PART-III

GOVERNMENT OF PUNJAB

DEPARTMENT OF LABOUR

NOTIFICATION

The 31st October, 2026

No.G.S.R.61/C.A.29/2019/S.67/2026.- With reference to the Government of Punjab, Department of Labour, Notification No. Lab0MISC/193/2025-4L/1080, dated 29th December, 2025 and in exercise of the powers conferred by section 67 of the Code on Wages, 2019 (Central Act No. 29 of 2019), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, to carry out the purposes of the said Code, namely: -

RULES

CHAPTER I

PRELIMINARY

1. **Short title, extent and commencement. -**

(1) These rules may be called the Code on Wages (Punjab) Rules, 2026.

(2) They shall extend to the whole of the State of Punjab.

(3) They shall come into force on and with effect from the date of their publication in the Official Gazette.

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

(a) "Agriculture labourer" means labourer and includes any person involved in connection with cultivating of soil, planting, irrigating, weeding, and fruits, vegetables or with raising or

harvesting of any agricultural or horticultural commodity, management of livestock, bees, poultry fish farming and cultivating trees;

(b) "appeal "means an appeal preferred under sub-section (1) of section 49;

(c) "appellate authority" means the appellate authority appointed by the State Government under sub section (1) of section 49;

(d) "authority" means the authority appointed by the State Government under sub-section (1) of section 45;

(e) " board" means the State Advisory Board constituted by the State Government under sub-section (4) of section 42;

(f) "chairperson "means the Chairperson of the Board;

(g) "code "means the Code on Wages, 2019 (Central Act No. 29 of 2019);

(h) "committee" means a committee appointed by the State Government under clause (a) of sub-section (1) of section 8;

(i) "day" means a period of twenty-four hours beginning at mid-night;

(j) "electronically" means any information submitted by email or maintained or displayed on the designated portal or mobile application or website or digital payment in any mode for the purposes of the Code;

(k) "family" means all or any of the following relatives of an employee, namely: -

(i) a spouse;

(ii) a minor legitimate or adopted child dependent upon the employee;

(iii) a child who is wholly dependent on the earnings of the employee, and who is—

(a) receiving education, till he attains the age of twenty-one years; and

(b) an unmarried daughter;

(iv)a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependent on the earnings of the employee, so long as the infirmity continues;

(v) dependent parents (including father-in-law and mother-in-law of a woman employee), whose income from all sources does not exceed such income as may be specified by the Central Government from time to time;

(l) "Financial year" means (FY) is the period between 1st April and 31st March of the year;

(m) "form "means a form appended to these rules;

(n) "geographical area" means, the areas as notified by the State Government from time to time;

(o) "highly skilled occupation" means an occupation which calls in its performance a specific level of perfection and required competence acquired through intensive technical or professional training or practical occupational experience for a considerable

period and also requires of an employee to assume full responsibility for judgment or decision involved in the execution of such occupation;

(p) "Inspector-cum-Facilitator" means a person appointed by the State Government, under sub-section (1) of section 51;

(q) "member" means a member of the Board and includes its chairperson;

(r) "normal working day" means any day of a week on which the establishment is operational and the worker is required to perform his duty but does not include the day which is a weekly off for that worker;

(s) "registered trade union" means a trade union registered under The Industrial Relations Code, 2020 (Central Act No.35 of 2020);

(t) "section" means a section of the Code;

(u) "semi-skilled occupation" means an occupation which in its performance requires the application of skill gained by the experience on job which is capable of being applied under the supervision or guidance of a skilled employee and includes supervision over the unskilled occupation;

(v) "skilled occupation" means an occupation which involves skill and competence in its performance through experience on the job or through training as an apprentice in a technical or vocational institute and the performance of which calls for

initiating and judgment;

(w) "state government" means government of the state of Punjab; and

(x) "unskilled occupation" means an occupation which in its performance requires the application of simply the operating experience and involves no further skills.

(2) All other words and expressions used in these rules and not defined herein, shall have the meanings respectively, assigned to them under the Code.

CHAPTER II

MINIMUM WAGES

Sections 6, 6(5) and 67(2)(a)

3. Manner of calculating the minimum rate of wages. – (1) For the purposes of sub-section (5) of section 6, the minimum rate of wages shall be fixed on the day basis keeping in view the following criteria, namely: -

(i) the standard working-class family which includes a spouse and two children apart from the earning employee; an equivalent of three adult consumption units;

(ii) a net intake of 2700 calories per day per consumption unit;

(iii) 66 meters cloth per year per standard working class family;

(iv) housing rent expenditure to constitute 10 per cent of food and clothing expenditure;

(v) fuel, electricity and other miscellaneous items of expenditure to constitute 20 percent of minimum wages; and

(vi) expenditure for children education, medical requirement, recreation and expenditure on contingencies to constitute 25 percent of minimum wages:

Provided that the State Government shall not fix the minimum wages of the State Government employees under this Code.

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

(3) In case there is less than six days working week, the hourly rate of minimum wages so calculated shall be used to derive the minimum wages for the day.

Sections 6(6) 67(2)(b) and 67(2)(c)

4. Norms for fixation of minimum rate of wages. - (1) While fixing the minimum rates of wages under section 6, the State Government shall take into account the following:

(i) geographical area,

(ii) experience in the area of employment, and

(iii) level of skill required for working under the categories of unskilled, semiskilled, skilled and highly skilled:

Provided that the State Government shall be competent to fix different wages for different regions within the State of Punjab considering the cost of living for that particular region.

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(2) The State Government shall constitute a technical committee for the purpose of advising the State Government in respect of skill categorization of occupation, arduousness of work, hazardous occupations or processes and underground work and like other categorization, which shall consist of the following members, namely:

(i) Chief Secretary of Punjab – Chairperson;
(ii) Secretary to Government of Punjab, Department of Labour – Member Secretary;
(iii) Labour Commissioner, Punjab – Member;
(iv) a representative from the Department of Skill Development, Government of Punjab and Entrepreneurship dealing with skill development - Member;
(v) two technical experts in wage determination as nominated by the State Government -Members;
(vi) two representatives of the Employer's Registered Association;
(vii) two representatives of the Worker's Registered Union; and
(viii) Additional Labour Commissioner, Punjab – Member;

(3) The State Government shall, on the advice of the technical committee referred to in sub-rule (2), categorize the occupations of the employees into four categories, that is to say, unskilled, semi-skilled, skilled and highly skilled.

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

(5) Where an employee, irrespective of the category in which he or she is employed, is not expressly mentioned by the designation of his or her trade or occupation under any of the categories or classes notified by the State Government, such employee shall be paid the minimum wages applicable to the category or class to which the nature of his or her work most accurately corresponds. In the event of any dispute or disagreement regarding the appropriate category, the decision of the Technical Committee referred to in sub-rule (2) of this Rule shall be final and binding.

(6) The employer shall ensure that the employee is paid at least the minimum rate of wages prescribed under law for the establishment where the employee is employed, regardless of the Head Quarters/Branch of Employer.

(7) Any increase or decrease in the published Consumer Price Index (for Punjab) will be uniformly applied to the entire State of Punjab.

5. **Time Interval for revision of dearness allowance.** - The Labour Commissioner, Punjab, shall, twice every year before 1st April and before 1st October review and adjust the basic rate of wages, the cost-of-living allowance (COLA), and the cash-value of any concession on essential commodities (if applicable), based on the average Consumer Price Index (CPI) received for all regions of Punjab during the preceding six-month period. Such adjustments shall apply to employees whose wages are fixed at or linked to the minimum wages.

Sections 7
Sections 13

6. Hours of work for normal working day. - (1) The number of hours of work which shall constitute normal working day for an employee whose wage period is on a daily basis shall be eight hours and interval for rest shall be in accordance with notification issued in this regard under Occupational Safety, Health and Working Conditions Code, 2020 (37 of 2020).

(2) The number of hours of work which shall constitute a normal working day for an employee whose wage period is other than on a daily basis shall be so fixed that the total number of weekly working hours shall not exceed forty-eight hours.

Weekly day of rest. — (1) Subject to the provisions of this rule, an employee shall be allowed rest for one day in every week (hereinafter referred to as "the rest day"), in case of six-days working week which shall ordinarily be a Sunday and in case of less than six-days working week, the rest day shall include Saturday and Sunday, however, the employer may fix any other day of the week as the rest day for any employee or class of employees:

Provided that in a six-days working week or less than six-days working week, as the case may be, the remaining days of the week shall be paid rest days for such employees:

Provided further that an employee shall be entitled for the rest day under this sub-rule, if he has worked under the same employer in case of six-days working week for a continuous period of not less than six days and in case of less than six-days working week for a continuous period of the stipulated number of working days, as the

case may be:

Provided also that the employee shall be informed of the day fixed as the rest day and of any subsequent change in the rest day before the change is effected, by display of a notice to that effect at a conspicuous place in the place of employment or electronically.

Explanation- For the purpose of computation of the continuous period of not less than six days or the stipulated number of days worked in a week specified in the second proviso to this sub-rule,

(a) any day on which an employee is required to attend for work but is given only an allowance for attendance and is not provided with work;

(b) any day on which an employee is laid off on payment of compensation under the Industrial Relations Code, 2020 (Central Act No. 35 of 2020), and;

(c) any leave or holiday, with or without pay, granted by the employer to an employee in the period of six-days or during the stipulated number of working days of a week, as the case may be, immediately preceding the rest days.

(2) An employee shall not be required or allowed to work on the rest day unless he is allowed a substituted rest day on one of the working days in a week immediately before or after the rest day:

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

(3) Where any employee works on a rest day and has been given a

substituted rest day on any working days before or after the rest day, the rest day shall, for the purposes of calculating the weekly hours of work, be included in the week in which the substituted rest day occurs.

(4) An employee shall be granted for rest day, wages calculated at the rate applicable to the previous working day; where he works on the rest day and has been given a substituted rest day, then, he shall be paid wages for the rest day on which he worked, at the overtime rate and wages for the substituted rest day at the rate applicable to the previous working day:

Provided that in case of six-days working week where, —

(i) the minimum rate of wages of the employee as notified under the Code has been worked out by dividing the minimum monthly rate of wages by twenty- six; or

(ii) the actual daily rate of wages of the employee has been worked out by dividing the monthly rate of wages by twenty-six and such actual daily rate of wages is not less than the notified minimum wages of the employee, then, no wages for the rest day shall be payable; and

(iii) the employee works on the rest day and has been given a substituted rest day, then, the employee shall be paid, only for the rest day on which he worked, an amount equal to the wages payable at the overtime rate, which shall not be less than twice the normal rate of wages, and in case any dispute arises whether the daily rate of wages has been worked out in accordance with the provisions of this proviso, the officer appointed by the State Government through

notification having, territorial jurisdiction may, on application made in this behalf, decide the same, after giving an opportunity to the parties concerned to make written representations:

Provided further that in case of an employee governed by a piece-rate system, the employee shall be paid wages for the rest day on which he works, at the overtime rate and wages for the substituted rest day at the rate applicable to the previous working day.

Explanation. - For the purpose of this sub-rule, the words 'previous working day' means the last day on which the employee has worked, which precedes the rest day or the substituted rest day, as the case may be; and where the substituted rest day falls on a day immediately after the rest day, the previous working day means the last day on which the employee has worked, which precedes the rest day.

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

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

Sections 13

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

(a) a rest day for the whole day for the purposes of rule 7 shall, in this case means a period of twenty-four consecutive hours beginning

from the time when his shift ends; and

(b) the following day in such a case shall be deemed to be the period of twenty-four hours beginning from the time when such shift ends, and the hours after midnight during which such employee was engaged in work shall be counted towards the previous day.

9. **Extent and conditions of working hours for certain categories of employees.** The number of working hours for certain categories of employees under sub-section (2) of section 13 may exceed the normal working hours, specified in rule 6: Sections 13 and 67(2)(c)

Provided that the overtime of these categories of employees shall be as per section 14.

10. **Longer wage period.** - For the purpose of fixing minimum wage rates under Section 14, the longer wage period shall ordinarily be one month. However, in the case of labour engaged in agricultural activities, the wage period may be fixed for a period of up to one year. Sections 14 and 67(2)(f)

CHAPTER III
PAYMENT OF WAGES

11. **Payment of wages to contractual employee. -** Where the employees are employed in an establishment through a contractor, the company or firm or association or any other person who is the proprietor of the establishment shall pay to the contractor, the amount payable in respect of the wages of employees in accordance with the provisions of the Code.

***Explanation*:** - For the purpose of this rule, the expression "firm" shall have the meaning as assigned to it in the Indian Partnership

Act, 1932 (Central Act No. 9 of 1932).

12. **Payment of wages for less than normal working day.** — An employee shall not be entitled to receive wages for a full normal working day under section10, in case the employee had agreed to work on part time basis, as per the terms of the employment or not entitled to receive such wage under any other labour law for the time being in force.

Sections 18(4) and 67(2)(h)

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

Sections 19(1) and 67(2)(i)

14. **Authority for approving acts and omissions.** - The Labour Commissioner, Punjab or the Authority notified by the State Government shall be the authority for the purposes of sub section (1) of section 19.

Sections 19(2) and 67(2)(j)

15. **Manner of exhibiting notice specifying acts and omissions.** - A notice referred to in sub-section (2) of section19 shall be displayed in physical form or electronically in Hindi, English and Gurmukhi Script at the conspicuous places in the premises of the work place in which the employment is carried on, so that every concerned employee would be able easily to read the contents of the notice

and a copy of the notice shall be sent electronically or by speed post to the Inspector-cum-Facilitator having jurisdiction.

16. Procedure for imposing fines. – (1) As per sub-section (3) of section19, the employer shall give intimation electronically or in writing to the employee concerned specifying therein the particulars of acts and omissions done by the employee, warranting the imposition of fine, for showing cause within seven days. Sections 19(3) and 67(2)(k)

(2) On establishment of charges, fine shall be imposed on the delinquent employee.

(3) Wherein no reply is received from the employee within the scheduled period, fine shall be imposed and the same shall be intimated to the employee within fifteen days of the imposition of such fine.

17. Intimation of deduction for absence from duty. — (1) When an employer intends to make any deduction in pursuance of the proviso to sub-section (2) of section 20, the employer shall intimate electronically or in writing to the employee concerned regarding their intention of making such deduction seeking their reply within a period of seven-days and on establishment of charges, deduction shall be made from the wages of the employee in accordance with sub- section (3) of section 18. Sections 20(2)

(2) If no reply is received from the employee concerned within seven days, the employer shall make such deduction from the wages and the same shall be intimated to the employee within fifteen days of the date of such deduction.

Sections 21(2) and 67(2)(n)

18. Procedure for deduction for damage or loss. — (1) Any employer Intending to make deduction for damages or loss under sub-section (1) of section 21 from the wages of an employee, shall give the employee an opportunity to submit explanation within a period of seven days, showing cause, the value of the damage caused or loss of goods expressly entrusted to the employee.

(2) On establishment of the charges, deductions shall be made from the wages of the employee in accordance with sub-section (3) of section 18.

(3) In case no reply is received from the employee concerned within seven days, the employer shall make such deduction from the wage of the employee concerned and the same shall be intimated to the employee within fifteen days of the date of such deduction.

Sections 23,67(2)(p) and 67(2)(q)

19. Conditions regarding recovery of advance. –The recovery, as the case may be, of, -

(a) advances of money given to an employee after the employment begins under clause (b) of section 23; or

(b) advances of wages to an employee not already earned under clause (c) of section 23, shall be made by the employer from the wages of the concerned employee in Instalments determined by the employer, so as any or all Instalments in a wage period shall not exceed fifty percent, of the wages of the employee subject to the ceiling specified in rule 14 in that wage period and the particulars of such recovery shall be recorded in the register maintained in Form-IV.

20. Deduction for recovery of loans. — As per section 24, deductions for recovery of loans granted and the interest due in respect there of shall be as per extant instructions or guidelines of the State Government regulating the extent to which such loans may be granted and the rate of interest that shall be payable thereon. Sections 24 and 67(2)(r)

CHAPTER IV

STATE ADVISORY BOARD

21. Constitution of the Board. - Sections 42(10) and 67(2)(s)

Procedure of State Advisory Board under sub-section (10) of section 42

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

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

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

(i) Labour Minister, Punjab-Chairperson;

(ii) Principal Secretary to Government of Punjab, Department of Labour-Vice-Chairperson,

(iii) Principal Secretary to Government of Punjab, Department of Finance. - Member

(iv) Principal Secretary to Government of Punjab, Department of Technical Education. – Member

(v) Principal Secretary to Government of Punjab, Department of Industries. – Member

(vi) Labour Commissioner Punjab. – Member Secretary

(vii) Economic Advisor Punjab. - Member

(4) The State Government shall, while nominating the members of the Board, take account that the independent members under sub-rule (2) shall not exceed one-third of the total members of the board and one third of the members shall be women. However, the Board may invite special invitees as per requirement.

Provided that if the Chairperson is unable to hold the meeting, the Vice-Chairperson shall be eligible to hold the meeting.

Sections 42

22. Meeting of the Board. -The Chairperson may, subject to the provisions of rule 25, call a meeting of the Board, at any time he thinks fit:

Provided that on requisition in writing from not less than one half of the members, the Chairperson shall call a meeting within thirty-days from the date of the receipt of such requisition.

Sections 42

23. Notice of Meetings. – The Chairperson shall fix the date, time and place of every meeting and a notice in writing containing the aforesaid particulars along with a list of business to be conducted

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

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

24. Functions of Chairperson. – The Chair person shall, - Sections 42

(i) preside at the meetings of the Board:

Provided that in the absence of the Chairperson at any meeting, the members shall elect from amongst themselves by a majority of votes, a member who shall preside at such meeting;

(ii) decide agenda of each meeting of the Board;

(iii) where in the meeting of the Board, if any issue has to be decided by voting, conduct the voting and count or cause to be counted the secret voting in the meeting.

25. Quorum. – No business shall be transacted at any meeting unless at least one- third of the members and at least one representative member each of both the employers and the employee are present: Sections 42

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

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

Sections 42

26. Disposal of business of the Board. - All business of the Board shall be considered at a meeting of the Board, and shall be decided by a majority of the votes of members present and voting and in the event of an equality of votes, the Chairperson shall have a casting vote:

Provided that the Chairperson may, if he thinks fit, direct that any matter shall be decided by the circulation of necessary papers and by securing written opinion of the members:

Provided further that no decision on any matter under the preceding proviso shall be taken, unless supported by not less than two-thirds majority of the members.

Sections 42

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

Sections 42

28. Proceedings of the meetings. - (1) The proceedings of each meeting of the Board showing inter alia the names of the members present there at shall be forwarded to each member and to the State Government as soon after the meeting as possible, and in any case, not less than seven-days before the next meeting.

(2) The proceedings of each meeting of the Board shall be confirmed

with such modification, if any, as may be considered necessary at the next meeting.

29. Summoning of witnesses and production of documents. - (1) The Chairperson may summon any person to appear as a witness if required in the course of the discharge of his duty and require any person to produce any document. Sections 42

(2) Every person who is summoned and appears as a witness before the Board shall be entitled to an allowance for expenses by him in accordance with the scale for the time being in force for payment of such allowance to witnesses appearing before a civil court.

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

31. Term of office of members of the Board. - (1) The term of office of the Chairperson or a member, as the case may be, shall normally be three years commencing from the date of his appointment or nomination under sub-section (6) of section 42: Sections 42(11) and 67(2)(t)

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

(2) An independent member of the Board nominated to fill a casual vacancy shall hold office for the remaining period of the term of

office of the member in whose place he is nominated.

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

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

Sections 42

32. Travelling allowance. - (1) The travelling allowance of an official member of the Board shall be governed by the rules applicable to them for the journey performed on official duties and shall be paid by the authority paying the salary.

(2) The non-official members of the Board shall be paid travelling allowance for attending meetings of the Board, at the rates and subject to the conditions applicable to a Group A Officer of the State Government.

Explanation. - For the purposes of this rule, the expression "official member" shall mean regular government officers, officiating as members of the Board in that capacity and "non-official member" shall be who are not "official members".

33. Officers and Staff of the Board. - The State Government may provide such officers and staff to the Board as it may consider necessary for the proper functioning of the Board.

Sections 42

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

35. **Resignation of the Chairperson and other members of the Board**. - (1) A member of the Board, other than the Chairperson, may, by giving notice in writing to the Chairperson, resign his membership and the Chairperson may resign by a letter addressed to the State Government. Sections 42

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

(3) When a vacancy occurs or is likely to occur in the Board, the Chairperson shall submit a report to the State Government immediately and the State Government shall, then, take steps to fill the vacancy in accordance with the provisions of the Code.

36. **Cessation of membership.** - If a member of the Board fails to attend three consecutive meetings without prior intimation to the Chairperson, he shall, cease to be a member thereof. Sections 42

37. **Disqualification.** - (1) A person shall be disqualified for being nominated as, and for being a member of the Board–

(i) if he is declared to be of unsound mind by a competent court; or

(ii) If he is an un-discharged insolvent; or

(iii) if before or after the commencement of the Code, he has been convicted of an offence involving moral turpitude.

(2) If any question arises whether a person has been subject to disqualification has been incurred under sub-rule (1), the decision of the State Government thereon shall be final.

CHAPTER V

PAYMENT OF DUES, CLAIMS, etc.

Sections 44(1)(a) **38. Payment of undisbursed dues to nominees in case of death of employee.** – (1) (a) Every employee shall make a declaration in Form-VII, nominating a person conferring the right to receive the amount that may stand in his credit at the event of his death before that amount standing to his credit has become payable or where the amount has become payable, before payment has been made.

(b) In pursuance of clause (a) of sub-section (1) of section 44, every employee shall make a declaration in Form-VII in physical form or electronically, nominating a person conferring the right to receive the amount that may stand in the credit of the employee on the event of death, before that amount standing to the credit of such employee has become payable or where the amount has become payable, before payment has been made.

(c) If the employee has a family at the time of making nomination, the nomination shall be in favour of the spouse or the spouse in preference followed by one or more members of the family:

Provided that nomination made by an employee having a family in favour of a person other than member of the family shall be invalid:

Provided further that a fresh nomination towards the spouse of the employee shall be made by the employee on his marriage and any nomination made before such marriage shall be deemed to be invalid.

(d) Where the nomination is wholly or partly in favour of a minor, the employee may appoint a major person of the family, to be the guardian of the minor nominee or where there is no major person in the family, the employee may by discretion, appoint any other person to be the guardian of the minor nominee.

(e) If the employee nominates more than one member, the nomination shall specify the amount or share payable to each of the nominees at employee's own discretion so as to cover the whole of the amount that may stand to the credit of the employee.

(2) Where any amount payable to an employee under the Code is due after his death or on account of his whereabouts not being known, and the amount could not be paid to the nominee of the employee until the expiry of three month from the date the amount had become payable, then, such amount shall be deposited by the employer with the Punjab Labour Welfare Board, as formed under Punjab Labour Welfare Fund Act 1965. The Punjab Labour Welfare Board shall disburse the amount to the person nominated by the employee after ascertaining his identity within two months of the date on which the amount was so deposited with them.

39. Deposit of undisbursed dues in case of death of employee. - (1) Where any amount payable to an employee under clause (b) of sub-section (1) of section 44 remains undisbursed since no nomination has been made by such employee or for any other reason, such amounts could not be paid to the nominee of employee until the expiry of three months from the date the amount had become payable, all such

amounts shall be deposited by the employer with the Punjab Labour Welfare Board before the expiry of the fifteenth day after the last day of the said period of three months. If the employer fails to deposit the said amount within a period of three months, then he shall be liable to pay the amount along with simple interest at the rate of 9% per annum from the date on which the amount became payable.

(2) The amount referred to in sub-rule (1) shall be deposited by the employer with the Punjab Labour Welfare Board having jurisdiction through bank transfer or through a crossed demand draft obtained from any scheduled bank in India drawn in favour of "PUNJAB LABOUR WELFARE BOARD".

Sections 44(1)(b) and 67(2)(u)

40. Manner of dealing with deposit of undisbursed dues. – (1) The amount referred to in sub rule (1) of rule 40 (here in after in this rule referred to as the amount) deposited with the Punjab Labour Welfare Board regarding undisbursed dues deposited will never be forfeited, and the legal heirs of the worker can claim and receive the amount from the Punjab Labour Welfare Board at any time. **If such amount remains with the Punjab Labour Welfare Board for more than three months from the date of deposit, the Board may pay the said amount along with interest of up to 6% to the concerned applicant.**

(2) The Punjab Labour Welfare Board will exhibit, as soon as may be possible, a notice containing such particulars regarding the amount as the Punjab Labour Welfare Board considers sufficient for information at least for fifteen days on the notice board and also

publish such notice in any two local newspapers of vernacular language commonly understood in the area in which undisbursed wages were earned and also in two local newspapers in vernacular language in the area permanent residence of the employee.

(3) On receipt of the application under rule 40, the Punjab Labour Welfare Board shall release the amount to the legal heirs of the deceased in the following manner: -

(i) If the deceased is survived by wife or husband and mother and father, the amount shall be disbursed in the proportion as under:

Wife or husband - 75%, the remaining 25% shall be released in equal proportion to father and mother.

(ii) If the deceased is survived by wife or husband and children, the amount shall be disbursed in the proportion as under:

Wife or husband - 50%, the remaining 50% shall be released in equal-proportion to all the children and in case of child/children being minor the amount will be released in the form of Fixed Deposit Receipt with maturity date being the date of attaining majority of each child.

(iii) In case the deceased is not survived by wife or husband and children, then the amount will be released in favour of his/her parents in equal proportion if both are alive and in case one of the parents is surviving whole amount will be released in his/her favour.

(iv) If the deceased is not survived by a spouse/parent (as mention in sub-rule 1of this rule) and the minor children are living with their guardians, the amount shall be released in equal proportion to all the minor children in the form of an FDR (Fixed Deposit Receipt) with the maturity date set for the child attaining the age of majority.

(v) In case the deceased is not survived by any member as mentioned in the above sub-rules the amount shall be distributed among his/her brothers and sisters in equal-proportion.

CHAPTER VI

FORMS, REGISTERS AND WAGE SLIP

Sections 50

41. Returns. - The returns shall be filed electronically by every employer of an establishment to which the Code applies in the Forms under the Occupational, Safety, Health and Working Conditions Code, 2020 (Central Act No. 37 of 2020).

Sections 45(5) and 67(2)(v)

42. Form and procedure for filing claims. – (1) A single application on behalf of or in respect of any number of or group of employees employed in the same establishment wherein their claims relate to the same wage period or any incident of discrimination, may be filed under sub-section (5) of section 45 in Form-II, manually or electronically along with documents specified in the said Form, before the authority notified by State Government under sub-section (1) of section 45 to hear and determine claims which arise under the provisions of the Code.

(2) Where an application under sub-rule (1) is filed, the authority shall serve upon the employer electronically or by speed post, a notice in

Form VIII to appear before them on the date specified in the notice with all relevant documents and witnesses, if any, and shall inform the applicant of the date so specified.

(3) In case where the employer or their representative fails to appear on the specified date, the authority may hear and determine the application ex-parte.

(4) In case where the applicant or their representative fails to appear on the specified date without any reasonable cause shown in advance, the authority may dismiss the application.

43. Procedure for filing appeal. – (1) Any person aggrieved by an order passed by the authority under sub-section (2) of section 45 may prefer an appeal under sub-section (1) of section 49 in Form-III electronically or by speed post, along with documents mentioned by the appellant in the said Form, to the appellate authority having jurisdiction. Sections 49(1) and 67(2)(w)

Provided that no appeal by an employer shall be admitted unless at the time of preferring the appeal, the appellant has deposited the claim amount with the appellate authority.

(2) Where an appeal under sub-section (1) of section 49 is entertained, the appellate authority, shall serve upon the respondent electronically or by speed post a notice in Form VIII to appear before them on the date specified in the notice and shall inform the appellant of the date so specified.

(3) In case where the employer or their representative fails to appear on the specified date, the authority may hear and determine the application ex-parte.

(4) In case where the applicant or their representative fails to appear on the specified date, the authority may dismiss the appeal.

Sections 19(8) 21(3), 50(1) and 67(2)(x)

44. Form of register, etc. (1) Every employer of all establishments to which the Code applies shall maintain under sub-section (1) of section 50, electronically or in physical form in the formats appended to these Rules, the following registers:

(i) Employee Register in Form I;

(ii) Register of Wages, Overtime, Advances, Fines and Deductions for Damage and Loss in Form IV; and

(iii) Attendance Register-cum-Muster Roll in Form IX.

(2) All fines and all realizations thereof referred to in sub section (8) of section 19 shall be recorded in a register to be kept by the employer electronically or in physical form in Form - IV appended to these rules, and the authority referred to in said sub-section (8) shall be the officer appointed by the State Government for this purpose, by notification, having the respective jurisdiction.

(3) All deductions and all realisations referred to in sub section (3) of section 21 shall be recorded in a register to be kept by the employer electronically or in physical form in Form IV.

(4) Registers required to be maintained under these rules shall be preserved for a period of five years after the date of last entry made

therein.

45. Wage slip. -Every employer shall issue wage slips, electronically or in physical form to the employees in Form V under sub-section (3) of section 50 on or before payment of wages. Sections 50(3) and 67(2)(y)

CHAPTER VII

Inspector-cum-Facilitator

46. Inspection scheme. - (1) For the purposes of the Code and these rules, there shall be formulated an inspection scheme by the Labour Commissioner with the approval of the State Government. Sections 50(2)

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

CHAPTER VIII

OFFENCES AND PENALITIES

47. Manner of composition of offences. — (1) An accused person desirous of composition of offence under sub-section (1) of section 56 may make an application in Form VI electronically or manually to the Gazetted Officer notified under said sub-section. Sections 56(1) and 67(2)(za)

(2) The Gazetted Officer referred to in sub-rule (1) shall on receipt of such application, satisfy as to whether the offence is compoundable or not under the Code and, if the offence is compoundable and the accused person agrees for the composition, compound the offence for a sum of fifty per cent of the maximum fine provided for such offence under the Code, to be paid by the accused within thirty days

of the order of composition issued by such officer.

(3) The compounding officer shall issue a composition certificate in Part-B of Form-VI within ten days of receipt of the composition amount, to such person from whom such amount has been received in compliance of the composition notice.

(4) In case where a person so noticed fails to deposit the composition amount within the time specified by the compounding officer, prosecution shall be instituted before the competent court against such person for such offence in respect of which the compounding notice was issued.

(5) Where the offence has been compounded under sub-rule (2) after the institution of the prosecution, the officer shall send a copy of such order for intimation to the officer referred to in subsection (1) of section 53 for action under sub-section (6) of section 56.

CHAPTER-IX

MISCELLANEOUS

48. Timely Payment of Wages. -Where employees are engaged in an establishment through a contractor, it shall be the duty of the contractor to disburse wages to such workers on or before the prescribed date of payment of wages in accordance with the provisions of Section 17, and to comply with all other statutory requirements such as Employee Provident Fund, Employee State Insurance, Labour Welfare Fund, etc. Thereafter, the contractor

shall raise a bill, supported by proof of compliance under the various labour legislations. Upon verification of the same, the Principal Employer shall release the payment to the contractor:

Provided that, in the event the contractor fails to make payment of wages within the prescribed period or makes short payment, the Principal Employer i.e., the company, firm, association, or any other person who is the proprietor/owner of the establishment shall be liable to make payment of the full wages or the unpaid balance, as the case may be, to the contract labour employed by the contractor. The Principal Employer may recover the amount so paid from the contractor, either by deduction from any amount payable to the contractor under any contract or as a debt recoverable from the contractor.

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

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

FORM-I	
(See rule 46 (1)(i))	
EMPLOYEE REGISTER	
Name of the Establishment	
Name of the Employer	
Name of the Owner	
PAN/TAN of the Employer	
Registration Number of the establishment (Labour Identification Number (LIN) shall be the Registration Number of the Establishment)	
1.	Employee Code
2.	Name
3.	Surname
4.	Gender
5.	Father's/Mother's/Spouse Name
6.	Date of Birth
7.	Place of Birth
8.	Nationality
9.	Education Level
10.	Date of Joining
11.	Designation
12.	Category (HS/S/SS/US) *
13.	Type of Employment (P/T/FT/T/B) **
14.	Details of Posting
15.	Pay
16.	Promotion
17.	Mobile Number
18.	Universal Account Number (UAN)
19.	PAN
20.	Nominee (To be filled on the basis of Nomination form)
21.	Details of Family
22.	EPS/NPS
23.	ESIC IP No.
24.	AADHAAR

25.	Bank A/c Number
26.	Bank
27.	Branch (IFSC)
28.	Present Address
29.	Permanent Address
30.	Service Book No.
31.	Date of Exit
32.	Reason for Exit
33.	Mark of Identification
34.	Photo
35.	Specimen Signature/Thumb Impression
36.	Remarks

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

**(Permanent/Temporary/Fixed Term/Trainee/Badli)

FORM-II

[See rule 44 (1)]

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

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

Application No of 20.....

Between ABC and (State the number) .....other.....Applicant

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

Address.....

And

XYZ.....

Address.....

The application states as follows:

(1) The applicant(s) whose name(s) appear in the attached schedule was/were/has/have been employed from.....to..... as.....(category) in..... (establishment) Shri/M/s engaged in..... (nature of work) which is/are covered by the Code on Wages, 2019.

(2) The opponent(s) is/are the employer(s) within the meaning of section 2(l) of the Code on Wages, 2019.

(3) (a) The applicant(s) has/ have been paid wages at less than the minimum rates of wages fixed for their category(categories)of employment(s) under the Code by Rs..... Per day for the period(s) from.....to.....

(b) The applicant(s) has/have not been paid wages at Rs..... Per day for the weekly days of rest from to...

(c) The applicant(s) has/have not been paid wages at overtime rate(s) for the period from.....to....

(d) The applicant(s) has/have not been paid wages for period from .....to..... (e)Deductions have been made which are in contravention of the Code, from the wage(s) of the applicant(s) as per details specified in the annexure appended with this application.

(e) The applicant(s) has/have not been paid minimum bonus for the accounting year .....

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

(a) Rs.....
(b) Rs.....
(c) Rs.....

Total Rs.....

(5) The applicant(s), therefore, pray(s) that a direction may be issued under section 45(2) of the Code on Wages, 2019 for;
(a) Payment of the difference between the wages payable under the Code and the wages actually paid,
(b) Payment of remuneration for the days of rest
(c) Payment of wages at the overtime rates,
(d) Compensation amounting to Rs.....

(6) The applicant(s) do hereby solemnly declare(s) that the facts stated in this application are true to the best of his/their knowledge, belief and information.

Dated.....

Signature or thumb-impression of the
employed person(s), or official of a registered
trade union duly authorized or Inspector-cum Facilitator.

Note: The applicant(s), if required, may append annexures containing details, with this application.

FORM-III

(See rule 45 (1))

APPEAL UNDER SECTION 49(1) OF THE CODE ON WAGES, 2019

BEFORE THE APPELLATE AUTHORITY UNDER THE CODE ON WAGES, 2019

A.B.C
Address.....APPELLANT

Vs.

C.D.E.
Address.....RESPONDENT

DETAILS OF APPEAL:

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

   Number and date:

   The authority who has passed the impugned order:

   Amount awarded:

   Compensation awarded, if any:

2. Facts of the case:

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

3. Grounds for appeal:

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

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

5. Reliefs sought:

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

6. List of enclosures:

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

Date:

Place:

Signature of the appellant.

For office use

Date of filing

or

Date of receipt by post

Registration No.

Authorized Signatory

FORM-IV
(See of rule 46 (1) (ii))
REGISTER OF WAGES, OVERTIME, ADVANCES, FINES AND DEDUCTIONS FOR DAMAGE AND LOSS
Name of the Establishment
Name of the Employer
Name of the Owner
PAN/TAN of the Employer
Registration Number of the establishment (Labour Identification Number (LIN) shall be the Registration Number of the Establishment)

Sl. No.	Sr. No. in Employee Register/ Employee Code	Name of the employee	Designation	Department	Duration of Payment of wages (Monthly/ Fortnightly/Weekly/ Daily /Piece rated)	Wage Period From- To	Total no. of days worked during the wage period	Total overtime hours worked or overtime production in case of piece workers	Rate of wages		
									Basic	DA	All owances
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Amount of wages earned					Deductions									Net Payment
Basic	DA	Allowances	Over time	Total wages earned	EPF	ESIC	Society	Income Tax	Insurance	Others	Recovery Of Fine	Recovery on account of Damages/ Losses	Total Deductions	
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)

Date of Payment	Receipt by employee/Bank transaction ID	Nature of acts and omissions for which fine imposed with date	Amount of fine imposed	Damage or loss caused to the employer by neglect or default of the employee	Signature of Employer/ Employer Representative*
(28)	(29)	(30)	(31)	(32)	(33)

Note: Required in case register is maintained physically.

FORM-V		
(Seerule47)		
WAGE SLIP		
Date of issue		
Name of the Establishment		
Address		
Period		
1.	Name of employee	
2.	Father's/Mother's/SpouseName	
3.	Designation	
4.	UAN	
5.	Bank Account Number	
6.	Wage period	
7.	Rate of wages payable	
	a.	Basic
	b.	DA
	c.	Allowances
8.	Total attendance/unit of work done	
9.	Overtime wages	

10.	Gross wages payable	
11.	Total deductions	
	a.	PF
	b.	ESI
	c.	Others
12.	Net wages paid	
Employer/Pay-in-charge signature		

FORM-VI
Part-A
[Seerule52 (1)]

APPLICATIO NUNDER SUB-SECTION (4) OF SECTION 56 FOR COMPOSITION OF OFFENCE

1. Name of applicant:
2. Father's/Spousename:
3. Address of the applicant:
4. Particulars of the offence: .....

   .....
5. Section of the Code under which the offence is committed:

   .....
6. Maximum fine provided for the offence under the Code:

   .....
7. Whether prosecution against the applicant is pending or not

   .....
8. Whether the offence is first offence or the applicant had committed any other offence prior to the offence. If yes, then, full details of the prior offence.

   .....
9. Any other information which the applicant desires to provide

   .....

Dated:

Applicant (Name and signature

PART– B

(See rule 52(3))

Composition Certificate

Ref: Notice No..... Date:

This is to certify that the offence under sub-section .....of section 54 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:

..... (Employer/Establishment)

..... (Name and registration number)

..... (Address)

FORM-VII

(See rule 39 (1) (a))

NOMINATION FORM

1. Name of person making nomination:
   (In block letters):
2. Father's/Spouse's Name:
3. Date of Birth:
4. Sex:
5. Marital Status:
6. Address:
   Permanent:
   Temporary:

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive any amount due to me from the employer in the event of my death: -

Name of nominee/nominees	Address	Nominee's relationship with the employee	Date of Birth	Total amount of share of accumulations in credit to be Paid to each nominee	If the nominee Is minor, name, relationship, and address of the guardian who may receive the amount during the minority of nominee
(1)	(2)	(3)	(4)	(5)	(6)

1. Certified that I have no family and if I acquire a family here after, the above nomination shall be deemed as cancelled.
2. Certified that my father/mother is/are dependent upon me.
3. Strike out whichever is not applicable.

Signature or the thumb impression of the employee

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Ku..... employed in my establishment after he/she has read the entry/entries or have been read over to him/her by me and got confirmed by him/her in either of the cases.

Signature of the employer or other authorised officer
of the establishment and Designation

Place:
Date:

Name and Address of the Factory/Establishment and
rubber stamp thereof

ACKNOWLEDGEMENT BY THE EMPLOYEE

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

Date:

Signature of the Employee

FORM-VIII

(Seerule39 (2))

(A). FORM OF NOTICE TO THE RESPONDENT TO BE ISSUED BY THE AUTHORITY UNDER SUBSECTION (5) OF SECTION 45

(Title of the application)

To

Name
Address

Whereas (name of the applicant) has made the above said application to me under the Code on Wages, 2019, you are hereby summoned to appear before me in person or by a duly authorized representative, and required to answer all material questions relating to the application, or shall be, accompanied by some person duly authorized by you and able to answer such question on the..... Day of.....20....at.....AM/PM, to answer the claim in application and as the day fixed for the appearance is appointed for the 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 defense.

Take notice that in default of your appearance on the day mentioned here above, the application will be heard and disposed of in your absence.

Date.....

Signature of the authority
with seal

(B). FORM OF NOTICE TO THE RESPONDENT TO BE ISSUED BY THE APPELLATE AUTHORITY UNDER SUB-SECTION (1) OF SECTION 49

(Title of the appeal)

To

Name
Address

Take notice that an appeal (copy of which is enclosed) under section 49 of the Code on Wages, 2019 has been presented by___(name of appellant) before this appellate authority, and that the day of 20 has been fixed by this appellate authority for the hearing of the appeal.

If no appearance is made by you in person or by a duly authorized representative to act for you in this appeal, it will be heard and decided in your absence.

Date.....

Signature of the Appellate authority
with seal

Form-IX
(See Rule 44)

ATTENDANCE REGISTER CUM MUSTER ROLL

Name of the Establishment	
Name of the Employer	
Name of the Owner	
Registration Number of the establishment (Labour Identification Number (LIN) shall be the Registration Number of the Establishment)	
For the Month of	

Sr. No.	Employee Code	Name	Designation	Shift	Place of Work/ Section/ Department
(1)	(2)	(3)	(4)	(5)	(6)

Date and Time of Attendance
(7)

Date	1		2		3		4		5		6		7		8		9		10		11	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Time																						
Signature																						

ate	12		13		14		15		16		17		18		19		20		21	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	It	Out	In	Out	In	Out
ime																				
gnature																				

Date	22		23		24		25		26		27		28		29		30		31	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Time																				
Signature																				

Total Number of days worked	Total number of overtime hours worked	Brief details of tour or assignment outside the work Place if any	Signature of Register Keeper*
(8)	(9)	(10)	(11)

*Note: Required in case register is maintained physically.

Sd/-

MANVESH SINGH SIDHU, IAS
Secretary to Government of Punjab,
Department of Labour.

3876/11-2026/Pb. Govt. Press, S.A.S. Nagar