PART-III

GOVERNMENT OF PUNJAB

DEPARTMENT OF LABOUR

NOTIFICATION

The 31st October, 2026

No.G.S.R.62/C.A.36/2020/Ss.154and156/2026.- With reference to the Government of Punjab, Department of Labour, Notification No. Lab0MISC/194/2025-41/1085, dated 29th December, 2025 and in exercise of powers conferred by sections 154 and 156 of the Code on Social Security, 2020 (Central Act No. 36 of 2020), 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 Punjab Social Security 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 context otherwise requires:-

(a) "Appellate Authority" means an officer of the State Government, appointed by the State Government by notification, for the purpose of hearing and deciding appeals under section 105 of the Code and the rules made there under;

(b) "Assessing Officer" means an officer of the State Government, appointed by the State Government by notification, for the purpose of assessment of cess under Chapter VIII of the Code, and includes any officer authorised to exercise such powers under sections 100 to 103 of the Code;

(c) "Beneficiary" means a building worker registered under section 106 of the Code;

(d) "Board" means the Punjab Unorganised Workers' Social Security Board and the Punjab Building and Other Construction Workers' Welfare Board constituted under sub-section (9) of section 6 of the Code and under sub-section (1) of section 7 of the Code, respectively;

(e) "Cess Collector" means an officer appointed by the State Government for collection of cess under the Code;

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

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

(h) "Form" means a Form appended to these rules;

(i) "Government" means the Government of the State of Punjab in the Department of Labour for the purpose of these rules, except the rules framed under Chapter XII for which the "Government" shall be the Government of the State of Punjab in the Department of Employment Generation, Skill Development and Training, Punjab;

(j) "Member" means a member of the Board;

(k) "Nominations" means nomination made under section 55;

(l) "Section" means a section of the Code; and

(m) "Specified" means specified by the State Government by an order published in the Official Gazette.

(2) The words and expressions used and not defined in these rules, but defined in the Code, shall have the same meaning as respectively, assigned to them in the Code.

CHAPTER II
SOCIAL SECURITY ORGANISATIONS
PART I
PUNJAB UNORGANISED WORKERS' SOCIAL SECURITY BOARD

3. Term of office of members. - (1) A member, other than an ex-officio member, shall hold office for a period not exceeding three years from the date of his nomination. Sections 6(12) and 156(2)(a)

(2) 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 Board if he ceases to be a member of the Legislative Assembly.

(3) 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 Board if he ceases to represent the category of interest from which he was so nominated:

Provided that out of the persons nominated under sub-clauses (i) and (ii) of clause (d) of sub-section (10) of section 6, at least one member each shall be from the Scheduled Castes and the Women.

(4) A Member shall be eligible for re-nomination.

Sections 6(12) and 156(2)(a)

4. Resignation.- (1) A member of the Board, not being an ex-officio member, may resign his office by a letter in writing addressed to the Government.

(2) 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.

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

Sections 6(12) and 156(2)(a)

5. Removal and disqualification of members. - (1) The Government may remove from office any member of the Board. if, in its opinion, such a member has ceased to represent the interest which he purports to represent on the Board.

Provided that no such member shall be removed unless a reasonable opportunity is given to him of making a representation against the proposed action:

(2). The Government may disqualify any member other than ex-officio members, from taking part in the meeting of the Board if;-

(a) he absents himself from three consecutive meetings of the Board without

written information and consent of the Chairperson; or

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

6. Address of the members. - Every Member shall be a permanent resident of the State of Punjab. Sections 6(12) and 156(2)(a)

7. Manner of filling vacancies. - When a vacancy occurs or is likely to occur upon completion of the term of the member in the membership of the Board, the Secretary of Board shall submit a report to the Government and upon receipt of such report, the Government may, by notification, nominate a person to fill the vacancy: Sections 6(12) and 156(2)(a)

Provided that the Government may by order or notification allow old members to continue till new members are replaced or nominated.

8. Allowances of members. - (1) Where an Officer of the Government is permanently posted in the Board, his pay and allowances shall be paid by the Government as per his entitlement. Sections 6(12) and 156(2)(a)

(2) The non-official members of the Board shall be entitled to travelling allowance and daily allowance for attending the meetings of the Board in accordance with the standard terms and conditions applicable to Chairpersons, Vice-Chairpersons and Members of Statutory/Non-Statutory Bodies, including Public Sector Undertakings, Boards, Commissions and Tribunals, as issued by the Finance Department, Government of Punjab, from time to time.

Sections 6(12), 6(14) and 156(2)(a)

9. Disposal of business. - Every matter which the Board is required to take into consideration shall be considered at a meeting of the Board, or if the Chairperson so directs, by sending the necessary papers to every member for opinion, shall be disposed of in accordance with the decision of the majority:

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

Explanation: For the purpose of the above proviso the expression "Chairperson" shall include a member nominated or chosen under sub-rule (2) of rule 10 to preside over a meeting.

10. Meetings.- (1) The Board shall meet at such places and at such times as may be decided by the Chairperson and it shall meet at least once in a quarter of the year. Sections 6(14), and 156(2)(a)

(2) The Chairperson shall preside over every meeting of the Board in which he is present and in his absence, he may nominate the Vice-Chairperson of the Board to preside over such meeting in his place.

11. Notice of meetings and list of business.- (1) Ordinarily, seven days notice shall be given to the members of the Board for a proposed meeting: Sections 6(14), and 156(2)(a)

Provided that the Chairperson, if he is satisfied that it is expedient so to do, may give notice of a shorter period not exceeding 24 hours for such meeting.

(2) No business, except which is included in the list of business for a meeting of the Board, shall be considered at the meeting without the permission of the Chairperson.

12. Quorum.- No business shall be transacted at any meeting of the Board unless atleast one third of the total number of members are present, including at least one non-official member from amongst those nominated under sub-clauses (i) and (ii) of clause (d) of sub-section (10) of section 6: Sections 6(14) and 156(2)(a)

Provided that if at a meeting, less than one third of total number of members are present, the Chairperson shall adjourn the meeting to another date and time after informing all the members, However for any subsequent meeting there shall be no requirement of Quorum.

PART II

PUNJAB BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD

Sections 7(4) and 156(2)(b)

13. Terms and conditions of appointment of the Chairperson and other members of the Board:-

(1) The term of office of Chairperson and other members of the Board shall be three years.

(2) If the Chairperson is not an officer of the State Government, then the terms and conditions of his appointment shall be such, as may notified by the Government.

(3) The Chairperson and all private members shall be entitled to travelling allowance and daily allowance for attending meetings in accordance with the standard terms and conditions applicable to Chairpersons, Vice-Chairpersons and Members of Statutory/Non-Statutory Bodies, including Public Sector

Undertakings, Boards, Commissions and Tribunals, as issued by the Finance Department, Government of Punjab, from time to time.

(4) A Member, 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.

(5) The Board shall meet at least once in six 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, may call a meeting earlier than six months.

(6) Notice intimating the date, time and venue of every meeting together with agenda, to be discussed at the meeting, shall be sent by speed post, or courier service or by special messenger or by email, to each member seven days before the meeting:

Provided that when the Chairperson calls a meeting for the consideration of any matter, which in his opinion is urgent, notice of not less than 24 hours shall be deemed sufficient.

(7) 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 been resigned from the Board.

(8) Every question considered at a meeting of the Board shall be decided by a majority of the votes of the members present and in the event of equal votes, the Chairperson shall exercise a casting vote.

(9) No business shall be transacted at any meeting of the Board, unless atleast six members are present.

Provided that if in a meeting, less than six members are present, the Chairperson shall adjourn the meeting to another date and time informing all the members; However for subsequent meeting there shall be no requirement of Quorum.

(10) The minutes of every meeting, duly approved by the Chairperson, shall be recorded by the Secretary of the Board in a Minutes Book, which shall be a permanent record.

Sections 156(2)(1)

14. Appointment of Sub-Committees.- (1). The Board may appoint such number of sub-committees for such purposes, as it may deem necessary for the proper discharge of its duties.

(2). A sub-committee shall consist of the following persons, namely :—

(i) a Chairperson to be appointed by the Board;

(ii) one member representing the employers;

(iii) one member representing the building workers; and

(iv) two members representing the State Government.

(3) If the Chairperson is absent at any time, the members present shall select one from amongst themselves to preside over the meeting.

(4) No business shall be transacted at a meeting of the sub-committee, unless at least three members are present of whom, one each shall be from the members representing employers and the building workers.

(5) The term of the sub-committee shall be one year from the date of its constitution:

Provided that the sub-committee shall continue in office until a new sub-committee is constituted:

Provided further that in no case, the sub-committee shall continue beyond a period of two years from the date of its original constitution.

(6) The recommendations of the sub-committee shall be placed before the Board for its decision

Sections 7(5) and 156(2)(a)

15. Terms and conditions of Appointment of Secretary, other officers and employees of the Board. - (1) The Secretary of the Board shall be the Labour Commissioner, Punjab. The other officers and employees of the Board shall be appointed with the prior approval of the State Government, on such terms and conditions and on such pay and allowances as may be approved by the State Government.

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

(3) The Secretary may also exercise such other administrative and financial powers, other than those, specified in sub-rule (1), as may be delegated to him from time to time by the Board.

(4) 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.

(5) In the absence of holding of the meeting of the Board for any reason whatsoever, the Chairperson shall have the powers to approve ad hoc budget, which shall be deemed to be the budget, until the approval of regular budget by the Board. This ad hoc budget shall be signed by the Chairperson and the Secretary.

(6) The Secretary of the Board may make appointments on contract basis, in accordance with the requirements of the Board, only with the prior approval of the State Government and on such terms and conditions as may be approved by the State Government.

(7) Board with the prior approval of the State Government shall notify social security scheme and welfare measures prescribed in clauses(c), (d) and (e) of sub-section (6) of Section 7 and it shall formulate social security schemes and welfare measures in which eligibility limit, detail of various benefits, application form procedure, determination of competent authority for sanction of benefit and manner of payment and other incidental matters thereto shall be clearly mentioned.

(8)Implementation of Welfare Schemes of the State Government : In the exercise of the power and the discharge of its function, the Board may Section 156(2) (1)

implement any schemes of the State Government which it deems fit, for the benefit of the building workers and the members of their family.

No new scheme or any amendment, revision, expansion or operational modification of an existing scheme shall be implemented without the prior approval of the State Government.

Provided further that nothing contained in this rule shall be construed as creating any financial liability upon the state government except to the extent specifically sanctioned by the state government.

CHAPTER III

EMPLOYEES' INSURANCE COURT

16. Appeal.- The Insured Person or the Corporation may file a second appeal to the Employees' Insurance Court by presenting an application within ninety days from the date of receipt of the copy of order of the Medical Appeal Tribunal and other cases related to insured person: Sections 37(7)(b) and 154(2)(b)

Provided that the Employees' Insurance Court may entertain the appeal after the period of ninety days, if it is satisfied that the appellant had sufficient reasons for not presenting the appeal within the prescribed period.The applications to the Employees' Insurance Court, shall be in Form I.

17. Procedure and fees.- (1) The procedure for filing appeal to the Employees' Insurance Court shall be as follows, namely:- Sections 51(1) and 154(2)(c)

(i) an Appeal under section 49 shall be presented in triplicate in Form II and shall contain the following particulars, namely :-

(a) the name of the Court in which an appeal is filed;

(b) full name, description including age, occupation and full postal address of applicant and the opposite party;

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

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

(e) the facts showing that court has jurisdiction; and

(f) the relief which the applicant claims;

(ii) every appeal shall be verified in the same manner as a pleading in a Civil Court;

(iii) all the documents on which the appeal is based or has desired by applicant shall be appended to appeal with an accurate list thereof;

(iv) all appeals shall be entered in a register in Form III to be maintained by the Court.

Sections 51(1) and 154(2)(c).

(2) The Procedure for transfer of proceedings of Employees' Insurance Court shall be as follows, namely:-

(i) Where the Employees' Insurance Court is of the opinion that, for reasons to be recorded in writing, an appeal or proceeding pending before it ought to be transferred to another Employees' Insurance Court, it shall make a reference to the State Government along with such reasons and relevant records, and the State Government may, after consideration and if satisfied that such transfer is necessary in the interest of justice, transfer the appeal or proceeding to such other appropriate Employees' Insurance Court as it may deem fit.

(ii) If an insured person is of the opinion that he or she may not receive a fair trial he or she may submit an application to the State Government specifying the reasons thereof. The State Government on receiving such application shall give its findings and may refer his application to another Employees' Insurance Court.

(3) The fee payable on an appeal in respect of any matter referred to in section 49 of the Code shall be notified by the Government from time to time. All fees referred to in this rule shall be collected by way of Court fee stamps. Sections 51(1) and 154(2)(c).

CHAPTER IV

GRATUITY

Sections 53(1) and 154(2)(d).

18. Bank or other financial institution in which the gratuity shall be invested for the benefit of minor.- In the case of nominee, or an heir, who is a minor, the competent authority shall invest the gratuity amount deposited with him for the benefit of such minor in term deposit with any Nationalised Bank at the best rate available in the name of the minor till he or she attains 18 years of age.

Explanation: "Nationalised Bank" means a corresponding new bank specified in the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (Central Act No. 5 of 1970) or a corresponding new bank specified in the First Schedule of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (Central Act No. 40 of 1980).

Sections 55(1), 55(4), 55(5), 55(6) And 154(2)(e).

19. Time, form and manner of nomination by an employee.-

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

(i) if 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, shall submit his nomination within ninety days from such date of commencement of the rules; and

(ii) if an employee who completes one year of service after the date of commencement of these rules, shall submit his nomination within thirty days of the completion of one year of service:

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

(2) Within thirty days from receiving the nomination in Form IV under sub-rule (1), the employer shall verify the employee's service details mentioned in the nomination with the establishment's records. After verification, the employer shall attest the duplicate copy of Form IV, either himself or through an authorised

person, and return it to the employee after taking a receipt. The other copy of the nomination shall be kept on record by the employer:

Provided that the details of Aadhaar of the nominee shall be provided by the employee at the time of filling of the nomination form.

(3) If an employee does not have a family at the time of making a nomination, he shall submit a fresh nomination within ninety days of acquiring a family. This shall be done in duplicate in Form V, in the same manner as stated in sub-rule (1). After such nomination is submitted, the procedure mentioned in sub-rule (2) shall apply in the same way as if the nomination had been 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-VI to the employer in the manner specified in sub-rule (1), and thereafter the provisions of sub-rule (2) shall apply *mutatis mutandis*.

(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 (with registration) to the employer.

20. Time limit and form for submission of application for Gratuity.- Sections 56(5) and 154(2)(f).

(1) An employee who is eligible for payment of gratuity under the Code, or any person authorized, in writing, to act on his behalf, shall apply, ordinarily within thirty days from the date the gratuity became payable, in Form VII 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 one year and he shall be paid gratuity at the rate of fifteen days' wages, based on the rate of wages last drawn by him, for every completed year of service or part thereof in excess of six months.

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

Provided further that an application in plain paper with relevant particulars shall also be accepted.

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

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

(5) 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. Any dispute in this regard shall be referred to the competent authority for his decision.

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

(7) (i) Within fifteen days of the receipt of an application under sub-rules (1) to (6) for payment of gratuity, the employer shall,-

(a) if the claim is found admissible on verification, issue a notice in Form VIII 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

(b) if the claim for gratuity is not found admissible, issue a notice in Form VIII 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. In the case of denial of gratuity a copy of the notice shall be endorsed to the competent authority.

(ii) When gratuity is to be paid at the employer's office, and the date for payment has been mentioned in the notice issued in Form VIII under clause (i) of this sub-rule, the employer shall fix a new date if the person entitled to receive gratuity

submits a written request explaining why he cannot appear in person on the originally fixed date.

(iii) If the person claiming gratuity is a nominee or legal heir, the employer may require reasonable proof or documents to verify the identity of the claimant or the validity of the claim. In such cases, the time limit for issuing notices under clause (i) of this of sub-rule shall begin from the date on which the required documents or proof are submitted to the employer

(iv) A notice in Form VIII shall be served on the applicant either by personal service or by speed post or electronically.

(8) 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:

Provided that intimation about the details of payment shall also be given by the employer to the competent authority of the area and eligible employee, nominee or legal heir.

(9) (i) If the employer,-

(a) refuses to accept the nomination submitted under rule 19 , or refuses to accept an application made under sub-rules (1) to (6) of this rule, or

(b) issues a notice under sub-rule (7) of this rule, specifying an amount of gratuity which the applicant considers less than what is actually payable, or rejects the claim for gratuity, or

(c) receives an application under sub-rules (1) to (6) of this rule but does not issue the notice required under sub-rule (7) of this rule within the prescribed time,

then the employee, nominee, or legal heir may apply to the competent authority within one hundred eighty days from the date of such event. Such an application shall be made in Form IX and must be filed with enough extra copies for all opposite parties. The competent authority may also accept applications filed after the expiry of the 180-day period if sufficient reason is shown for the delay.

(ii) The application under clause (i) of this sub-rule, along with relevant supporting documents, may be submitted to the competent authority, personally or by speed post.

(10) Upon receipt of an application under sub-rule(9), the competent authority shall deal with the application in the following manner, namely:-

(i) the competent authority shall, by issuing a notice in Form X, electronically or by speed post with acknowledgment due, or in person call upon the applicant as well as the employer to appear before it on a specified date, time and place, either in person or through

an authorised representative ,through virtual mode or otherwise, together with all relevant documents and witnesses, if any;

(ii) any person who wants to act on behalf of an employer, employee, nominee, or legal heir shall submit a letter of authority from such person to the competent authority. Such person must also give a written statement explaining his interest in the matter and requesting permission to act. The competent authority shall then pass an order either granting such permission or refusing it, and in case of refusal, shall record the reasons for such refusal ;

(iii) a party appearing through an authorized representative shall be bound by the acts of the representative;

(iv) after completion of hearing on the date fixed under clause (i), or after such further evidence, examination of documents, witnesses, hearing and inquiry, as may be deemed necessary, the competent authority shall record his finding as to whether any amount is payable to the applicant under the Code. A copy of the finding shall be given to each of the parties; and

(v) if the employer concerned fails to appear on the specified date of hearing after due service of notice without sufficient cause, the competent authority may proceed to hear and determine the application ex-parte. 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 (v) of this sub-rule may, on sufficient cause being shown within thirty days of the said order, be reviewed and the application may be re-heard after giving not less than fourteen days' notice to the opposite party of the date fixed for rehearing of the application;

Provided further that the time limit for disposal of application for direction shall not exceed six months from the date of filing of the application before the Competent authority. In case of non-appearance by either of the parties, a maximum of three opportunities may be given before disposal of the application.

Provided further that the Competent Authority may, for reasons to be recorded in writing, extend the said period for a further period not exceeding three months.

(11) The competent authority shall hold the hearings at such times and places as it may determine and shall give due notice thereof to the parties in such manner, as it may deem appropriate.

(12) The competent authority may authorize a clerk or any other staff member of the office to administer oaths for the purpose of making affidavits.

(13) At any stage of the proceedings, the competent authority may, on its own or on the request of any party, issue a summons in Form X. The summons may require any person to appear and give evidence, to produce documents, or both, on a specified date, time, and place, on such terms as the competent authority considers fair.

(14) Any notice, summons, process or order issued by the contempt authority shall be served in the following manner, namely:-

(a) subject to the provisions of clause (b), any notice, summons, process or order issued by the competent authority may be served either personally, by speed post with acknowledgement due, electronically or in any other manner as prescribed under the Code of Civil Procedure, 1908 (Central Act No. 5 of 1908) and;

(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 authorized person, shall be deemed to be service on all such persons.

(15) The Competent authority shall maintain the records of proceedings, in the following manner, namely:-

(i) 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;

(ii) the competent authority shall, while passing orders in each case, also record the findings on the merits of the case and file it together with the memorandum of evidence with the order sheet; and

(iii) any record, other than a record of any order or direction, which is required by these rules to be signed by the competent authority, may be signed on behalf of and under the direction of the competent authority by any subordinate officer appointed in writing for this purpose by the competent authority.

(16) If a finding is recorded under clause (iv) of sub rule (10) 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 XI electronically, by speed post with acknowledgment due or in person specifying the amount payable (including interest due, if any, under sub-section (4) of section 56 of the Code) and directing payment thereof to the applicant under intimation to the competent authority within thirty days from the date of the receipt of the notice by the employer. A copy of the notice shall be endorsed to the applicant employee, nominee or legal heir, as the case may be.

(7) The appeal filed before the appellate authority shall be dealt with in the following manner, namely:-

(i) the Memorandum of appeal under sub-section (8) of section 56 of the Code shall be submitted to the appellate authority with a copy thereof to the opposite party and the competent authority either through delivery in person, by speed post with acknowledgement due or electronically.

(ii) the Memorandum of appeal shall contain the facts of the case, the decision of the competent authority, the grounds of appeal and the relief sought.

(iii) there shall be appended to the Memorandum of appeal a certified copy of the finding of the competent authority and direction for payment of gratuity.

(iv) on receipt of the copy of Memorandum of appeal, the competent authority shall forward records of the case to the appellate authority.

(v) within fourteen days of the receipt of the copy of the Memorandum of appeal, the opposite party shall submit the comments on each paragraph of the memorandum with additional pleas, if any, to the appellate authority with a copy to the appellant.

(vi) the appellate authority shall record its decision after giving the parties to the appeal a reasonable opportunity of being heard. A copy of the decision shall be given to the parties

the appeal either electronically, by speed post or in person and a copy thereof shall be sent to the competent authority returning his records of the case.

(vii) the competent authority shall, on receipt of the decision of the appellate authority, make necessary entry in the records of the case maintained by it.

(viii) on receipt of the decision of the appellate authority, the competent authority shall, if required under that decision, modify its direction for payment of gratuity and issue a notice to the employer concerned in Form XI specifying the modified amount payable and directing payment thereof to the applicant, under intimation to the competent authority within fifteen days of the receipt of the notice by the employer. 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.

(ix) the time limit for disposal of appeal shall not exceeds six months from the date of filing of appeal. In case of non-appearance by either of the parties, a maximum of three opportunities may be given before disposal of the appeal:

Provided that the appellate authority may, for reasons to be recorded in writing, extend the said period for a further period not exceeding three months.

(x) No appeal by the employer against an order directing payment of gratuity under sub-rule (16) or clause (viii) of this sub-rule shall be admitted by the appellate authority unless

the appellant has deposited with the competent authority the amount of gratuity so directed to be paid, including interest, if any, as specified in the order appealed against.

(xi) The competent authority shall, upon such deposit, issue a certificate to that effect, and a copy of such certificate shall be enclosed with the memorandum of appeal:

Provided that no appeal shall lie before the appellate authority unless such deposit is made.

(18) Where an employer fails to pay the gratuity due under the Code in accordance with the notice by the competent authority under sub-rules (16) or (17), 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 XII for recovery thereof under section 129 of the Code.

Sections 57(3), 57(4) and 154(2)(g).

21. Manner of registration of an establishment by the employer and the manner of composition of the Board of Trustees of the approved gratuity fund and the manner in which the competent authority may recover the amount of the gratuity payable to an employee from the insurer under- (1) Every employer whose establishment falls under the Code shall, within the time fixed by the appropriate Government, apply in Form XIII and get the establishment registered with the competent authority. If the employer is not

exempt, registration is mandatory at the time, the Government notifies that compulsory insurance is required.

(2). The employer shall take out and maintain an insurance policy covering his liability for payment of gratuity from an insurer registered under the relevant national insurance law. Alternatively, if the employer already has or wishes to establish an "approved gratuity fund," then under sub-section(2) of section 57 and subject to the conditions prescribed, he may be exempted from the insurance requirement. No establishment shall be registered under section 57, unless it has either valid insurance or an approved gratuity fund.

(3). Where an employer opts for an approved gratuity fund, the fund shall be managed by a Board of Trustees. The composition of this Board shall consist of equal number of representatives of the employer and of the employees of the establishment.

(4). If the employer fails to pay the insurance premiums or fails to contribute to the approved gratuity fund as required, then his liability to pay gratuity to employees shall become immediately due and payable. In that situation, the competent authority may recover the gratuity amount (including interest, if any, for delay), as an arrear of land-revenue.

(5). If the employer has taken insurance or established a fund, then in case of a valid gratuity claim, the competent authority may recover the gratuity amount payable to the employee either from the insurer (under the insurance policy) or from the Board of Trustees of the approved gratuity fund in the manner prescribed under these rules.

Sections 58(1) and 154(2)(h).

22. Qualifications and experience of the officer appointed as the competent authority. (1) The competent authority for the purposes of this Chapter shall be appointed by the Government, by notification, in accordance with sub-section (1) of section 58.

(2) Any officer of the State Labour department, not below the rank of Labour-cum Conciliation Officer shall be eligible to be appointed as competent authority for the purpose of Chapter V of the code.

CHAPTER V

MATERNITY BENEFIT

23. Complaint and Appeal.- (1) A complaint under sub-section (1) of section 72 shall be made in writing in Form XIV. Sections 72(3) and 156(2)(i).

(2) When a complaint referred to in sub section (2) of section 72 is received by an Inspector-cum-Facilitator, he shall examine the relevant record maintained by the employer in this behalf, examine any person employed in the establishment and take down necessary statement for the purpose of the enquiry and if he is satisfied that the maternity benefit or the amount has been improperly withheld, he shall direct the employer to make the payment to the woman or to the person claiming the payment under section 63, as the case may be, immediately or within a specified period.

Provided that the time limit for disposal of complaint shall not exceed forty five days from the date of filing of complaint. In case of non-appearance by either of the parties, a maximum of three opportunities may be given before disposal of the complaint.

(3) An appeal against the decision of the Inspector-cum-Facilitator under sub-section (2) of section 72, shall lie with the authority appointed by the Government by way of notification.

(4) The aggrieved person shall prefer an appeal in writing to the prescribed authority in Form XV and file other supporting documents.

(5) When an appeal is filed, the prescribed authority shall direct the Inspector-cum-Facilitator to submit the complete case record by a specified date. The prescribed authority may also record the statements of the aggrieved person and the Inspector-cum-Facilitator, and may seek any further clarification that is necessary for deciding the appeal.

(6) Taking into account the documents, the evidence produced before him and the facts presented to him or ascertained by him, the prescribed authority shall give his decision within a period of three months from filing of the appeal before him. In case of non-appearance by either of the parties, a maximum of three opportunities may be given before disposal of the appeal:

Provided that the Competent Authority may for reasons to be recorded in writing, extend the said period for a further period not exceeding three months.

(7) No appeal under sub-section (3) of section 72 shall be entertained unless the appellant has deposited the full amount of maternity benefit or any other amount directed to be paid by the Inspector-cum-Facilitator under sub-section (2) of section 72. The deposit shall be made with the appellate authority at the time of filing the appeal and proof of such deposit shall accompany the memorandum of appeal:

Provided that no appeal shall lie or be admitted unless such deposit has been made:

Provided further that the amount so deposited shall be disbursed or otherwise dealt with in accordance with the final order passed in appeal.

(8) Not withstanding anything contained in these rules, a complaint or an appeal may also be filed on a simple plain paper, provided it contains all the requisite particulars prescribed for such complaint or appeal. No complaint or appeal shall be rejected merely on the ground that it has not been submitted in the prescribed format.

CHAPTER VI

EMPLOYEE'S COMPENSATION

Sections 76(7) and 156(2)(d).

24. Amount to be deposited towards the expenditure of the funeral of the employee with the competent authority by the employer.- If the injury of employee results in death, the employer shall in addition to compensation to be given under the Code shall deposit with the competent authority an amount of not less than fifteen thousand rupees or such amount as may be notified by the Government. The payment of this amount shall be made as per the provision of sub-section (7) of section 76.

Sections 79(1) and 156(2)(e).

25. Condition for review of half-monthly payment without Medical Certificate.- An application for review of a half-monthly payment under sub-section(1) of section 79 may be submitted without a medical certificate in the following situations, namely:-

(a) by the employee, when his wages have increased after the earlier determination of his right to compensation;

(b) by the employee, when his wages have decreased after the earlier determination of his right to compensation;

(c) by the employee, when the employer, after starting to pay compensation, has stopped making such payments, even though there has been no change in the employee's physical condition that would justify stopping the payment;

(d) by either the employer or the employee, when the existing rate of compensation was obtained through fraud, undue influence, or any other improper means;

(e) by either the employer or the employee, when there is a mistake or an error apparent on the face of the record in the determination of compensation.

26. Class of employers and the form of notice-book.- Every employer to which the Code applies, shall maintain a notice book in accordance with sub-section (4) of section 82 in Form XVI. Sections 82(4) and 154(2)(j).

27. Interval for medical examination.- An employee 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 Sections 84(1) and 156(2)(f).

for more than twice in the first month following the accident or more than once in any subsequent month.

Sections 88(1) and 156(2)(g).

28. Form of statement to be submitted by the employer.- The statement for fatal accident required under sub-section (1) of section 88 shall be in Form XVII.

Sections 89(1) and 154(2)(k).

29 Manner of Recording Memorandum of Agreement.- (1) A memorandum of agreement submitted to the competent authority under sub-section (1) of Section 89 shall, unless the competent authority directs otherwise, be submitted in duplicate, and shall conform as closely as possible to Form XVIII, Form XIX or Form XX, as the case maybe.

(2) After receiving the memorandum of agreement, the competent authority shall issue a notice to all parties in Form XXI specifying the date and place of hearing. The notice shall also state that, if no objection is received, the memorandum is proposed to be recorded on the date fixed. The notice may be sent: personally, by speed post, or electronically:

Provided that, if any party is present when notice would ordinarily be issued, the competent authority may communicate the notice orally.

(3) On the date fixed for hearing, the competent authority shall hear the parties and decide whether to record or refuse to record the memorandum:

Provided that even if no objection is filed by any party, the competent authority may still refuse to record the memorandum if he considers it proper to do so.

(4) If the competent authority decides not to record the memorandum, he shall inform the parties present of his decision and the reasons for such refusal; and if any party seeking recording of the memorandum is absent, he shall send the information to that party.

(5) When a memorandum is accepted for recording, the competent authority shall enter it in the register in Form XX, and endorse the copy retained in his office with the following note, under his signature:

"The memorandum of agreement bearing Serial No. ___ of 20_ in the register has been recorded on this __ day of ____."

30. Qualifications and experience for competent authority.- (1) The competent authority for the purposes of this Chapter shall be appointed by the Government, by notification, in accordance with sub-section(1) of section 91. Sections 91(1) and 54(2)(1).

(2) A person shall be eligible to be appointed as the competent authority by the government, by notification, for the purpose of the Chapter VII of the Code if he or she,

(a) possesses the qualifications and experience prescribed under sub-section (1) of section 91; or

(b) is an officer of the State Labour Department, who has experience of handling quasi-judicial matters for a period of not less than five years.

Sections 92(1) and 156(2)(h).

31. Manner in which matters may be dealt with by or before a competent authority.- (1) On receipt of the application, the competent authority shall verify the jurisdiction as per the parameters specified in clauses (a), (b) and (c) of sub-section (1) of section 92.

(2) If at any stage of the case, it appears to the competent authority that the application should be entertained by another competent authority, he shall transfer the case to such authority, and inform to the applicant and other parties in accordance with the procedure prescribed in the Social Security (Central) Rules 2026, read with sub-section (3) of Section 93.

(3) The competent authority to whom the case has been transferred, shall continue to proceed as if the prior proceedings had been conducted before it, provided that it shall not cause prejudice to the concerned parties.

(4) Where any question or dispute arises regarding the jurisdiction of the competent authority to entertain, inquire into, or decide any matter under Chapter VII of the Code, the competent authority shall, after recording reasons in writing, make a reference to the Government for determination of such question. The Government shall, on receipt of the reference, decide the question of jurisdiction in accordance with the provisions of sub-section (6) of section 92, and such decision shall be communicated to the competent authority and the parties concerned. Pending such decision, the proceedings before the competent authority shall remain stayed, and upon such decision being communicated, the matter shall be taken up and proceeded with by the competent authority so determined, in accordance with the procedure prescribed in Social Security (Central) Rules, 2026, read with sub-section(3) of section 93. The decision of the Government on the question of jurisdiction shall be final and binding.

Sections 93(4) and 154(2)(i).

32. Time-limit for disposal of application and cost incidental to the proceedings.- (1) The competent authority shall dispose of the application within six months from the date of receiving the application.

(2) Costs incidental to proceedings,-

(i) Certified copies:-

(a) Any party to the dispute may obtain certified copies of any decision, order, decree, statement, or other document on payment of a fee of rupees ten per copy.

(b) The cost of service of summons or notices, expenses of witnesses, and any other incidental costs not covered above shall be as ordered by the competent authority in each case. The following rates shall apply:

₹500 for expenses of a witness appearing from outside the State;

₹200 for expenses of a witness appearing from within the State.

(c) If the competent authority is satisfied either on an application or on its own that the applicant is unable to pay the required costs, it may exempt the applicant from payment of such costs.

(ii) Copies for Non-Parties:- Any person who is not a party to the dispute may obtain certified copies of decisions, decrees, or other documents (except

confidential documents) on payment of the same fees specified under clause (a) of sub-rule (2).

33. Manner of Authentication of Memorandum.- (i) After the issues are framed, the parties may submit their evidence by affidavit. Sections 97 and 156(2)(j).

The opposite party shall have the right to cross-examine the deponent of any such affidavit.

(2) The competent authority may, on an application by any party and on deposit of the fees and expenses fixed by it, summon any witness whose evidence is considered necessary for a just decision of the case.

(3) The evidence of witnesses may be recorded through video conferencing, including platforms such as Zoom, Webex, WhatsApp, or any other suitable platform. However the competent authority shall before recording the statement of any witness appearing though video conferencing mode, ascertain the identity and genuineness of such witness.

(4) The recorded statement shall be signed by the authorised representative and the petitioner, countersigned by the competent authority, read over to the witness, and signed by the witness.

(5) It shall be the responsibility of the respondent to prove that any document relied upon is false.

(6) All evidence of witnesses shall be recorded in the presence of the competent authority and shall be authenticated by the signature and seal of the competent authority, or the signature of a person authorised by the competent authority.

CHAPTER VII

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

Sections 101and 154(2)(m).

34. Time limit to pay the amount of cess.- (1) The cess levied under the sub-section (1) of section 100 shall be paid by an employer, within thirty days of the completion of the construction project or within thirty days of the date on which assessment of cess payable is made; whichever is earlier, to the cess collector.

(2) Notwithstanding anything contained in sub-rule (1), where the duration of the project or construction work exceeds one year, cess shall be paid within thirty days of completion of one year from the date of commencement of work and every year thereafter at the notified rates on the cost of construction incurred during the relevant period.

35. Fees for appeal.- An appeal preferred under sub-section (1) of section 105 shall be accompanied by non-refundable fee equivalent to half per cent, but not exceeding rupees twenty-five thousand of the amount in dispute or penalty or both, as the case may be, under such appeal which shall be paid on portal and shall be credited to the Building and Other Construction Workers Welfare Board account. Sections 105(2) and 154(2)(n).

CHAPTER VIII

FINANCE AND ACCOUNTS

36. Conditions to acquire, hold, sell or otherwise transfer any movable or immovable property.- The Government shall in consultation with the Punjab Unorganised Social Security Board and the Punjab Building and Other Construction Workers Welfare Board frame a detailed policy for the purposes specified in section 120. Sections 120 and 154(2)(o).

37. Conditions and manner of writing off irrecoverable dues.- (1) Where any amount of contribution, cess, interest, damages or any other amount due to the Punjab Unorganized Social Security Board or the Punjab Building and other Sections 121 and 154(2)(p).

Construction Workers Welfare Board has remained unrealized, the Board may consider such amount for write-off only where, after taking all reasonable and legally permissible steps for recovery, the amount has become irrecoverable on account of one or more of the following circumstances, namely:-

(a) the debtor has been declared insolvent or bankrupt and no realizable assets remain available for recovery after completion of the applicable proceedings;

(b) the debtor entity has been finally dissolved, liquidated or struck off and no assets or other legally recoverable means are available for recovery;

(c) the debtor has died and, after verification, no estate or legally recoverable assets are available from which the dues can be recovered;

(d) recovery proceedings, including proceedings for execution or attachment, have been exhausted and no attachable or realizable assets of the debtor are available;

(e) any other circumstance specifically approved by the State Government in which recovery has become legally or practically impossible.

(2) No amount shall be treated as irrecoverable merely on the basis of the opinion of the Board. The Board shall maintain documentary evidence in support of the

circumstances referred to in sub-rule (1) and shall record the recovery efforts made and the reasons for non-recovery.

(3) Before passing a resolution for writing off any amount, the Board shall place before it a detailed report containing—

(a) the name and particulars of the person or entity from whom the amount is due;

(b) the amount of principal, interest, cess, damages or other dues outstanding;

(c) the date from which the amount became due;

(d) details of the notices, demands, recovery proceedings and other steps taken for recovery;

(e) the result of such recovery proceedings;

(f) Any specific circumstance under sub-rule (1) under which the amount is proposed to be treated as irrecoverable.

(4) After considering the report and supporting documents, the Board may pass a resolution recommending that the amount be written off and shall submit the same, along with the complete record, to the State Government for consideration.

(5) If the state government is satisfied that the amount cannot be recovered, It may approve writing off of the amount. The reasons for allowing the write off must be recorded.

CHAPTER IX

AUTHORITIES ASSESSMENT COMPLIANCE AND RECOVERY

Sections 122(6)(e) and 154(2)(q).

38. Other powers of Inspector-cum-Facilitator.: In addition to powers specified in sub-section (6) of section 122, the Inspector -cum-Facilitator may exercise such other powers as the Government may notify from time to time.

CHAPTER X

RECORDS

39. Form and manner for Maintenance of records, registers, returns etc.- Sections 123 and 154(2)(r).

(1) Every employer of an establishment where women are employed shall prepare and maintain a Register of Notice of Claim for Maternity Benefit and Payment in Form XXIII, either electronically or in hard copy. This register shall contain details of all women employees and shall be kept available for inspection by the Inspector-cum-Facilitator. The employer may include in this register any additional particulars required for any other purpose under the Code.

(2) All records required to be maintained for the purposes of Chapter V of the Code and these rules shall be preserved for three years from the date they are prepared. Every employer shall also prepare and maintain such records and registers as are required under the Code on Wages, 2019 (Central Act No.29 of 2019) and the rules framed thereunder.

(3) Every employer of an establishment to which the provisions of the Code apply shall, for each calendar year, submit an Annual Return in Form XXIV UAR (Unified Annual Return) through the web portal of the State Labour Department, on or before the 28th or 29th day of February in each year.

(4) The UAR (Unified Annual Return) in Form XXIV shall be common for compliance under the Occupational Safety, Health and Working Conditions Code, 2020(Central Act No.37 of 2020), the Code on Industrial Relations, 2020(Central Act No.35 of 2020), the Code on Social Security, 2020, and the Code on Wages, 2019(Central Act No.29 of 2019) and no separate annual return shall be required to be filed under the said rules in respect of matters covered in Unified Annual Return.

(5) Where an employer sells, abandons, or discontinues the establishment, he shall upload an additional unified annual return in Form XXIV on the web portal of State Labour Department within one month of the date of sale or abandonment; or within four months of the date of discontinuance, whichever is applicable. This additional return shall cover the period from the end of the last calendar year up to the date of sale, abandonment, or discontinuance.

(6) Every employer shall display the information conspicuously at the workplace in Form XXV and Form XXVI, and shall update the display every month as required.

CHAPTER XI

OFFENCES AND PENALTIES

Sections 138(4) and 154(2)(s).

40. Compounding of offences.- (1). The officer authorised by the Government, by notification, to compound offences under sub-section (1) of section 138 shall issue a compounding notice electronically in Part I and II of Form XXVII for offences which are compoundable under the section 138.

(2). The person so noticed under sub-section (1) may apply in Form XXVIII 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 Officer competent to compound the offences shall issue a composition certificate in Form XXIX within ten days of receipt of the composition amount, to such person from whom such amount has been received in satisfaction of the composition notice.

(4) If a person so noticed fails to deposit the composition amount within the time specified by the Officer, the prosecution shall be instituted after one month from the last date of specified time 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 XII

EMPLOYMENT INFORMATION AND MONITORING

41. Manner and form of reporting vacancies and form of filing the return by the employer, to the concerned career centre.- (1) After the commencement of the Code in the State or any area thereof, every employer in a public sector establishment shall, before filling any vacancy, report such vacancy or cause it to be reported to the Career Centre specified by the State Government by notification. Sections 139(2) and 154(2)(t).

(2) Every employer in a private sector establishment, or in any notified class or category of private establishments, shall, before filling any vacancy, report such vacancy to the Career Centre from such date as may be notified by the State Government.

(3) The Government shall provide a mechanism, including a digital mechanism, for receipt of vacancy reports. The Career Centre shall issue a unique vacancy reporting number and communicate the same to the employer in writing, by email or digitally, within three working days of receipt of the vacancy information.

Explanation.- (A) Public sector establishment means an establishment owned, controlled or managed by:

(i) the State Government;

(ii) a 'Government company' as defined under the Companies Act, 2013;

(iii) a corporation, autonomous organisation, authority or body (including a cooperative society) established by or under a Central or State law and owned, controlled or managed by the State Government; or

(iv) a local authority.

(B) Private sector establishment means an establishment which is not a public sector establishment and employs twenty or more employees, or such other number of employees as may be notified by the Government.

(4) (i) The following vacancies shall be reported, namely:-

(a) vacancies of technical or scientific nature carrying minimum pay or pay level, as notified by the Government, in establishments for which the State Government is the Appropriate Government;

(b) vacancies which the employer desires to circulate to Career Centres outside the State or Union Territory, to such Career Centres, as may be notified by the State Government.

(ii) Vacancies reported for State-level, inter-State or all-India recruitment shall also be reported to the Central Career Centre or uploaded on the digital portal specified by the Central Government.

(5) Vacancies shall be reported in writing or through official email or digital portal, to the career centre specified by the State Government.

(6) Vacancies shall be reported in Form XXX, furnishing relevant details separately for each type of vacancy.

(7) Any change in the particulars already furnished shall be reported to the Career Centre in the same manner.

(8) Vacancies required to be reported shall be reported at least fifteen days before the last date for receipt of applications; or the date of interview or test, whichever is earlier.

(9) Public sector establishments shall maintain records, manually or electronically, relating to-

(i) total number of employees as on 31st March each year;

(ii) persons recruited during the year;

(iii) occupational details of employees;

(iv) vacancies for which suitable candidates were not available;

(v) vacancies likely to arise during the next financial year; and

(vi). the State Government may, by notification, require private sector establishments or any class thereof to maintain similar records from such date as may be specified.

(10) Every employer shall submit an annual return in Form XXXI to the concerned Career Centre, manually or electronically, within thirty days from 31st March of each year, in the manner specified by the State Government.

(11) The Director of Employment, or an officer of equivalent or higher rank, shall designate an officer as the Executive Officer for each district for implementation and enforcement of Chapter XIII of the Code. Such officer shall exercise the powers and perform the duties under section 139 of the Code, or may authorise any other officer in writing to do so.

(12) The Government shall notify the competent authority to approve or sanction the initiation of proceedings for levy of penalty for offences under Chapter XIII of the Code, as referred to in section 133.

CHAPTER XIII

MISCELLANEOUS

42. Constitution and Administration of the Punjab Social Security Fund.- Sections 141(5) and 156(2)(k).

(1) There shall be a fund called the Punjab Social Security Fund. All expenses relating to the schemes notified under sub-section (2) of section 109 for unorganized workers shall be met from this Fund.

(2) In addition to the amount referred to in clause (i) of sub-section (5) of section 141, the following amounts shall be credited to the Fund, namely:—

(i) grants, contributions or financial assistance, if any, actually received from the Government of India, the State Government, or any other authority or statutory body;

(ii) fees or amounts received for registration or renewal of beneficiaries, including their contributions;

(iii) grant received for implementation of schemes notified by the Government of India;

(iv) grant received for implementation of schemes notified by the State Government;

(v) contributions, donations, or any other financial assistance received from employers, employers' associations, or from Corporate Social Responsibility (CSR) funds, as determined by the State Government by general or special order;

(vi) any other source approved by the State Government by notification in the Official Gazette.

(3) The Punjab Social Security Fund shall be administered by the State Government through such agency as may be designated by the State Government, in the manner notified.

(4) The agency designated to administer the Fund shall comply with all directions issued by the State Government from time to time.

(5) The designated agency shall maintain proper accounts of the Fund in such form and manner as may be specified by the State Government and shall submit statements of accounts to the State Government at such intervals as may be directed.

(6) The accounts of the Punjab Social Security Fund shall be audited by the Comptroller and Auditor General of India or by any other authority or agency as may be notified by the State Government.

43. Time limit for Central Board or Corporation to provide views on application for exemption. Sections 143 (1).

The Central Board or the Corporation, as the case may be, shall forward its views on the application seeking exemption under section 143 to the Government within six months of receipt of proposal for exemption. If the Central Board or the Corporation, as the case may be, is unable to provide its views within the said period, the Government may extend the time limit or take action on the application for exemption, as it may deem fit.

44. Conditions to be complied with after grant of exemption framed under Section 143 (2).- Sections 143 (2).

(1) Every establishment granted exemption from the provisions of Chapter IV of the Code shall-

(i) maintain records relating to the exempted employees; and

(ii) submit returns and such other information to the Corporation, in the form and manner specified by the Central Government in the relevant regulations.

(2) Where an exempted establishment undergoes any change in its legal status due to merger, demerger, acquisition, sale, amalgamation, or conversion into a subsidiary (whether wholly owned or otherwise),-

(i) the exemption granted under section 143 shall stand automatically cancelled; and

(ii) the establishment shall apply afresh for exemption to the appropriate Government.

Sections 143 (5).

45. Conditions for management of exempted provident fund or pension trust.-

(1) Every exempted establishment shall constitute a Board of Trustees for managing the Provident Fund or Pension Fund in accordance with the directions issued by the Central Government or the Central Provident Fund Commissioner.

(2) The Board of Trustees shall consist of an equal number of representatives of employers and employees, as provided in the applicable Provident Fund Scheme or Pension Scheme.

(3) The employer shall be the Chairperson of the Board of Trustees and shall have a casting vote in case of equality of votes. The Chairperson shall act in a fair and impartial manner and follow arm's-length principles in all meetings.

(4) The Board of Trustees shall meet at least once every three months and shall function in accordance with the guidelines issued by the Central Government or the Central Provident Fund Commissioner.

(5) Matters relating to conditions of trust management.

(a) tenure of trustees;

(b) election or nomination;

(c) disqualification or cessation;

(d) quorum;

(e) maintenance of records; and

(f) all other conditions for trust management shall be governed by the Provident Fund Scheme or Pension Scheme, as applicable.

(6) Any dispute or doubt relating to the general administration of the trust shall be referred to the Regional Provident Fund Commissioner having jurisdiction over the head office of the establishment, whose decision shall be final and binding.

46. Repeal and saving .- The Workmen's Compensation Rules, 1924, The Punjab Maternity Benefit Rules, 1967, The Payment of Gratuity (Punjab) Rules, 1973, The Punjab Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2008 and the Punjab Unorganized Workers Social Security Rules, 2012 and 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 16]

Appeal to Employees' Insurance Court

To,

The Authority,

(Appointed under the Code on Social Security, 2020)

.....(Address)

Sir,

I....., the undersigned, employee of..... (Name and full address of the establishment)

*Feel aggrieved by the order of..... under sub section 7(a) of section 37 for the reasons attached hereto, prefer this second appeal under sub-section 7(b) of section 37 and request that the said ..... be ordered .....

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

Date .....

Signature or thumb impression of the Aggrieved person

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

Form II

[See rule 17 (1)(i)]

In the Employees. Insurance Court at

.....

.....

.....

Applicant

(add description and residence) Against

.....

.....

Opposite Party (add description and residence) Other Particulars of Application specified in rule 17

.....

.....

Date ..... Signature of Applicant

(verification by the applicant)

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

Date ....

Signature

FORM III

[(See rule 17(1)(iv)]

Employee's Insurance Court at .....

Register of proceeding in the year 20.....

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

FORM IV

[See rule 19 (1) and (2)]

Nomination

To

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

(Name in full here)

I, Shri/Shrimati/Kumari..... whose particulars are given in the statement below, hereby nominate 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).

2. I, hereby certify that the person (s) mentioned is a/are member (s) of my family within the meaning sub section (33) of section 2 of the code.

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

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

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

lame in full with ull address of ominee(s)	Relationship with the Employee	Age of nominee	Aadhaar No. of the Nominee	Proportion by Which The gratuity will be shared
	2	3		4
o on				

STATEMENT

1. Name of the employee in full.
2. Sex.
3. Religion.
4. Whether unmarried/married/widow/widower.
5. Department/branch/section where employed.
6. Post held with ticket no., or serial no., if any
7. Date of appointment
8. Permanent address

Village, Police Station, sub-division

Post office , district , state

Place signature/thumb-impression

Date of the employee.

Declaration by witness Nomination signed/thumb-impressed before me

Name in full and full address

Of witness signature of witness

1. 1.

2. 2.

Certificate by the employer

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

Employer's reference no., If any.

Signature of the employer/officer authorized

Designation

Date name and the address of the establishment

Or rubber stamps thereof.

Acknowledgment by the employee

Received the duplicate copy of nomination in form 'F' filed by me and duty certified by the employer

Date signature of the employee.

Note-Strike out the words and paragraphs not applicable.

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1. Name of the employee in full.
2. Sex.
3. Religion.
4. Whether unmarried/married/widow/widower.
5. Department/branch/section where employed.
6. Post held with ticket no., or serial no., if any
7. Date of appointment
8. Permanent address

Village, Police Station, sub-division

Post office , district , state

Place signature/thumb-impression

Date of the employee.

Declaration by witness Nomination signed/thumb-impressed before me

Name in full and full address

Of witness signature of witness

1. 1.

2. 2.

Certificate by the employer

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

Employer's reference no., If any.

Signature of the employer/officer authorized

Designation

Date name and the address of the establishment

Or rubber stamps thereof.

Acknowledgment by the employee

Received the duplicate copy of nomination in form 'f' filed by me and duty certified by the employer.

Date signature of the employee.

Note-Strike out the words and paragraphs not applicable.

FORM V

[See rule 19 (3)]

Fresh Nomination

To

Give her name or description of the establishment with full address.)

I, sri/srimati.....(name in full here) whose particulars are given in the statement below, have acquired a family within the meaning of sub-section (33) of section 2 of the code..... with effect from the ..... (date here)..... in the matter indicated below and therefore nominate a fresh 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, direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify the person(s) nominated is a/are member(s) of my family within the meaning of sub-section (33) of section 2 of the 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.

4. I have excluded my husband from my family by a notice, dated the ..... to the controlling authority in terms of the provision to sub-section (33) of section 2 of the code. NOMINEE(S)

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

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 processes like adoption.)

STATEMENT

1. Name Of The Employee.
2. Sex.
3. Religion
4. Whether unmarried/married/widow/widower
5. Department/branch/section where employed
6. Post held with ticket no., or serial no., if any.
7. Date of appointment

8. Permanent address 9.

Village ,Police Station, Sub-division,

Post office, District, State

Place signature/thumb-impression of the employee

Date

Declaration by witnesses

Fresh nomination signed/thum-impressed before me.

Name in full and full address of witness.

1. 1.

2. 2.

Signature of witnesses

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.

Designation .

Name and address of the establishment Or rubber stamp thereof.

Acknowledgment by the employee

Received the duplicate copy of the nomination in form' filed by me on... ,

duly certified by the employer.

Date signature of the employee

Note- Strike out the words and paragraphs not applicable.

FORM VI

[See rule 19 (4)]

MODIFICATION OF NOMINATION

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 give notice that the nomination filed by me on [date] and recorded under your reference No. .....dated shall stand modified in the following manner. [Here give details of modifications intended] STATEMENT

1. Name of employee in full.

2. Sex.

3. Religion.

4. Whether unmarried/married/widow/widower.

5. Department /Branch/Section where employed.

6. Post held with Ticket or Serial No. if any.

7. Date of appointment.

8. Address in full.

Place Signature/Thumb impression of the employer Date

DECLARATION BY WITNESSES

Modification of nomination signed/thumb impressed before me. Name in full and full address of witnesses. Signature of witnesses

1. 2.

1. 2.

Place

Date

CERTIFICATE BY THE EMPLOYER

Certified that the above modifications have been recorded. Employer's Reference No., if any.

Signature of the employer/ officer authorized

Designation

Name and address of the Establishment or rubber stamp thereof.

ACKNOWLEDGMENT BY THE EMPLOYEE

Received the duplicate copy of the notice for modification in Form 'H' filed by me on... duly certified by the employer.

Date

Note

Signature of the employee

FORM VII

[See rule 20(1), (2) and (3)]

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;

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 employees

2. Name of nominee/legal heir, (if the gratuity is claimed by nominee/legal heir)

a. Name of Employee

b. Marital status of nominee/legal heir(unmarried/married/widow/widower)

c. Relationship of nominee/legal heir with the employee

d. Address in full of nominee/legal heir

e. Date of death and proof of death of the employee

f. Reference No. of recorded nomination if available

3. Department/Branch/Section where last employed

4. Post held by an 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,

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

FORM VIII

[(See rule 20(2)]

Notice for Payment/Rejecting claim of Gratuity

(Strike out the words not applicable)

To,.....

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

You are hereby informed that

(a) *as required under of rule 20 of the Punjab Social Security Rules, 2026, that your claim for payments of gratuity as indicated on your application in Form-VII under the said rules is not admissible for the reasons stated below:

Reasons (Here specify the reasons); or

(b) *as required under rule 20 of the Punjab Social Security 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: Signature of the Employer/

Date: authorised officer.

Name or description of establishment or rubber stamp thereof.

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

FORM IX

[(See rule 20(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 the accident/disease death of an aforesaid employee on.....

2. The applicant submitted an application under Rule 20 of the Punjab Social Security 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 petitioner.

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

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: Signature/Thumb-impression of the applicant

Date:

FORM X

[(See rule 20 (10) and rule 20(13)]

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 ..... of rule of the Code on Punjab Social Security Rules, 2026 alleging that (A copy of the said application is enclosed, if, summon is issued then copy of application is not required) 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 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 give evidence it will be sufficient compliance to the summons if the documents are caused to be produced before the Competent authority on the day and hour fixed for the purpose.

FORM XI

[(See rule 20 (16) and (17)]

Notice for Payment of Gratuity as Determined by Competent/Appellate Authority

(Strike out the words not applicable)

To

(Name and address of employer)

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

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.

2. 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; 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 and the amount as interest due under The Code on Social Security, 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 XII

[(See rule 20(18)]

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 ..... of Punjab Social Security Rules, 2026for payment of a sum of Rs as gratuity payable under the Code on Social Security, 2020.

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

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

Place: Signature/Thumb-impression of applicant.

Date:

Note:- Strike out the words not applicable.

FORM XIII

[See rule 21(1)]

Application for Registration of an Establishment under sub-section (3) of Section 57.

A. Establishment Details.

1. Retrieve details of Establishment through LIN/Registration Number:

2. Name of Establishment:

3. Location and Address of the Establishment:

4. Others details of Establishment:

a. Total Number of employees engaged directly in the establishment:

b. Total Number of the contract employees engaged:

c. Total Number of Inter-State Migrant workers employed:

5. Ownership Type/Sector:

6. Activity as per National Industrial Classification (NIC):

7. Details of Selected NIC Code:

8. Identification of the establishment e-sign/ digital sign of employer/ representative:

B. Details of Employer:-

1. Name & Address of Employer / Occupier / Owner/Agent/ Chief Executive-

2. Designation:

3. Father's/ Husband's Name of the Employer:

4. Email Address, Telephone & Mobile No:

C. Manager/ Agent Details

1. Full name & Address of Manager/ Agent or person responsible for supervision and control of the Establishment;

2. Address of Manager/ Agent:

3. Email Address, Telephone & Mobile No :

D. Details of Approved Gratuity Fund/Insurance obtained for liability of payment towards the Gratuity;

E. Others Details:-

Dated: Signature/ E-sign/digital sign of employer

- PI

FORM XIV

[See rule 23(1)]

Complaint to the Inspector-cum-Facilitator

To,

The Inspector-cum-Facilitator

(Under The Code on Social Security, 2020)

Sir,

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

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

Date.....

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

Signature of an Attester in case the woman/ nominee/ legal representative is unable to sign and affixes thumb impression.

Full address of the women/nominee/legal representative.

FORM XV

Appeal

[See rule 23 (4)]

To,

The Authority,

(Appointed under the Code on Social Security, 2020)

..... (Address)

Sir,

I....., the undersigned, woman employee of..... (name and full address of the establishment)

*Feel aggrieved by the order of Inspector-cum-Facilitator under sub section (2) of section 72 for the reasons attached hereto, prefer this appeal under sub-section (2) of section 68 and request that the said employer be ordered to pay the above mentioned amount to me. A copy of the order of Inspector-cum-Facilitator cum Facilitator in this behalf is enclosed; or

*Shri , Inspector-cum-Facilitator, having directed under sub-section (2) of section 72 to pay the maternity benefit or other amount being..... (Nature of amount) to which... (Name of woman) is said to be entitled/to set aside my discharge or dismissal during or on account of absence from work in accordance with the provisions of this Chapter V of the Code on Social Security , 2020(Strike out unnecessary portion). I prefer this appeal under sub-section (3) of section 72. In view of the facts mentioned in the memorandum attached hereto and other documents filed herewith it is submitted that the woman is not entitled to the maternity benefit or the said amount and hence the order of the Inspector-cum-Facilitator in the copy of which is enclosed, may be set aside.

*Strike out unnecessary portions.

Signature or thumb impression of the Women

/Aggrieved person

Date.....

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

FORM XVI

(Notice Book of the Accidents)

[See rule 26]

Name of the Establishment.....

Nature of Business .....

Date of opening.....

Registration no (if any)-.....

Name of the employer/occupier.....

Date of accidents	Short detail of Accident	Name of the injured person	Whether accident result in death	Whether accident result in total disablement	Whether accident result in partial disablement	Whether accident result in temporary disablement	Amount of Compensation paid to employee or his dependent	Amount of compensation deposited to competent authority	Date of payment of deposit of compensation
1	2	3	4	5	6	7	8	9	10

FORM XVI

(Notice Book of the Accidents)

[See rule 26]

Name of the Establishment.....

Nature of Business .....

Date of opening.....

Registration no (if any)-.....

Name of the employer/occupier.....

Date of accidents	Short detail of Accident	Name of the injured person	Whether accident result in death	Whether accident result in total disablement	Whether accident result in partial disablement	Whether accident result in temporary disablement	Amount of Compensation paid to employee or his dependent	Amount of compensation deposited to competent authority	Date of payment of deposit of compensation
1	2	3	4	5	6	7	8	9	10

FORM XVII

[See rule 28]

Statement of Fatal Accidents

To,

Competent Authority,

.....

Sir,

1. I hereby submit the following statement of an accident which occurred in (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. Brief History of Accident

c. Place where the accident occurred.

d. Manner in which the deceased was/were employed at the time.

e. Cause of the accident.

f. Accident reported at the local police station (Copy of FIR if any)(Y/N)

g. Any Other Relevant Information

3. I am responsible for payment of compensation.

4. Details of employee .....

a. Name of the employee .....

b. Age of the employee .....

c. Wages of the employee .....

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

.....

(Signature and designation of person making the statement) Name:

Mobile: Address:

FORM XVIII

[See rule 29(1)]

Memorandum of Agreement

It is hereby submitted that on the ..... day of ..... 20. personal injury was caused to 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 workman of the following nature, namely:-

The said employee's monthly wages are estimated at Rs The employee is of the age of ..... years/ will reach the age of 16 years on .....

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

Rs. ..... on ..... Rs. ..... on .....

Rs. ..... on ..... Rs. ..... on .....

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 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 Witness

Signature or employee

Note- Application to register an agreement can be presented under signature of one party: provided that the other party has agreed to the terms. But both signatures should be appended, 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 an employee is under legal disability, etc.

FORM XIX

[See rule 29(1)]

Memorandum of Agreement

It is hereby submitted that on the .....day of ..... 20 personal injury 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 said Act on account of an alteration in the earnings of the said employee during disablement. It is further stipulated that all rights of commutation under Section 80 of the said Code are unaffected by this agreement it is therefore requested that this memorandum be duly recorded.

Dated ..... 20.... . 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 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 .....20 .

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 XX

[See rule 29(1)]

Memorandum of Agreement

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

The said employee's monthly wages are estimated at Rs The employee is of the age ..... years/ will reach the age of 16 years on ..... . The said employee has, prior to the date of the agreement, received the following payments, namely: --

Rs. ..... on ..... Rs. ..... on .....

Rs..... on .....Rs. .....on .....

Rs. .....on ..... Rs ..... on .....

It is further submitted that the employer of the said employee has agreed to pay, and dependent (s) of the said employee has agreed to accept, the sum of Rs in full

settlement of all and every claim under the Code on Social Security, 2020 in receipt of death stated above. It is therefore requested that this memorandum be duly recorded.

Dated .....20..... .

Witness Signature of employer

Witness Signature or dependant(s)

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

Receipt (to be filled in when the money has actually been paid) In accordance with the above agreement, I have this day received the sum of Rs.....

Dated ..... 20.... .

Dependant(s)

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

Witness

FORM XXI

[See rule 29(2)]

To

(Name and Address of the employer/applicant)

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 of Social Security, 2020 notice is hereby given that said agreement will be taken into consideration on ..... 20 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 XXII

[See rule 29(5)]

Register of Agreement for year 20.....

No.	Date of agreement	Date of registration	Employer	Employee	Reference to orders rectifying the register	Initial of Competent Authority

FORM XXIII

[(See rule 39(1)]

Register of Notice of Claim for Maternity Benefit and Payment Thereof

Name of establishment

1. Serial Number.

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	Remark

6. Date on which the woman gives notice under section 62.

7. Date of discharge/dismissal, if any.

8. Date of production of proof of pregnancy under section 62.

9. Date of birth of child.

10. Date of production of proof of delivery/miscarriage/Medical Termination of pregnancy/ tubectomy operation/death / adoption of child.

11. Date of production of proof of illness referred to in section 65.

12. Date with the amount of maternity benefit paid in advance of expected delivery.

13. Date with the amount of subsequent payment of maternity benefit.

14. Date with the amount of bonus, if paid, under section 64.

15. Date with the amount of wages paid on account of leave under section 65(1) & 65(3).

16. Date with the amount of wages paid on account of leave under section 65(2) and period of leave granted.

17. Name of the person nominated by the woman under section 62.

18. If the woman dies, the date of her death, the name of the person to whom maternity benefits and/or other amount was paid, the amount 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 XXIV
UNIFIED ANNUAL RETURN
[(See rule 39(3),(4) and (5)]

ANNUAL RETURN (For Calander year 1st Jan to 31 Dec,...)

Single Annual Integrated Return to be filed On-line on or before 28th February of the next year under the Occupational Safety, Health and Working Conditions Code, 2020, the Code on Industrial Relations, 2020,the Code on Social Security , 2020,and the Code on Wages, 2019 and the rules made there under.			
Instructions to fill up the Annual Return (1) This return is to be filled-up and furnished on or before 28thFebruary /29th Febuary every year. (2) The return has two parts i.e. Part-I to be filled up by all establishments. (3) Part-II to be filled-up by the establishments which occupies contractor or manpower supplier who have engaged more than 50 workers.			
Applicable to All Establishments - Part-I			
A. General Information:			
Sl. No.			Instructions for filling the column
1.	Establishment registration Number		
2.	Period of the Return	From - To-	Period should be calendar year
3.	Name of the Establishment		
4.	Email ID (employer)		
5.	Telephone No. (employer)		
6.	Mobile number (employer)		
7.	Premise name		
8.	Sub-locality		
9.	District		
10.	State		
11.	Pin code		
12.	Type of establishment	A. Factory [2w(i)/2w(ii)/81] B. Motor transport C. Building or Other Construction Work D. other	
13.	Hazardous	Yes/No	
14.	NIC Code		
15.	Nature of activity		
16.	Ownership details	Public sector/Private sector/Joint sector/Co-operativesector/Proprietorship/partnership/government department/local authority/L.L.P	
17.	Is the establishment seasonal?	Yes/No	

18.	No. of days worked in the year		

B(a).	Hours of Work in a day	
B(b).	Number of Shifts Number of hours in a shift	

C. Details of Manpower Deployed

Details	Directly employed				Employed through Contractor				Grand Total
Skill Category	Highly Skilled	Skilled	Semi-Skilled	Un-Skilled	Highly Skilled	Skilled	Semi-Skilled	Un-Skilled	
(i) Maximum No. of employees employed in the establishment in any day during the year	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	
(ii) Average No. of employees employed in the establishment during the year	No. to be indicated	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	
(iii) Maximum number of Migrant Worker during the year (Section 59 of OSH Code)	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	
(iv) Number of fixed term employee engaged	M/F/T	M/F/T	M/F/T	M/F/T					
(v) No. of Adolescent working who are certified by medical officer	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	M/F/T	
D. Total No. of Manhours of Overtime	M/F/T		M/F/T	M/F/T	M/F/T		M/F/T	M/F/T	M/F/T

E. Details of contractors engaged in the Establishment:

Sl. No.	Name of the Contractor	No. of Contract Labour Engaged

F. Details of various Health and Welfare Amenities provided.			
Sl. No.	Nature of various welfare amenities provided	Statutory (specify the statute)	Instructions for filling
1.	Whether facility of Canteen provided (as per section24(v) of OSH Code, 2020)	Tick yes or no in the box and not applicable	Applicable to all establishments wherein hundred or more worker including contractlabour were ordinarily employed
2.	Crèches (as per section 67of Code on Social Security Code, 2020 and Section 24 of the OSH Code 2020)	Tick yes or no in the box and not applicable	Applicable to all establishments where fifty or more workers are employed
2a	If 2 above is not given than whether Crèches allowance under Rule.. of Social Security Code given.	Tick yes or no in the box and not applicable	Reference rule.. on Social Security
3.	Ambulance Room (as per section 24(2)(i) of OSH Code, 2020)	Tick yes or no in the box and not applicable	Applicable to mine, building and other construction work wherein more than five hundred workers are ordinarily employed
4.	Safety Committee (as per Section 22(1) of OSH Code, 2020.	Tick yes or no in the box and not applicable	Applicable to establishments and factories employing 500 workers or more, factory carrying on hazardous process and BOCW employing 250workers or more, and mines employing 100 or more workers.
5.	Safety Officer (as per Section 22(2) of OSH Code, 2020)	No. of safety officers appointed	In case of Factories 500 or more workers and in case of
			Hazardous factories or BOCW 250 or more workers are ordinarily employed.
6.	Qualified Medical Practitioner (as per Section12 (2) of OSH Code 2020)	No. of Qualified Medical Practitioner appointed.	There is no specification for minimum number of Qualified

			Medical Practitioner employed in establishment. However, this detail is required to have data on occupational health.
7.	Whether facility of rest rooms, shelters and lunch rooms is provided as per Section 24(2)(iii) of OSH Code,2020	Tick Yes/NO in the box and not applicable	Applicable to concerned establishments as per the section 24(2)(iii) of the code
8.	Welfare officer appointed (as per section 24(2)(iv) of the code	Tick yes /No and No. of officers	Applicable to concerned establishments as per the section 24(2)(iv) of the code

G. Establishments carrying on processes or operation declared hazardous as First schedule or Dangerous as per section 82 of OSH code, furnish the following information

Name of the dangerous process or operation carried on	Average number of persons employed daily in each of the process or operation given	Number of persons	
		Medically examine	Declared Unfit
		M/F/T	M/F/T

H. Leave with wages

Particular of regular, contract, migrant and fixed term employees /workers	Total Number of workers	Number of workers entitles for leave with wages	Number of workers granted leave	Number of workers dismissed/died/discharged/left the service	Number of workers in respect of whom wages in lieu of leave were paid
Adult (M/F/T)					
Adolescent(M/F/T)					

I. The Industrial Relations:					Instructions for filling
1.	Is the Works Committee has been functioning. (Section 3 of IR Code, 2020)			Yes/No and not applicable	Industrial establishment in which 100 or more workers are employed
(a)	Date of its constitution.				
2.	Whether the Safety Redressal Committee constituted (Section 4 of IR Code, 2020)			Yes/No and not applicable	Industrial establishment employing 20 or more workers
3.	Number of registered Unions in the establishments.				
4.	Whether any negotiation union exist(Section14 of IR Code,2020)			Yes/No	
5.	Whether any negotiating council is constituted (Section 14 of IR Code, 2020)			Yes/No	
6.	Number of workers discharged/dismissed, retrenched or whose services were terminated during the year.				
	Dismissed	Retrenched	Discharged /Terminated or Removed	Grand Total	
7.	Man-days lost during the year on account of				
Sl. No.	Reasons	Period /Date	No. of man- days lost		
A	Strike				
B	Lock out				
8.	Details of retrenchment / lay off				
Sl. No.	No. of persons retrenched during the period	Detail of payment paid to retrenched employees	No. of workers laid off during the period	No. of man-days lost due to lay-off	Applies on industrial establishment employing 300 or more workers
J. Details pertaining to maternity benefit:					

No. of female employees	No. of female employees availed maternity leave	No. of female employees paid medical bonus	No. of deduction of wages, if any made from female employees	

K. Details of payment of bonus:

Sl. No.	No. of employees covered under the Bonus provision	Total amount of bonus actually paid	Date on which the Bonus paid

L. Details of accidents, dangerous occurrence and notifiable diseases:

Sl. No.	Total number of accidents by which a person injured is prevented from working for a period of 48 hours or more as per Section 10 of the OSH Code, 2020.	Total number of fatal accidents and names of the deceased as per Section 10 of the OSH Code, 2020.	Total number of Dangerous Occurrences as defined under Section 11 of the OSH Code,2020	Total number of cases of Notifiable Diseases specified in Third Schedule of the OSH Code, 2020 along with the details of affected persons

M. Mandays and Production Lost due to accidents / dangerous occurrence

Sl. No.	Accident/Dangerous Occurrence	Man days lost	Production Lost

Certified that the tables are duly filled in and information and figures given in all the tables are correct to
the best of my knowledge.

Date: Signature of employer/occupier/Owner
Place:

FORM XXV

[(see rule 39(6)]

Display of notice at work place for the Month of.....Year....

(i) Number of days for which work performed in the month of.....:

(ii) Number of hours of work performed by the employees:

(iii) Total number of employees in the month of.....

a. Regular:

b.Contractual:

c.Fixed term :

(iv) Employees recruited during the month:

(v) Category details of the employees:

a.Unskilled

b.Semi Skilled

c.Skilled

d. Highly Skillled

(vi) Vacancies for which suitable candidates were not available during the specified period.

FORM XXVI

(see rule 39(6)

DISPLAY OF NOTICE OF DANGEROUS OCCURRENCES, ACCIDENTS, INJURIES

1.Name and address of the Establishment:

2.Name of the Employer:

3. Name of Contractor (if any):

Sl No.	Date & time of accident	Date of information to Authorities about accident	Name of employee injured/ deceased	Nature of injury permanent / temporary	Amount of compensation and monthly wages Lump sum / half monthly	Date of disposal & mode of payment: By cheque /Demand Draft/Bank transfer	Remarks

FORM XXVII

Part I

[See rule 40 (1)]

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:

To,

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

This is to inform you that your establishment M/s.....
was inspected by Inspector-cum-Facilitator on Dt: .....at.....

On the basis of records and documents produced before me, the undersigned has reasons to believe that you, being the employer of the establishmentM/s. (Registration No...), have committed offence for the violation of provision of the Code on Social Security 2020 or the Schemes or the Rules or the Regulations framed there under as per the details given below:

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	

PART-II

In view of the above, and as per provisions of sub-section (1) of Section 138 read with Sub-Rule (1) of Rule 40 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. The compounding amount mentioned in Column 6 of Part 1 of this notice can be deposited in the account mentioned in column 7 of Part 1 of this notice through treasury challan or electronically on the designated web portal of the Government of Punjab as the case may be. 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)

Form XXVIII

[See rule-40(2)]

APPLICATION UNDER SUB-SECTION (4) OF SECTION 138 FOR COMPOUNDING OF OFFENCE

To,

Compounding Officer,

.....

.....

Kindly refer to your notice no. ..... dated I/we hereby applying for composition of Offence. I have deposited Rs...../- as the amount of Composition by depositing through Treasury Challan in the account as per column 7 of Part I of the notice No..... Dated: or electronically on the designated web portal of the Government of Punjab.

Kindly accept my application and close the proceeding under the Code.

Dated:

Enclosure: The Treasury Challan/Payment receipt of electronic Payment.

(Signature)

Name of the Applicant

(1) Name of the establishment:.....

(2) Address of Establishment :.....

Form XXIX

Composition Certificate

[See rule 40 (3)]

Ref:

Notice No.....

Date:

This is to certify that the offence under section.....of the Code and Rule..... in respect of which Notice No. Dated: was issued to Sh..... (Applicant), the employer of M/s..... ..... (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:

FORM XXX

[See rule 41(6)]

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

1	Particulars of the employer: Name: Address with pin code: Telephone No. : Mobile No.: Email address : Name & Type of Establishment (Central Government, State Government, PSU, Autonomous, Private, etc) Registration No of establishment under Code: Economic activity details:		
2.	Particulars of the indenting Officer: Name: Designation: Telephone No. : Mobile No.: Email address :		
3.	Particulars of vacancy(ies): (a) Designation/nomenclature of the vacancy(ies) to be filled (b) Description of duties of the post (job role/functional role)		
	(c)Qualifications/Skills required(educational, technical, experience)	Essential	Desirable/ Preferable
	(i) Educational Qualifications (ii) Technical Qualifications (iii) Skills (iv) Experience		
	(d) Age Limits, if any (Age as on last date of application)		
	(e) Preferences (such as Ex-servicemen, persons with disabilities, women, etc) if any		

	(f) duration of employment (i) 3-6 months	Number of posts
	(ii) 6-12 months (iii) 12 months and more	
4.	Whether there is any obligation for arrangement for giving reservation/ preference to any category of persons such as Scheduled Caste(SC), Scheduled Tribe(ST), Economically Weaker Sections(EWS), Other Backward Classes(OBC), Ex-serviceman and persons with disabilities (pwd) , etc, in filling up the vacancies: Yes/No (if yes, give the number of vacancies to be filled by such categories of persons as detailed below)	

5.	Category	Number of vacancies to be filled	
	Scheduled Caste Scheduled Tribe OBC EWS Ex-Serviceman Persons with disabilities (pwd) Women Others(specify)	Total	*By Priority candidates*(Applicable for Central Government vacancies)
6.	Pay and Allowances: For Government vacancies: Mention pay level/pay scale of the post with basic pay/pay per month with other details if any For others: Mention minimum total emoluments per month with other details, if any.		
7.	Place of work (Name of the town/village		
8.	Mode of Application(email, online, in writing, etc) and Last date for receipt of applications.		
9.	Particulars of officer to whom the applications be sent/candidates should approach (Mention Name, designation, email id, address , telephone No., website address in case of online)		
10.	Mode of Recruitment {Through Career Centre, Placement Agency , self- management, any other mode(specify) }		
11.	Would like to prefer submission of list of eligible candidates registered with Career Centre	Yes/No	

12.	Any other relevant information	
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 Authorized Signatory of Career Centre with seal & date

NOTE:

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

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

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

FORM XXXI

[See rule 41(10)]

Form EIR (Employment Information Return)

Yearly Return to be submitted to the Career Centre (Regional) for the Year ended.....

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

Name & Address of the Employer	
Whether – Head Office	
Branch Office Type of Establishment (Public /Private Sector)	
Nature of business/Principal activity	
Establishment Registration No. under the Code	

1. (a) EMPLOYMENT

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

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

EIR Continued

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

Occurred	Reported		Filled	Source (Career Centre/ NCS Portal/ Govt. Recruiting Agencies/ Private Placement Organisations/others)
	Career Centre (Regional)	Career Centre (Central)		

1	2	3	4	5

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

3. MANPOWER SHORTAGES:

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

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

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

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

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

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

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

To The Career Centre, ...

Note:-

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

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

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

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