon considering such evidence the Competent Authority is of opinion that there is no case for the relief claimed, he may dismiss the application with a brief statement of his reasons for so doing.

**37. Notice to opposite party –**

If the Competent Authority does not dismiss the application under rule 35, he shall send to the party from whom the applicant claims relief (hereinafter referred to as the opposite party) a copy of the application, together with a notice of the date on which he will dispose of the application, and may call upon the parties to produce upon that date any evidence which they may wish to tender.

**38. Appearance and examination of opposite party–**

- (1) The opposite party may, and if so required by the Competent Authority, shall at or before the first hearing or within such time as the Competent Authority may permit, file a written statement dealing with claim raised in the application, and any such written statement shall form part of the record.
- (2) If the opposite party contests the claim the Competent Authority may and, if no written statement has been filed, shall proceed to examine him upon the claim, and shall reduce the result of examination to writing.

**39. Framing of issues –**

- (1) After considering any written statement and the result of any examination of the parties, the Competent Authority shall ascertain upon what material propositions of fact or of law the parties are at variance and shall thereupon proceed to frame and record the issues upon which the right decision of the case appears to him to depend.
- (2) In recording the issues, the Competent Authority shall distinguish between those issues which in his opinion concern points of facts and those which concern points of law.

**40. Power to postpone trial of issues of fact where issues of law arise –**

When issues, both of law and of fact, arise in the same case and the Competent Authority is of opinion that the case may be disposed of on the issues of law only, he may try those issues first and for that purpose may, if he thinks fit, postpone the settlement of the issues of fact until after the issues of law have been determined.

**41. Diary –**

The Competent Authority shall maintain under his hand a brief diary of the proceedings on an application.

**42. Judgement–**

- (1) The Competent Authority, in passing orders, shall record concisely in a judgement, his finding on each of the issues framed and his reason for such finding.
- (2) The Competent Authority, at the time of signing and dating his judgement, shall pronounce his decision, and there after no addition or alteration shall be made to the judgement other than the correction of clerical or arithmetical mistake arising from any accidental slip or omission.

**43. Summoning of Witnesses –**

If an application is presented by any party to the proceedings of the citation of witnesses, the Competent Authority shall, on payment of the prescribed expenses and fees, issue summons, for the appearance of such witnesses, unless he considers that their appearance is not necessary for the just decision of the case.

**44. Exemption from payment of costs –**

If the Competent Authority is satisfied that the applicant is unable by reason of poverty, to pay the prescribed fees, he may remit any or all of such fees. If the case is decided in favour of the applicant, the prescribed fees which, had they not been remitted, would have been due to be paid may be added to the costs of the case and recovered in such manner as the Competent Authority in his order regarding cost may direct.

**45. Right of entry for local inspection –**

A Competent Authority, before whom any proceeding relating to an injury by accident is pending, may at any time enter the place where the employee was injured, or where the employee ordinarily performed his work, for the purpose of making a local inspection, or of examining any persons likely to be able to give information relevant to the proceedings:

Provided that the Competent Authority shall not enter any premises of any industrial establishment, except during the ordinary working hours of that establishment, save with the permission of the employer or of some other person directly reporting to him.

**46. Procedure in connection with local inspection –**

- (1) If the Competent Authority proposes to conduct a local inspection with a view to examining on the spot the circumstances in which an accident took place, he shall give the parties or their representative notice of his intention to conduct such inspection, unless in his opinion the urgency of the case renders the giving of such notice impracticable.
- (2) Such notice may be given in writing and, in the case of an employer, may be given to any person upon whom notice of a claim can be served under sub-section 3 of section 82, or to the representative of any such person.
- (3) Any party, or the representative of any party, may accompany the Competent Authority at a local inspection.
- (4) The Competent Authority after making a local inspection, shall briefly record in a memorandum any facts observed, and shall show the memorandum to any party who desires to see the same, and on payment of Rs 50/- as fee or any other fees as may be prescribed by State Government time to time, shall supply to any party with a copy thereof.
- (5) The memorandum shall form part of the record.

**47. Power of Summary Examination –**

- (1) The Competent Authority, during a local inspection or at any other time, save at a formal hearing of a case pending before him, may examine summarily any person likely to be able to give information relative to such case, whether such person has been or is to be called as a witness in the case or not, and, whether any or all of the parties are present or not.
- (2) No oath shall be administered to a person examined under sub-rule (1).
- (3) Statements made by persons examined under sub-rule (1), if reduced to writing, shall not be signed by the person making the statement, nor shall they, except as hereinafter provided, be incorporated in the record or utilized by the Competent Authority for the purpose of arriving at a decision in the case.
- (4) If a witness who has been examined under sub-rule (1) makes in evidence any material statement contradicting any statement made by him in such examination and reduced to writing, the Competent Authority may call his attention to such statement and shall in that case direct that the parties be furnished with the relevant part of such statement for the purpose of examining or cross-examining the witnesses.
- (5) Any statement or part of a statement which is furnished to the parties under sub- rule (4) shall be incorporated in the record.
- (6) Where a case is settled by agreement between the parties the Competent Authority may incorporate in the record any statement made under sub-rule (1) and may utilize such statement for the purpose of justifying his acceptance of, or refusal to accept, the agreement reached.

**48. Procedure in connected cases –**

- (1) Where two or more cases pending before a Competent Authority arise out of the same accident and any issue involved is common to two or more such cases, such cases may so far as the evidence bearing on such issue is concerned, be heard simultaneously.
- (2) Where action is taken under sub-rule (1) the evidence hearing 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 any were present, of cross-examining the witness.

**49. Application presented to wrong Competent Authority –**

- (1) 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 and designation of the Competent Authority to whom it should be presented.

- (2) 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 had received a copy of the application under rule 37), accordingly.
- (3) The Competent Authority to whom an application is transferred under sub-rule (2) may continue the proceedings as if the previous proceedings or any part of them had been taken before him, if he is satisfied that the interest of the parties will not there by be prejudiced.

## CHAPTER 6

### AUTHORITIES, ASSESSMENT, COMPLIANCE AND RECOVERY

#### 50. Form and manner for maintenance of records and registers etc.-

- (1) (a) The employer of every establishment shall maintain, register :-
  - (i) of employees in Form VI of the Code on Wages (Haryana) Rules, 2026;
  - (ii) of attendance-cum-muster roll in Form VII of the Code on Wages(Haryana) Rules, 2026;
  - (iii) of wages, over time and deduction in Form I of the Code on Wages (Haryana) Rules, 2026 ;
  - (iv) of women employees in Form 20.

Provided that in respect of establishment which is governed by the Code on Wages, 2019(29 of 2019) or the Code on Occupational Safety, Health and Working Conditions, 2020 (37 of 2020) and rules made thereunder ; the registers specified in clause (i), (ii) and (iii) which shall be deemed to be maintained by the employer under these rules also.

- (b) Registers under this chapter shall be maintained electronically or otherwise.
- (c) Entries in the registers shall be made in English or Hindi.
- (d) Every employer shall produce records and registers, on demand before the Inspector cum-Facilitator or any person authorized in that behalf by the State Government.
- (e) 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.
- (2) Every employer shall issue wage slips, electronically or otherwise to the employees under clause (c) of section 123 in Form VIII of The Code on Wages (Haryana) Rules, 2026.
- (3) All registers and other records required to be maintained under the Code and the Rules made there under 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 work place or at a place within a radius of three kilometers.
- (4) The employer shall display conspicuously a notice at or near the main entrance of the establishment in bold letters in English and Hindi 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.
- (5) (a) The employer to which the provisions of Chapter V and Chapter VI of the Code applies, on or before 1st day of February in each year, upload a unified annual return in under the Occupational Safety, Health and Working Conditions (Haryana) Rules, 2026 online on the web portal of the labour department, giving information as to the particulars specified, in respect of the preceding year:

Provided that during inspection, the Inspector-cum-Facilitator may require the production of accounts, books, register 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 (21 of 2000).

(b) If the employer to which the provisions of Chapter V and Chapter VI of the Code apply sells, abandons or discontinues the working of the establishment, then, he shall, within one month of the date of such sale or abandonment or four months of the date of such discontinuance, as the case may be, upload online, on the web portal of the labour department, a further unified return under the Occupational Safety, Health and Working Conditions (Haryana) Rules, 2026 referred to in sub-clause(a) in respect of the period between the end of the preceding year and the date of the sale, abandonment or discontinuance.

#### **CHAPTER-7**

#### **OFFENCES AND PENALTIES**

##### **51. Compounding of offences –**

- (1) The officer authorized by the State Government by notification for the purposes of compounding of offences under sub-section (1) of section 138 shall issue electronically a compounding notice in Form 21 for the offences for which are compoundable under section 138.
- (2) The person so noticed under sub-section(1) may apply in Part III of the Form 21 to the officer electronically 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 21 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 prescribed time, 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-8**

#### **MISCELLANEOUS**

##### **52. Amount in connection with premium for Group Insurance Scheme of the beneficiaries section 7(6)(c) –**

- (1) The Board may pay, on behalf of the beneficiaries, such amount as may be prescribed by the State Government towards the premium of a Group Insurance Scheme or bear expense for its own similar schemes.
- (2) The Group Insurance Scheme may provide coverage for:
  - (a) death due to natural causes;
  - (b) accidental death or permanent disability;
  - (c) such other contingencies as may be approved by the State Government.
- (3) The extent of coverage, premium amount and terms of the scheme shall be such as may be approved by the State Government from time to time.

##### **53. Educational schemes for the benefit of children of the beneficiaries Section 7(6)(d) –**

The Board may frame and implement educational assistance schemes for the children of beneficiaries. Such schemes may include:

- (a) scholarship or stipend for school education;
- (b) assistance for higher education, technical or vocational courses;
- (c) reimbursement of tuition fees or educational expenses.

The eligibility criteria, quantum of assistance, and conditions shall be such as may be specified by the State Government.

**54. Medical expenses for treatment of major ailments of a beneficiary or, such dependent –**

- (1) The Board may meet medical expenses incurred for the treatment of major ailments of a beneficiary or his/her dependant.
- (2) Assistance may be provided for:
  - (a) hospitalization expenses;
  - (b) surgical procedures;
  - (c) post-operative or long-term treatment of specified major ailments.
- (3) The list of major ailments, ceiling of financial assistance and procedure for claiming such assistance shall be such as may be prescribed/notified by the State Government.

**55. Conditions to acquire, hold, sell or otherwise transfer any movable or immovable property Section 120 (1) –****A. Conditions for acquisition and disposal of property**

- (1) A Social Security Organisation may acquire, hold, lease, mortgage, sell or otherwise transfer movable or immovable property **solely for purposes connected with the discharge of its statutory functions** under the Code.
- (2) Acquisition of immovable property shall be subject to:
  - (a) availability of budgetary provision or approval of the Fund;
  - (b) prior administrative approval of the Appropriate Government where the value exceeds such limit as may be specified by the Government from time to time.

Disposal or transfer of immovable property shall require:

- (a) prior sanction of the Appropriate Government; and
- (b) compliance with applicable financial and asset-disposal rules of the State Government.

Movable property may be disposed of in accordance with the financial rules or instructions issued by the Appropriate Government.

**B. Custody and maintenance of property records**

Every Social Security Organisation shall maintain an **asset register** in such form as may be specified by the Appropriate Government.

Physical verification of assets shall be carried out at such intervals as may be prescribed.

**56. Conditions to invest moneys, re-invest or realize investments Section 120(2) –**

- (1) A Social Security Organisation may invest moneys vested in it which are not immediately required for expenditure, subject to the following conditions:
  - (a) investments shall be made only in safe and secure instruments approved by the Appropriate Government;
  - (b) investments shall conform to such investment pattern or guidelines as may be notified by the State Government from time to time.
- (2) Re-investment or realisation of investments shall be undertaken in accordance with the investment policy approved by the Appropriate Government.

**57. Terms to raise loans and take measures for discharging such loans Section 120(3) –**

- (1) If a Social Security Organisation decides to raise loans it can do, **only with the previous sanction of the Appropriate Government.**
- (2) The proposal for raising loans shall specify:
  - (a) purpose of the loan;
  - (b) amount and source;
  - (c) terms of repayment;

- (d) impact on financial sustainability of the Fund.
- (3) No loan shall be raised for meeting routine administrative expenditure.
- (4) The terms and conditions for repayment of loans shall be such as may be approved by the Appropriate Government at the time of sanction.
- (5) The Social Security Organisation shall take necessary measures for timely servicing and discharge of such loans.

**58. Terms and conditions of appointment of Chairperson and Members Section 7(4) –**

- (1) The Chairperson and other Members of the Board shall be appointed by the State Government for a term of **three years**, unless removed earlier in accordance with the provisions of the Code.
- (2) The Chairperson or a Member shall be eligible for re-appointment for such number of terms as the State Government may decide.
- (3) The Chairperson shall be paid such **honorarium and allowances** as may be fixed by the State Government from time to time.
- (4) Other Members of the Board shall be paid such **sitting fee, honorarium and allowances** as may be specified by the State Government.
- (5) Allowances may include:
  - (a) travelling allowance;
  - (b) daily allowance;
  - (c) any other allowance as admissible under State Government rules.
- (6) The Chairperson and Members shall:
  - (a) act in the best interest of the Board;
  - (b) disclose any conflict of interest;
  - (c) not misuse their position for personal gain.
- (7) The State Government may remove the Chairperson or any Member for misconduct, incapacity, or abuse of position, after giving an opportunity of being heard.
- (8) Where a casual vacancy occurs in Board i.e. Chairperson or any Member due to resignation, death, removal or otherwise, such vacancy shall be filled by the State Government **in the same manner as the original appointment** by notification.
- (9) A person appointed against a casual vacancy shall hold office **only for the remainder of the term** of the Chairperson or Member in whose place the appointment is made.
- (10) No act or proceeding of the Board shall be invalid merely by reason of the existence of any vacancy.
- (11) The Chairperson or a Member may resign by giving written notice to the State Government.
- (12) The resignation shall take effect from the date of its acceptance by the State Government.

**59. Appointment of Secretary Section 7(5)(c) –**

- (1) The Secretary of the Board shall be appointed by the Board in concurrence with the State Government.
- (2) The appointment of the secretary may be decided by the State Government.
- (3) The qualifications, experience and tenure of the Secretary shall be such as may be specified by the State Government from time to time.
- (4) The State Government may fill the post of Secretary from the officer from IAS or HCS (Ex.) Cadre.

**Appointment of officers and other employees**

- (5) The officers and other employees of the Board shall be appointed by the board in such manner as may be approved by the State Government.

- (6) Appointments may be made by deputation, direct recruitment or contractual engagement, in accordance with staffing norms as approved by the board with concurrence of the State Government.

**Pay, salary and allowances**

- (7) The salary, pay scale, honorarium and allowances of the Secretary, officers and employees of the Board shall be such as may be fixed by the State Government from time to time.
- (8) The pay and allowances may be aligned with the corresponding posts under the State Government /Labour department or similar statutory welfare Boards.
- (9) Allowance admissible as may be specified by the State Government.

**Other terms and conditions of service**

- (10) The conditions of service shall be governed by the relevant rules applicable to State Government employees, unless otherwise specified by the State Government.

**Disciplinary control**

- (11) The Secretary shall exercise such administrative control over officers and employees as may be delegated by the State Government or the Board.
- (12) Disciplinary proceedings shall be conducted in accordance with the procedure applicable to State Government employees.

**60. Administrative and financial Powers of the Secretary Board –**

- (1) 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 upto which he may be authorized to sanction expenditure on any single item from time to time by the Board.
- (2) The secretary may also exercise such other administrative and financial powers other than those specified in sub-Rule (1) above, as may be delegated to him from time to time by the Board.
- (3) 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.
- (4) In the absence of holding of the meeting of the Board for any reason whatsoever, the Chairman shall have the powers to approve adhoc budget which shall be deemed to be the budget till it is approved by the Board or not. This adhoc budget shall be signed by the Chairman, Secretary and Joint Secretary, if any.
- (5) The Secretary of the Board shall have full power to hire a building for the purpose of the Board on PWD assessed rates.
- (6) The Secretary of the Board shall have full powers to engage services on contract basis as per the requirement of the Board.

**61. Conditions and manner of writing off irrecoverable dues section 121 –**

**A. Circumstances in which dues may be considered irrecoverable:** A Social Security Organisation may consider dues to be irrecoverable only where one or more of the following conditions are satisfied:

- (a) the employer or establishment has ceased to exist and no assets are available for recovery; for continuous 3 years and prior clearance of Finance Department is taken.
- (b) the employer has been declared insolvent or bankrupt and no recovery is possible;
- (c) recovery proceedings have been exhausted and have remained unsuccessful;
- (d) the cost of recovery is likely to exceed the amount recoverable;
- (e) such other circumstances as may be approved by the Appropriate Government.

**B. Procedure for write-off of dues (Section 121 – manner)**

No amount shall be written off unless:

- (a) all reasonable steps for recovery under the Code have been taken; and
- (b) the reasons for irrecoverability are recorded in writing.

Every proposal for write-off shall be placed before the **competent authority** of the Social Security Organisation in such form as may be specified by the Appropriate Government.

**C. Monetary limits and approval hierarchy**

Write-off of dues up to such monetary limit as may be specified by the Appropriate Government may be sanctioned by the head/Chairperson of the Social Security Organisation.

Write-off exceeding such limit shall require prior approval of the Appropriate Government.

**D. Documentation and record maintenance**

A separate Register of Write-off of Dues shall be maintained indicating:

- (a) name of employer or establishment;
- (b) nature and amount of dues;
- (c) period to which dues relate;
- (d) steps taken for recovery;
- (e) authority sanctioning the write-off.

All records relating to write-off shall be preserved for such period as may be specified.

**E. Effect of write-off**

Writing off of dues shall be without prejudice to the right of the Social Security Organisation to recover the amount if it becomes recoverable at any future date.

Any amount subsequently recovered shall be credited to the appropriate fund.

**F. Accounts and audit**

All write-offs sanctioned under these rules shall be reflected distinctly in the annual accounts.

Such write-offs shall be subject to audit under the provisions of the Code and applicable audit rules.

**G. Savings for Provident, Pension and Insurance Funds**

Nothing contained in these rules shall apply to the writing off of dues relating to Provident Fund, Pension Fund or Insurance Fund, which shall be governed by the respective Schemes framed under the Code.

## CHAPTER-9

### CONSTITUTION OF COURTS

**62. Constitution of the Court and place of sitting.**

(1) A Court shall ordinarily consist of one Judge:

Provided that the Government may, by notification in the Official Gazette, appoint two or more Judges to a Court for any class of proceedings or for any specified period.

(2) A Court shall sit at such place or places and at such times as the Government may, from time to time, specify.

**63. Empowering Presiding Officers of Civil or Criminal Courts.**

The Government may empower the Presiding Officer of any Civil or Criminal Court in the State to act as the Presiding Officer of a Court for such local area or class of proceedings as may be notified.

**64. Jurisdiction.**

- (1) A Court shall exercise jurisdiction over such local area as the Government may notify.
- (2) Where more than one Court is constituted for the same local area, the Government may distribute business between such Courts.

**Explanation.**— Proceedings under Section 49 of the Code may be instituted by an insured person, an employer, or the Corporation.

**65. Transfer of proceedings.**

- (1) The Government may transfer any proceeding from one Court to another Court.
- (2) The Court to which a proceeding is transferred shall proceed with it as if it had been originally instituted before it.

**66. Abolition or alteration of a Court.**

The Government may, by notification in the Official Gazette, abolish any Court or alter the jurisdiction of any Court.

**CHAPTER-10****CONDITIONS OF SERVICE OF JUDGES****67. Appointment, salaries, allowances, etc.**

- (1) The Government may appoint a person qualified under Section 48 of the Code to be a Judge of a Court:  
Provided that where a person already serving in the State Judicial Service is to be appointed, the High Court shall be consulted.
- (2) A Judge shall receive such salary and allowances as the Government may, after consultation with the High Court, determine from time to time.
- (3) A Judge shall receive dearness allowance and such other allowances at such rates and subject to such conditions as are applicable to officers of the State Government of corresponding rank posted at the same place.
- (4) A Judge shall be entitled to leave and leave salary in accordance with the rules applicable to State Government servants of equivalent status.
- (5) A Judge shall be entitled to travelling allowance for journeys performed on official duty at the rates applicable to State Government officers of equivalent rank.
- (6) The qualifications for appointment as a Presiding Officer of a Court from among persons not belonging to the State Judicial Service shall be such as the Government may specify by notification in the Official Gazette, consistent with the Code.

Provided that where a person appointed as a Judge is drawn from the State Judicial Service, he shall continue to be governed by the service conditions applicable to his parent service.

**68. Appointment of other officers and subordinate staff.**

- (1) The Government may appoint such ministerial officers and other subordinate staff as may be necessary for the exercise and performance of the powers and duties of a Court under the Code.
- (2) The ministerial officers and subordinate staff of a Court shall exercise such powers and discharge such duties as the Judge, or in case of more than one Judge, the senior Judge, may direct.
- (3) The ministerial officers and subordinate staff shall be governed by such conditions of service and shall receive such salaries, allowances and other benefits as the Government may determine, in consultation with the High Court.

Provided that where any ministerial officer or staff is drawn from the existing establishment of the State Government or the judiciary, such officer or staff shall continue to be governed by the service conditions applicable to them.

**69. Administrative control of the High Court.**

A Court shall be subject to the administrative control and superintendence of the High Court and shall—

- (a) maintain such registers, books and accounts as the High Court may prescribe; and
- (b) comply with such requisitions for returns, records, statements or statistics as the High Court or the Government may require.

**70. Seal.**

A Court shall maintain a seal of such size and design as the Government may direct.

**CHAPTER-11****PROCEDURE AND EXECUTION OF ORDERS****71. Application.**

- (1) Every proceeding under Section 49 of the Code shall be instituted by presenting an application to the Court.
- (2) Every such application shall be verified in the manner provided for verification of pleadings under the Code of Civil Procedure, 1908, and shall be accompanied by two copies.
- (3) An application under Section 51 shall be presented in Form 22, shall be duly stamped, and shall contain—
  - (i) name of the Court;
  - (ii) full particulars of the applicant;
  - (iii) full particulars of the opposite party;
  - (iv) statement if minor or person of unsound mind;
  - (v) facts constituting the cause of action and date of accrual;
  - (vi) facts showing jurisdiction;
  - (vii) address of applicant for service;
  - (viii) relief claimed.

**72. Documents.**

- (1) Any document desired to be relied upon by the applicant shall be filed with the application.
- (2) Any other document intended to be relied upon by any party shall be produced at or before the first hearing.
- (3) A document not produced within time shall not be admissible without permission of the Court.
- (4) All documents shall be accompanied by a list in Form 23.
- (5) This rule does not apply to documents used for cross-examination or to refresh memory.

**73. Register of applications.**

Applications shall be entered in a Register in Form 24, serially numbered for each calendar year.

**74. Place of suing.**

Proceedings shall be instituted in the Court within whose jurisdiction—

- (a) the opposite party (or all opposite parties) actually and voluntarily resides, carries on business, or personally works for gain; or
- (b) any opposite party resides, carries on business or works for gain, provided others consent or the Court grants leave; or
- (c) the cause of action wholly or in part arose.

**75. Limitation.**

- (1) Applications must be filed within three years from the date when the cause of action arose or the claim became due.
- (2) The Court may condone delay if sufficient cause is shown.
- (3) Parts II and III of the Limitation Act, 1963 apply.

**76. Application presented to wrong Court.**

- (1) If an application should have been presented to another Court, it shall be returned after endorsing the relevant particulars.
- (2) If discovered after presentation, and the other Court is within the State, the application shall be transferred to the competent Court and parties informed.
- (3) The transferee Court may continue the proceeding as if originally instituted before it.

**77. Issue of summons.**

- (1) Upon receipt of a duly presented application, the Court shall issue summons to the opposite party requiring appearance and answer in Form 25.
- (2) A copy of the application shall accompany the summons.

**78. Service of summons or notice.**

- (1) Summons or notice may be served by registered post, speed post, courier, electronic means, or any method directed by the Court.
- (2) If the opposite party is avoiding service or ordinary service fails, the Court shall order affixation in Form 26—
  - (a) in a conspicuous place at the Court House; and
  - (b) at the last known residence or place of business of the opposite party.Service under this sub-rule shall be deemed valid.
- (3) The Court shall fix time for appearance as circumstances require.

**CHAPTER-12****PROCEDURE AND EXECUTION OF ORDERS****79. Additional matters in the summons.**

The Court shall determine at the time of issuing the summons whether it is—

- (a) for settlement of issues only; or
- (b) for final disposal of the application;

and the summons shall specify the purpose.

**80. Written statement.**

- (1) The opposite party shall, at or before the first hearing or within the time allowed by the Court, file a written statement in Form 27 along with the documents relied upon and a list in Form 23.
- (2) The written statement shall be verified as a pleading under the Code of Civil Procedure, 1908, and filed with two copies.
- (3) The written statement shall specifically deal with each allegation of fact.

**81. Failure to present written statement.**

Where a written statement is not filed within the time allowed, the Court may proceed to hear and decide the application on available material.

**82. Settlement of issues.**

- (1) At the first hearing, or after considering the application and written statement, or after examining any party or document, the Court shall ascertain the material propositions on which the parties are at variance and frame and record the issues.
- (2) The Court shall distinguish between issues of fact and issues of law.
- (3) The Court may amend issues or frame additional issues at any time before final order.

**83. Order where parties are not at issue.**

If it appears that the parties are not at issue on any question of fact or law, the Court may pronounce its final order at once.

**84. Appearance of parties and consequences of non-appearance.**

- (1) On the date fixed for the opposite party to appear and answer, the parties shall appear personally or through authorised representatives.
- (2) If neither party appears, the Court may dismiss the application.
- (3) If the applicant appears and the opposite party does not—
  - (a) if service is proved, the Court may proceed ex parte;
  - (b) if not proved, the Court shall order fresh service.
- (4) If the opposite party appears and the applicant does not, the Court may dismiss the application.
- (5) The applicant may, within thirty days of dismissal under sub-rule (2) or (4), apply for restoration; the Court may restore if sufficient cause is shown:

Provided that no restoration shall be ordered unless notice in Form 28 has been served on the opposite party.

- (6) An ex parte order may be set aside for sufficient cause after notice to the opposite party.

**85. Summoning of witnesses.**

- (1) After issues are framed, parties may be required to produce evidence.
- (2) The Court may issue summons to any witness in Form 29.
- (3) The Court may require deposit of witness expenses before issuing summons.

**86. Powers of the Court.**

The Court shall have all powers of a Civil Court under Section 50 of the Code, including—

- (a) enforcing attendance of witnesses;
- (b) compelling production of documents;
- (c) issuing commissions;
- (d) administering oaths;
- (e) examining witnesses;
- (f) any other power necessary to discharge its functions.

**87. Applicability of the Code of Civil Procedure, 1908.**

Save as otherwise provided in the Code or these rules, and so far as not inconsistent therewith, the provisions of the Code of Civil Procedure, 1908, shall apply to all proceedings before the Court.

**88. Grant of time and adjournment of hearing.**

- (1) The Court may grant time and adjourn hearing for sufficient cause.
- (2) Every adjournment shall fix a date not exceeding fifteen days later, and the Court may impose costs.

**89. Right to begin.**

The applicant has the right to begin unless the opposite party admits the facts and raises only legal issues or additional facts.

**90. Statement and production of evidence.**

- (1) The party beginning shall state his case and produce evidence.
- (2) The other party shall then state his case, produce evidence, and address arguments.
- (3) The party beginning may reply generally on the whole case.

**91. Method of recording evidence.**

Evidence of each witness shall be recorded in the language of the Court, ordinarily in narrative form, and signed after being read over or interpreted to the witness.

**92. Argument.**

After evidence is closed, the Court shall hear arguments of parties or their representatives.

**93. Diary.**

The Court shall maintain a brief diary of proceedings and record the substance of what occurs on each hearing.

**94. Pronouncement of order.**

The Court shall pronounce its final order in open Court either immediately after hearing or on a future day, notice of which shall be given to the parties.

**95. Signing of order.**

The final order shall be dated and signed in open Court at the time of pronouncement and shall not thereafter be altered except as permitted by law.

**96. Decision and findings.**

- (1) The Court shall record its finding with reasons upon each issue unless one issue is sufficient for decision.
- (2) The final order shall contain—
  - (a) a concise statement of the case;
  - (b) the points for determination;
  - (c) the decision; and
  - (d) the reasons for the decision.

**97. Compromise of case.**

Where a case is adjusted wholly or partly by lawful agreement, compromise, or satisfaction, the Court shall record it and pass an order accordingly.

**98. Finality of order.**

Subject to Section 52 of the Code, the order of the Court shall be final and binding on the parties.

**CHAPTER-13****COSTS, DEGREE, ETC.****99. Costs.**

- (1) The costs of and incidental to an application shall be in the discretion of the Court. The Court shall have full power to determine by whom or out of what property and to what extent such costs are to be paid.
- (2) Where the Court directs that any costs shall not follow the event, the Court shall record its reasons in writing.

**100. Contents of the decree.**

- (1) A decree in Form 30 shall be prepared in conformity with the final order of the Court and shall contain—
  - (a) the number of the application;
  - (b) the names and descriptions of the parties;
  - (c) particulars of the claim; and
  - (d) a clear specification of the relief granted or other determination of the proceeding.
- (2) The decree shall also state the amount of costs incurred in the proceeding and by whom and in what proportion such costs are to be paid.

**101. Certified copies of order, decree, etc.**

- (1) Certified copies of the final order, decree, or any other entry on the record shall be furnished to any party on application and payment of the prescribed fee.
- (2) An additional fee as may be prescribed by the State Government may be charged for urgent copies supplied within forty-eight hours.

**CHAPTER-14****MISCELLANEOUS****102. Repeal and savings.**

- (1) The Punjab Employees' Insurance Courts Rules, 1951, as applicable to the State of Haryana, and all other rules corresponding thereto are hereby repealed.
- (2) Notwithstanding such repeal, anything done, action taken, or proceeding instituted under the rules so repealed shall be deemed to have been done, taken or instituted under the corresponding provisions of these rules.
- (3) For the removal of doubt, it is declared that Sections 4 and 22 of the Punjab General Clauses Act, 1898 shall apply to the repeal as they apply to the repeal of a Punjab Act.

**103. Execution.**

- (1) Any person in whose favour an order has been passed shall, within one year from the date of the order, apply in Form 31 to the Court which made the order for its execution.
- (2) On such application being made, the Court shall forward the application together with the necessary record to a Civil Court of competent jurisdiction for execution, and such Civil Court shall have the same powers in executing such order as if it were its own decree.

**CHAPTER-15****EMPLOYMENT INFORMATION AND MONITORING****104. Manner of establishment and maintenance of Regional Career Centre and its services. section 2(9).**

- (1) The State Government may establish, run and maintain Regional Career Centre or modify its already established office or employment exchange, or authorize any other centre as Regional Career Centre by notification in the Official Gazette. Till the publication of such notification, existing local employment exchanges and Central employment exchange shall function as Regional Career Centres and career centre (Central) respectively.
- (2) The State Government may also enter into an agreement with any institution, local authority, local body or private body for running a Regional Career Centre.
- (3) The Regional Career Centres established under sub-rule (1) shall perform the following functions namely :-
  - (a) collection and furnishing of information through designated portal relating 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 counseling or guidance to start self employment;
- (b) providing career counselling, skill training and vocational guidance;
  - (c) organizing job-fairs and placement drives;
  - (d) employment related surveys and studies;
  - (e) employability enhancement activities; and
  - (f) other services, as may be decided by State Government from time to time.

**105. Manner and form of reporting vacancy and form of filling the return by the employer or aggregator, to the concerned Career Centre. section 139(2)**

**Reporting of vacancies to Career Centre :-**

- (a) The employer or aggregator in every establishment in public sector in the State shall, before filling up any vacancy in any employment in that establishment, report that vacancy or cause to be reported to Regional Career Centre through the designated portal.
- (b) The employer or aggregator 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 Regional Career Centre through the designated portal.
- (c) Regional Career Centre to which the vacancies are reported, shall provide a unique vacancy reporting number for the reported vacancies and convey it to the employer or aggregator in writing, through email or any other media immediately but not later than five working days from the date of receipt of reporting of vacancies.

**Explanation - (I) “establishment in public sector”** means an establishment owned, controlled or managed by -

- (i) the Government or a Department of the State Government
- (ii) a Government company as defined in clause (45) of section 2 of the Companies Act, 2013 (Central Act 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 State Government; and
- (iv) a local authority.

**(II) “establishment in private sector”** means an establishment which is not an establishment in public sector and with ordinarily fifty or more employees or such number of employees as may be notified by the State Government.

**(1) Types of vacancies and respective Career Centre for reporting of vacancies:-**

- (a) The following vacancies, namely:-
  - (i) All vacancies in posts of Technical or Scientific nature carrying a minimum pay or pay level or both as notified by the Central Government, occurring in establishments in respect of which the Central Government is the appropriate Government under the Code; and
  - (ii) Vacancies which an employer or aggregator may desire to be circulated to the Career Centers outside the State,

shall be reported to the career centres (Central) as specified by Central Government.

- (b) Vacancies other than those specified under clause (a) above, shall be reported to the concerned Regional Career Centre.
- (c) Vacancies which have been reported to the Regional Career Centre and for which recruitment is to be made on State or Inter-State or all India basis, shall also be reported to career centre (Central).

**(2) Form and manner of reporting of vacancies:-**

- (a) Vacancies shall be reported to the Regional Career Centres in Form-32 through the designated portal furnishing all details separately for each type of vacancy as specified.
- (b) Any change in the details already furnished to the Regional Career Centre under clause (a) shall be reported through the designated portal.

**(3) Time limit in the reporting of vacancies:-**

- (a) Vacancies, required to be reported to the Regional 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.
- (b) Vacancies required to be reported to the career centre (Central) 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.
- (c) Date of receipt for the vacancies under clause (b) of sub-rule (3) above shall be considered as the date of vacancies reported.
- (d) Employer or aggregator shall furnish the results of selection within one month after the probable date by which the vacancy to be filled (mentioned in Vacancy Notification form-32) to the Regional Career Centre through the designated portal.

**106. Submission of Return**

The employer or aggregator shall submit yearly returns along with annexure in the form of Employment Information Return (EIR) to the concerned Regional Career Centre regarding occupational information, as provided in the form-33. The annual returns shall be submitted through the designated portal within thirty days of the due date, namely 31st March of the year.

**107. Maintenance of Records.**

- (a) Every employer or aggregator in **Public sector** in the State shall maintain records manually or electronically or digitally about the following :-
  - (i) total number of employees (regular, temporary, contractual, casual or fixed term employment) on 31<sup>st</sup> March of every year;
  - (ii) persons recruited during the year ending on the 31<sup>st</sup> March;
  - (iii) number of Residents of the State of Haryana recruited during the year ending on 31<sup>st</sup> March;
  - (iv) occupational details of its employees on 31<sup>st</sup> March of every year;
  - (v) vacancies for which suitable candidates were not available during the year ending on 31<sup>st</sup> March; and
  - (vi) approximate number of vacancies likely to occur during the next Financial Year.
- (b) Every employer or aggregator in the **Private sector** in the State shall maintain records manually or electronically or digitally about the following :-
  - (i) total number of employees (regular, temporary, contractual, casual or fixed term employment) on 31<sup>st</sup> March of every year;
  - (ii) persons recruited during the year ending on 31<sup>st</sup> March;
  - (iii) number of Residents of the State of Haryana recruited during the year ending on 31<sup>st</sup> March;
  - (iv) occupational details of its employees on 31<sup>st</sup> March of every year;

- 
- (v) vacancies for which suitable candidates were not available during the year ending on 31<sup>st</sup> March; and
  - (vi) approximate number of vacancies likely to occur during the next Financial Year.

**108. Declaration of Executive Officer.**

For the purposes of enforcement or implementation of Chapter XIII (Employment Information and Monitoring) of the Code, the State Government shall declare in writing an Officer-In-Charge of Regional Career Centres as "Executive Officer" for each district.

**109. Right of access to records or document.**

Executive Officer have access to any relevant records or documents in the possession of any employer or aggregator after prior notice and may inspect ,obtain copies of relevant records or seek any necessary information required for the purposes of Chapter XIII of the Code.

**110. Levy of penalty.**

The Director of Employment or an officer of equivalent rank of the State in which the establishment is located, shall be the competent authority to approve or impose penalties for any offence as mentioned in clauses (e),(m),(n) and (o) read with clauses (iii) and (iv) of section 133.

**FORM 1***[See Rule 8]***Nomination/Fresh Nomination/Modification of Nomination**

(Strike out the words not applicable)

Sr. No.	Details of the employee:	
1.	Name of Employee in full	
2.	Universal Account Number(if available):	
3.	Sex	
4.	Religion	
5.	Whether unmarried/married/widow/widower	
6.	Department/Branch/Section where employed	
7.	Post held with Ticket No. or Serial No. , if any	
8.	Date of appointment	
9.	Permanent address:	
	Village:	
	Post-Office	
	Thana:	
	Sub-Division:	
	District:	
	State:	
	Pin-Code:	
	E-Mail ID:	
	Mobile Number:	

To.....

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

I, Shri/Shrimati/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 afresh 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.

**Nominee(s)**

Sr. no.	Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
1.				
2.				
3.				
4.				

**DECLARATION**

1. 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.
2. I hereby declare that I have no family within the meaning of clause (33) of section 2 of the said Code.
- 3 (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.

**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)

Place:

Date:

Signature/Thumb-impression of the Employee

**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 I** filed by me and duly certified by the employer.

Date: .....

Signature of the Employee

**FORM 2***[ See Rule 9 ]***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), beg 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. Relationship of 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 gratuity claimed by a nominee/legal heir.
11. Payment may please be made by crossed bank cheque/credit in my bank account no.....

Yours faithfully,

Signature/Thumb-impression of the  
applicant employee/nominee/legal heir.

Place:

Date:

**FORM 3***[See Rule 9]***Notice for Payment/Rejecting claim of Gratuity**

(Strike out the words not applicable)

To,.....

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

1. You are hereby informed that
  - (a) \*as required under sub-clause (ii) of clause (a) of sub-rule (2) of rule 8 of the Code on Social Security (Haryana) Rules, 2026, that your claim for payments of gratuity as indicated on your application in Form II under the said rules is not admissible for the reasons stated below: Reasons (Here specify the reasons); or
  - (b) \*as required under sub-clause (i) of clause (a) of sub-rule (2) of rule 8 of the Code on Social Security (Haryana) Rules, 2026 that a sum of Rs. ....(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 crossed cheque.
3. Amount payable shall be sent to you through 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 the employee concerned: .....years.....months.
  - (d) Wages last drawn:
  - (e) Proportion of the admissible gratuity payable in terms of nomination/as a legal heir:
  - (f) Amount payable:

Place:

Date:

Signature of the Employer/authorised officer.

Name or description of establishment or rubber stamp thereof.

Copy to: The Competent Authority in case of denial of gratuity.

Copy also to: Office of DG Labour Bureau, Ministry of Labour and Employment, Chandigarh.

**FORM 4***[See Rule 9]***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.....and employee of the abovementioned 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/aforesaid employees' total disablement with effect from .....(date)due to accident/disease death of aforesaid employee on.....

2. The applicant submitted an application under rule..... of the Code on Social Security (Haryana) Rules, 2026 on the .....but the above-mentioned employer refused to entertain it/issued a notice dated the..... under clause .....of sub-rule of rule .....offering an amount of gratuity which is less than my due/issued a notice dated .....the under clause..... of sub-rule.....of rule..... 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:

Date:

Signature/Thumb impression of the applicant.

**ANNEXURE**

1. Name in full of applicant with full address
2. Basis of claim (Death / Superannuation / Retirement / Resignation / Disablement of Employee / 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:

Date:

Signature/Thumb-impression  
of the applicant

**FORM 5***[See Rule 9]***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 (4) of rule 8 of the Code on Social Security (Haryana) Rules, 2026 alleging that--

(A copy of the said application is enclosed, if, summon is issued then copy of application is not required) 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 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.

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 for to send to this Authority) the said documents.

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 given 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 6***[See Rule 9]***Notice for Payment of Gratuity as Determined by Competent/Appellate Authority**

(Strike out the words not applicable)

To,

(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(36 of 2020), before me;

or

Whereas a notice was given to you on .....requiring you to make payment of Rs.....to Shri / Smt. / Kumari.....as gratuity under the Code on Social Security, 2020 (36 of 2020).

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 Rs..... as gratuity under the Code on Social Security, 2020(36 of 2020);

or

Whereas you/the applicant went in appeal before the appellate authority, who has decided that an amount of Rs..... is due to be paid to Shri/Smt./Kumari.....as gratuity due under the Code on Social Security, 2020(36 of 2020).

Now, therefore, I hereby direct you to pay the said sum of Rs. ....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 Authority

under the Code on Social Security Code, 2020

Copy to:

1. The Applicant- He is advised to contact the employer for collecting payment.
2. The Appellate Authority if applicable.

**Note---**(Strike out paragraphs if not applicable)

**FORM 7***[See Rule 9]***Application for Recovery of Gratuity****Before the Competent Authority for Chapter V under the Social Security Code, 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 the .....under sub-rule (11) or sub-rule (12) of rule 9 of the Code on Social Security (Haryana) Rules, 2026 for payment of a sum of Rs..... as gratuity payable under the Code on Social Security, 2020(36 of 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 Code for recovery of the said sum of Rs. ....due to me as gratuity in terms of your direction.

Signature/Thumb-impression of applicant.

Place:

Date:

Note: Strike out the words not applicable.

**FORM 8**  
(See Rule 12)  
**Report of Fatal Accidents**

To

.....  
.....

Sir,

1. I have the honor to submit the following report of an accident which occurred on \_\_\_\_ (date), at \_\_\_\_\_ (here enter details of premises) and 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.

(Signature and designation of person making the report)

**Statement**

Employee Name / Employee Id/ Aadhar Card no	Sex	D.O.J	Age/ D.O.B	Nature of Employment	Monthly Wages	Details of Dependents along with full postal address & contact number



**FORM 10**

*[See Rule 21]*

**Memorandum of Agreement**

It is hereby submitted on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ personal injury was caused to \_\_\_\_\_, Aadhar No. \_\_\_\_\_, Mobile No. \_\_\_\_\_ Employee's Code \_\_\_\_\_ residing at \_\_\_\_\_ by accident arising out of and in the course of employment in \_\_\_\_\_. The said injury has resulted in temporary disablement to the said employee whereby it is estimated that he will be prevented from earning more than of previous/any wages for a period of \_\_\_\_\_ months. The said employee has been in receipt of half-monthly payment, which have continued from the \_\_\_\_ day of 20\_\_ until the day of \_\_\_\_\_ 20\_\_ amounting to Rs. \_\_\_\_\_ in all. The said Employee's monthly wages are estimated at Rs. \_\_\_\_\_. The employee is over the age of 15 years will reach the age of 15 years 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 Rs. \_\_\_\_\_ in settlement of all and every claim under the Code on Social Security, 2020(36 of 2020), in respect of all disablement of a temporary nature arising out of the said accident, whether now or hereafter to become manifest. It is therefore requested that this memorandum be duly recorded.

Dated \_\_\_\_\_

Signature of employer \_\_\_\_\_

Witness \_\_\_\_\_

Signature of employee \_\_\_\_\_

Witness \_\_\_\_\_

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, whenever possible.

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

In accordance with the above agreement, I have this day received the sum of Rs. \_\_\_\_\_.



Dated \_\_\_\_\_.....Employee

The money has been paid and this receipt is 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 11**

*[See Rule 21]*

**Memorandum of Agreement**

It is hereby submitted that on the \_\_\_\_\_ day of 20\_\_ personal injury was caused to Name \_\_\_\_\_ Adhaar No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Employee's code \_\_\_\_\_ residing at \_\_\_\_\_ by accident arising out of and in the course of his employment in \_\_\_\_\_. The said injury has resulted in permanent disablement to the said employee of the following nature, namely:.....

The said employee's monthly wages are estimated at Rs. \_\_\_\_\_

The employee is over the age of 15 years will reach the age of 15 years on \_\_\_\_\_. The said employee has, prior to the date of the agreement, received the following payments, namely: -

Rs.on\_\_\_;            Rs.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 Rs. \_\_\_\_\_ in full settlement of all and every claim under the Code on Social Security, 2020(36 of 2020) I in receipt of the disablement stated above and all disablement now manifest. It is therefore requested that this memorandum be duly recorded.

Dated \_\_\_\_\_ 20\_\_ .

Signature of employer.....

Witness.....

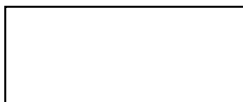
Signature of employee.....

Witness.....

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 Rs. \_\_\_\_\_.



Dated \_\_\_\_\_ 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 12**

*[See Rule 21]*

**Memorandum of Agreement**

It is hereby submitted that on the \_\_ day of 20\_\_ personal injuries was caused to \_\_\_\_\_ residing at \_\_\_\_\_ by accident arising out of said 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 Rs. \_\_\_\_\_ per month/no wages.

The said employee's monthly wages prior to the accident are estimated at Rs. \_\_\_\_\_. 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 Rs. 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 Code on Social Security, 2020(36 of 2020) 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 80 of the said Code are unaffected by this agreement it is therefore requested that this memorandum be duly recorded.

Dated.....

Signature of employer.....

Witness.....

Signature of employee.....

Witness.....

Note. -- An application to register and 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, 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 Rs. \_\_\_\_\_.

.....Employee

Dated \_\_\_\_\_

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

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

**FORM 13***[See Rule 22]*

Whereas an agreement to pay compensation is said to have been reached between \_\_\_\_\_ and \_\_\_\_\_ and whereas has/have applied for registration of the agreement under Section 89 of the Code on Social Security, 2020(36 of 2020), notice is hereby given that said agreement will be taken into consideration on \_\_\_\_\_ and that any objections to the registration of the said agreement should be made on that date. In the absence of valid objections it is my intention to proceed to the registration of the agreement.

Dated \_\_\_\_\_.

Competent Authority

**FORM 14**

*[See Rule 22]*

Take notice that registration of the agreement to pay compensation said to have been reached between you \_\_\_\_\_ and \_\_\_\_\_ on the \_\_\_\_\_ has been refused for the following reasons namely:-

.....  
.....

Dated.....

Competent Authority

**FORM 15***[See Rule 23]*

Whereas an agreement to pay compensation is said to have been reached between \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_ and whereas \_\_\_\_\_ has/have applied for registration of the agreement under Section 89 of the Code  
on Social Security, 2020(36 of 2020), and whereas it appears to me that the said agreement ought not to be registered  
for the following reasons, namely:-

\_\_\_\_\_

an opportunity will be afforded to your showing of cause on 20, why the said agreement should be  
registered. Any representation, which you have to make with regard to the said agreement, should be made on that  
date. If no adequate cause is shown on that date, the registration of the agreement will be refused .

Dated \_\_\_\_\_

Competent Authority

**FORM 16***[See Rule 23]*

Whereas an agreement to pay compensation is said to have been reached between\_\_\_\_and\_\_\_\_and\_\_\_\_  
whereas\_has/have applied for registration of the agreement under Section 89 of the Code on Social Security, 2020(36  
of 2020), and whereas it appears to me that the said agreement ought not to be registered for the following reasons,  
namely:-

\_\_\_\_\_an opportunity will  
be afforded to the said\_\_\_\_\_of showing cause

on \_\_\_\_\_why the said agreement should be registered. Any representation, which you have to make with regard to the  
said agreement, should be made on that date. If adequate cause in them shown, the agreement may be registered.

Dated\_\_\_\_\_

Competent Authority

**FORM 17***[See rule 25]*

**Register of Agreement for year 20\_\_\_\_.**

Sr. No.	Date of agreement	Date of registration	Employer Name/ establishment name	Employee name/Employee Id/ aadhar card no/ mobile no	Initial of Competent authority	Reference to orders rectifying the register
1	2	3	4	5	6	7

**FORM 18**

*[See Rule 27]*

Whereas a claim for compensation has been made by..... (applicant) against ..... and the said applicant has claimed that he is entitled to file an application under clause (b) or (c) of section 92(1) of the The Code on Social Security, 2020 (26 of 2020).

And whereas the undersigned is satisfied that the said applicant is entitled to file the aforesaid claim;

Now, therefore, the Competent Authority for Employee's Compensation ...../ Government of..... is hereby given notice that the undersigned proposes to settle the claim of the applicant as provided under the Code.

Date .....

Competent Authority

**FORM 19***[See Rule 27]*

To,

.....

Sir,

The report about an accident which occurred on .....at... ..... (here enter details of premises) and which resulted in death/ disablement of the employee is furnished as given below:

1. (a) Name of the employee/ Employee name/Employee Id/ Aadhar card no.....
- (b) Sex, age and monthly wage.....
- (c) Nature of employment.....
- (d) Name of the employer.....
- (e) Full postal address of the employee/ dependants (local and permanent both.)
- (f) Full postal address of the factory I establishment where its registered office is located.
2. The circumstances leading to death/ disablement of the employee.
  - (a) Time of the accident.
  - (b) Place where the accident occurred.
  - (c) Manner in which deceased was/were employed at that time.
  - (d) Cause of the accident.
3. The amount of money deposited by the employer with the Competent Authority under section 81.
4. (a) Details of compensation paid, if ;any.
- (b) Particulars of money invested for the benefit of dependants of deceased employee.
5. Documents forwarded (in original) as under:
  - (a) Death certificate.
  - (b) Disablement certificate from the Competent medical authority.
  - (c) Receipt for Deposit of Compensation by the employer.
  - (d) Statement of Disbursement.
  - (e) Receipt of compensation from the employee/dependants.
  - (f) Memorandum of Agreement, if any.

Date .....

Competent Authority

**FORM 20***[See Rule 50]***REGISTER OF WOMEN EMPLOYEES**

1. Name of establishment
2. Name of woman and her father's (or, if married, 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	Remarks
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 sub-section (1) and (3) of section 65.
16. Date with the amount of wages paid on account of leave under sub-section (2) of section 65 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 thereof, 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 21***[See Rule 51]***Notice to the Employer who committed an offence for the first time for compounding of offence under subsection (1) of section 138 of the Code on Social Security, 2020****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 thereunder 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 above-mentioned amount 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 without giving any further opportunity in this regard.

**(Signature of the Compounding Officer)****Date:****Place:****To:****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:

**Signature of the applicant  
(Name and Designation)****Dated:****Place:****To:**

**PART – IV**

**Composition Certificate**

**Ref: Notice No.....**

**Date:**

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

**(Signature)**

**Name and Designation of the Officer**

**Date:**

**Place:**

**To:**

**FORM 22**

*[See Rule 71(3) — Form 22]*

APPLICATION UNDER SECTION 51 OF THE CODE ON SOCIAL SECURITY, 2020

In \_\_\_\_\_ the Employees Insurance Court \_\_\_\_\_ at  
.....  
.....  
.....

Application No. Date

BETWEEN

APPLICANT:

Name: \_\_\_\_\_  
Father's / Husband's Name: \_\_\_\_\_  
Age: \_\_\_ years  
Occupation: \_\_\_\_\_  
Full Residential Address: \_\_\_\_\_  
\_\_\_\_\_

VERSUS

OPPOSITE PARTY:

Name: \_\_\_\_\_  
Father's / Husband's Name: \_\_\_\_\_  
Age: \_\_\_ years (if known)  
Occupation: \_\_\_\_\_  
Full Residential Address: \_\_\_\_\_  
\_\_\_\_\_

1. Particulars of the Applicant:

(State whether insured person / employer / nominee / legal representative / other and relationship, if any)

\_\_\_\_\_  
\_\_\_\_\_

2. Particulars of the Opposite Party:

(State relationship to claim, designation, employer details, if any)

\_\_\_\_\_  
\_\_\_\_\_

3. Cause of Action:

(a) Date on which cause of action arose: \_\_\_\_\_

(b) Full statement of facts constituting the cause of action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Jurisdiction:**

(State briefly the facts showing the territorial and subject matter jurisdiction of this Court)

\_\_\_\_\_  
\_\_\_\_\_

**5. Relief Claimed:**

(Precisely state the relief sought and the legal basis)

\_\_\_\_\_  
\_\_\_\_\_

**6. Interim Relief (if any) prayed for:**

\_\_\_\_\_

**7. Address for Service:**

(Give an address within the local limits of this Court at which notices/summons may be served on the applicant)

\_\_\_\_\_

**8. List of Documents filed with this Application:**

(State the documents and annex them in the order listed; full list to be filed in Form 2)

\_\_\_\_\_  
\_\_\_\_\_

**9. Verification:**

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_, do hereby declare that the statements made in paragraphs 1 to \_\_\_\_\_ of this application are true to my knowledge and belief.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant / Authorized Representative: \_\_\_\_\_

Name and Address of the Advocate (if any): \_\_\_\_\_

\_\_\_\_\_

**FORM 23***[See Rule 72(4) — Form 23]***LIST OF DOCUMENTS**


---

 IN THE EMPLOYEES' INSURANCE COURT AT: \_\_\_\_\_

Application No. \_\_\_ of 20\_\_

Title of Application: \_\_\_\_\_

This list of documents is filed by: (tick)  Applicant  Opposite Party

S. No. | Description of Document | Date of Document | Original / Copy | Remarks

 -----  
 1. | | | |  
 2. | | | |  
 3. | | | |

(Attach additional sheets if necessary.)

I certify that the documents specified above are true copies / originals and are being filed in support of the application/defence.

**Place:** \_\_\_\_\_**Date:** \_\_\_\_\_**Signature of the Filing Party / Advocate:** \_\_\_\_\_**Name:** \_\_\_\_\_**Designation / Capacity:** \_\_\_\_\_**Address for Service:** \_\_\_\_\_**Contact No.:** \_\_\_\_\_**Email (if any):** \_\_\_\_\_

**FORM 24**

*[See Rule 73 — Form 24]*

**REGISTER OF PROCEEDINGS**

Name of Court: \_\_\_\_\_

District: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

Serial No. | Date of Filing | Name of Applicant | Name of Opposite Party | Nature of Claim | Date of Issue of Summons | Date of Final Order | Result

Serial No.	Date of Filing	Name of Applicant	Name of Opposite Party	Nature of Claim	Date of Issue of Summons	Date of Final Order	Result

Certified that the above entries are true and correct.

Date: \_\_\_\_\_

Signature of Presiding Officer: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

(Seal of the Court)

**FORM 25***[See Rule 77 — Form 77]***NOTICE / ORDER TO OPPOSITE PARTY**


---

IN THE EMPLOYEES' INSURANCE COURT AT: \_\_\_\_\_

Application No. \_\_\_ of 20\_\_

Applicant: \_\_\_\_\_

Versus

Opposite Party: \_\_\_\_\_

To: \_\_\_\_\_

(Full Address)

WHEREAS an application has been filed by the above-named applicant claiming relief under Section 49 / Section 51 of the Code on Social Security, 2020;

YOU ARE HEREBY REQUIRED to appear before this Court in person or through an authorised representative on the \_\_\_ day of \_\_\_\_, 20\_ at \_\_\_ A.M./P.M. to answer the said claim.

A copy of the application is enclosed.

TAKE NOTICE that in default of your appearance on the said date, the application will be heard and determined in your absence.

Given under my hand and the seal of the Court this \_\_\_ day of \_\_\_\_, 20\_.

(Seal of the Court)

Signature of Presiding Officer: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

**FORM 26***[See Rule 78(2) — Form 26]***NOTICE OF SERVICE BY AFFIXATION / PUBLICATION**

---

IN THE EMPLOYEES' INSURANCE COURT AT: \_\_\_\_\_

Application No. \_\_\_ of 20\_\_

Applicant: \_\_\_\_\_

Versus

Opposite Party: \_\_\_\_\_

**NOTICE OF SERVICE**

This is to certify that on the \_\_ day of \_\_\_\_, 20\_\_ at \_\_ A.M./P.M., in pursuance of the order of this Court, a copy of the summons/notice addressed to:

Name of Opposite Party: \_\_\_\_\_

Last known residence / place of business: \_\_\_\_\_

\_\_\_\_\_

was affixed and/or published as follows:

- (a) Affixed on a conspicuous part of the Court House; and/or
- (b) Affixed on a conspicuous part of the last known residence/place of business of the opposite party; and/or
- (c) Published in the following newspaper(s) (name & date): \_\_\_\_\_

\_\_\_\_\_

Such service is hereby certified as effectual and valid service for all purposes in respect of the above application.

Date: \_\_\_\_\_

Signature of Process Server: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Signature of Presiding Officer: \_\_\_\_\_

(Seal of the Court)

**FORM 27**

*[See Rule 80 — Form 27]*

**WRITTEN STATEMENT**

IN THE EMPLOYEES' INSURANCE COURT AT: \_\_\_\_\_

Application No. \_\_\_ of 20\_\_

Applicant: \_\_\_\_\_

Versus

Opposite Party: \_\_\_\_\_

**WRITTEN STATEMENT ON BEHALF OF THE OPPOSITE PARTY**

**1. Preliminary particulars:**

(a) Name of opposite party: \_\_\_\_\_

(b) Father's/Husband's name: \_\_\_\_\_

(c) Age: \_\_\_ years; Occupation: \_\_\_\_\_

(d) Address for service: \_\_\_\_\_

**2. Para-wise reply:**

(Give specific reply to each paragraph of the application. If no knowledge of any paragraph, state 'No knowledge'.)

Para No. 1 — Reply: \_\_\_\_\_

\_\_\_\_\_

Para No. 2 — Reply: \_\_\_\_\_

\_\_\_\_\_

(Continue as required for all paragraphs of the application.)

**3. Facts admitted:**

\_\_\_\_\_

\_\_\_\_\_

**4. Facts denied:**

\_\_\_\_\_

\_\_\_\_\_

5. Additional facts relied on:

\_\_\_\_\_  
\_\_\_\_\_

6. Documents relied on (listed in Form 2):

\_\_\_\_\_  
\_\_\_\_\_

7. Relief sought by the opposite party (if any):

\_\_\_\_\_  
\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Opposite Party / Authorized Representative: \_\_\_\_\_

Name of Advocate (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**VERIFICATION**

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_, do hereby solemnly declare that the contents of paragraphs 1 to \_\_ of this written statement are true to my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

=====

**FORM 28***[See Rule 84(5) — Form 28]***NOTICE BEFORE RESTORATION OF APPLICATION**


---

IN THE EMPLOYEES' INSURANCE COURT AT: \_\_\_\_\_

Application No. \_\_\_ of 20\_\_

Applicant: \_\_\_\_\_

Versus

Opposite Party: \_\_\_\_\_

To: \_\_\_\_\_

(Full Address)

**NOTICE**

WHEREAS the above application was dismissed in default on the \_\_\_ day of \_\_\_\_\_, 20\_\_; and

WHEREAS the applicant has applied for restoration of the said application;

YOU ARE HEREBY NOTIFIED that the application for restoration will be heard by this Court on the \_\_\_ day of \_\_\_\_\_, 20\_ at \_\_\_ A.M./P.M. before this Court.

If you have any objection to the restoration you may appear in person or through an authorised representative.

Given under my hand and the seal of the Court this \_\_\_ day of \_\_\_\_\_, 20\_\_.

(Seal of the Court)

Signature of Presiding Officer: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

**FORM 29***[See Rule 85(2) — Form 29]***SUMMONS TO WITNESS**

---

IN THE EMPLOYEES' INSURANCE COURT AT: \_\_\_\_\_

Application No. \_\_\_ of 20\_\_

Applicant: \_\_\_\_\_

Versus

Opposite Party: \_\_\_\_\_

To: Shri/Smt./Kum. \_\_\_\_\_

Address: \_\_\_\_\_

**SUMMONS**

WHEREAS your attendance is required to give evidence and/or to produce the following documents in the above application:

Documents to be produced:

\_\_\_\_\_  
\_\_\_\_\_

YOU ARE HEREBY SUMMONED to appear before this Court on the \_\_\_ day of \_\_\_\_\_, 20\_ at \_\_\_ A.M./P.M. and to remain in attendance from day to day until excused by the Court.

TAKE NOTICE that in default of complying with this summons you may be proceeded against under the Code and the Court may issue a warrant for your arrest and may order the payment of expenses incurred by your attendance.

Given under my hand and the seal of the Court this \_\_\_ day of \_\_\_\_\_, 20\_.

(Seal of the Court)

Signature of Presiding Officer: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

**FORM 30***[See Rule 100 — Form 30]***DECREE**


---

IN THE EMPLOYEES' INSURANCE COURT AT: \_\_\_\_\_

Application No. \_\_\_ of 20\_\_

Applicant: \_\_\_\_\_

Versus

Opposite Party: \_\_\_\_\_

**DECREE**

This application having been heard on the \_\_\_ day of \_\_\_\_\_, 20\_\_, and after considering the evidence and submissions, the Court doth order as follows:

1. Nature of claim:

\_\_\_\_\_

2. Findings of the Court:

\_\_\_\_\_

\_\_\_\_\_

3. Relief granted / Order:

\_\_\_\_\_

\_\_\_\_\_

4. Costs:

(a) Total costs of the proceedings: Rs. \_\_\_\_\_

(b) Costs awarded to: \_\_\_\_\_

(c) Proportion of liability (if more than one party): \_\_\_\_\_

5. Deduction / set-off (if any):

\_\_\_\_\_

6. Miscellaneous directions (if any):

\_\_\_\_\_

Given under my hand and the seal of the Court this \_\_\_ day of \_\_\_\_\_, 20\_\_.

(Seal of the Court)

Signature of Presiding Officer: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Certified copy issued to: \_\_\_\_\_

Date of Issue of Certified Copy: \_\_\_\_\_

**FORM 31***[See Rule 103(1) — Form 31]***APPLICATION FOR EXECUTION OF ORDER / DECREE**


---

 IN THE EMPLOYEES' INSURANCE COURT AT: \_\_\_\_\_

Application No. \_\_\_ of 20\_\_

Applicant (Decree Holder): \_\_\_\_\_

Versus

Opposite Party (Judgment Debtor): \_\_\_\_\_

## 1. Particulars of the decree / order:

(a) Date of the decree: \_\_\_\_\_

(b) Nature of relief granted: \_\_\_\_\_

(c) Amount awarded: Principal Rs. \_\_\_\_ ; Interest Rs. \_\_\_\_ ; Costs Rs. \_\_\_\_ ; Total Rs. \_\_\_\_

## 2. Execution sought against: (tick appropriate)

 Person    Property    Both person and property    Other (specify): \_\_\_\_\_

## 3. Particulars of property, if any, known to the applicant:

 \_\_\_\_\_  
 \_\_\_\_\_

## 4. Particulars of other relief sought (attachment, garnishee, arrest of movable property, etc.):

 \_\_\_\_\_  
 \_\_\_\_\_

## 5. Affidavit of indebtedness and particulars of calculation (if applicable) to be annexed.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant / Advocate: \_\_\_\_\_

## VERIFICATION

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_, do hereby verify that the contents of this application are true to my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM-32***[see rule 105(3)(a)]***Form for Reporting Vacancies to Career Centres**

(Separate forms to be used for each type of posts)

1	<b>Registration No. of establishment under Code</b>			
	<b>Particulars of the Establishment</b>			
	Name			
	Principal Economic activity details			
	Address with PIN Code			
	Telephone No.			
	Mobile No.			
	Email address			
	GPS Coordinates		Longitude	
			Latitude	
Type of Establishment (Central Government, State Government, Public Sector Undertaking (PSU), Autonomous, Private, etc.)				
2	<b>Particulars of the Human Resource(HR)/ Establishment Officer</b>			
	Name			
	Designation			
	Telephone No.			
	Mobile No.			
	Email address			
3	<b>Particulars of vacancy(ies):</b>			
	(a) Type of vacancies (permanent/ contractual/ apprentice)			
	(b) Designation/ nomenclature of thevacancy (ies) to be filled			
	(c) Description of duties of the post(job role/functional role)			
	(d) Qualifications/Skills required(Educational, Technical, Experience)		Essential	Desirable/Preferable
	(i) Educational Qualifications			
	(ii) Technical Qualifications			
	(iii) Skills			
	(iv)Experience			
	(e) Age Limits, if any( Age as on last date of application)			
	(f) Preferences (such as Ex-servicemen, persons with disabilities, women, etc.) if any			
	(g) Duration of Employment		Number of posts	
	i) less than 3 months			
ii) 3-6 months				
iii) 6-12 months				

	iv) 12 months and more	
4	<b>Whether there is any obligation for arrangement for giving reservation/ preference</b> to any category of persons such as Scheduled Caste (SC), Economically Weaker Sections(EWS), Other Backward Classes(OBC), Ex-serviceman and persons with disabilities (PwD) , Women etc. in filling up the vacancies: <b>Yes/No</b> ( if yes, give the number of vacancies to be filled by such category of persons as detailed below)	
	<b>Category</b>	<b>Number of vacancies to be filled</b>
		<b>Total</b> *By Priority candidates *(Applicable for Central Government vacancies)
	(a) Scheduled Caste	
	(b) Other Backward Classes	
	(c) Economically Weaker Sections	
	(d) Ex-Serviceman	
	(e) Persons with Disabilities (PwD)	
	(f) Women	
(g) Others(please specify)		
5	<b>Pay and Allowances:</b> 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.	
6	Probable date by which the vacancy to be filled	
7	Place of work ( Name of the town/village and district, pin code, etc. in which it is situated)	
8	Mode of Application (Email address, online, in writing, etc.) and Last date for receipt of applications.	
9	Particulars of officer to whom the applications be sent/candidates should approach	
	<b>(i)</b> Name	
	<b>(ii)</b> Designation	
	<b>(iii)</b> Email address	
	<b>(iv)</b> Address	
	<b>(v)</b> Telephone No.	
<b>(vi)</b> Website address in case of online		
10	Mode of recruitment	
	<b>(i)</b> Through Career Centre	
	<b>(ii)</b> Through Placement Agency	

	(iii) Through Self-management	
	(iv) Any other mode(specify)	
11	Would like to prefer submission of list of eligible candidates registered with Career Centre	Yes/No
12	Any other relevant information	

Signature

Name

Designation of Authorised Signatory of establishment/  
employer or aggregator with seal and date

(For Official Use- to be filled by Career Centre)

13	Name, address, email 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

Designation of Authorised Signatory of  
Regional Career Centre with seal and date

**NOTE:**

1. Regional 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 or aggregator in writing, through email or designated portal immediately but not later than five working days from the date of receipt of reporting of vacancies.
2. An employer or aggregator, 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 Regional Career Centre, shall be reported through designated portal.

**FORM-33***[see rule 106]***Form EIR (Employment Information Return)****Yearly Return to be submitted to the Regional Career Centre for the Year ended.....**

The following information is required to be submitted under the Code on Social Security, 2020 (Central Act 36 of 2020) (Chapter XIII– Employment Information & Monitoring).

Name and Address of the Establishment				
Whether – Head Office/ Branch Office				
Type of Establishment (Public /Private Sector)				
Nature of business/Principal activity				
<b>Establishment Registration No. under the Code</b>				
<b>1. (a) EMPLOYMENT</b>				
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				
(b) Please indicate the main reasons for any increase or decrease in employment if the increase or decrease is more than 5% during the Year.....				
<b>2. Number of vacancies* occurred and reported to Career Centre during the year and the number of vacancies filled during the year</b>				
Occurred	Reported		Filled	Source (Career Centre/ NCS Portal/ Govt. Recruiting Agencies/ Private Placement Organisations/ others)
	CareerCentre (Regional)	Career Centre (Central)		
1	2	3	4	5

\*As per the provisions of Code on Social Security, 2020 (Central Act 36 of 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).

4. Estimated Manpower Requirement by occupational classification during the next Financial Year (Please mention the number of employees in each occupation separately).

Occupation	Number of employees				
	Please mention 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		6
*					
Total					

\* Description (in the column) - 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

Designation of Authorised Signatory of establishment/

employer or aggregator with seal and date

**Note:-**

1. This return is to be rendered to the Regional Career Centre within thirty days after the end of the Financial Year concerned by establishments vide their obligation under the Code on Social Security, 2020 (Central Act 36 of 2020) (Chapter XIII-Employment Information and Monitoring).
2. The main purpose in obtaining the information from employers or aggregator 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/skill training to the jobseekers and connecting them with the employers or aggregators. This is helpful in ascertaining the skill needs also. Employers or aggregators too will be able to call on /visit the Regional Career Centres for getting suitable candidates as per their requirements.

**Annexure**

Total number of manpower by occupational classification during the present Year (Please mention the number of employees in each occupation separately).

Occupation Description	Number of employees					
	Men	Women	Others (transgender)	Total	PwD (persons with disabilities) out of total	Haryana Resident out of Total
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Total						

*Note:-\* Information is collected on voluntary basis.*

\*\*\*\*\*

RAJEEV RANJAN,  
Principal Secretary to Government Haryana,  
Labour Department.