GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Labour, Factories, Boilers and Insurance Medical Services Department – Implementation of Labour Codes – Code on Social Security, 2020 (Central Act No.36 of 2020) - The Code on Social Security (Andhra Pradesh) Rules, 2026 – Final Notification - Issued – Reg.

LABOUR, FACTORIES, BOILERS AND INSURANCE MEDICAL SERVICES (Lab.II) DEPARTMENT

G.O.Rt.No. 126 Dated:07.07.2026

Read the following:

1. Code on Social Security, 2020 (Central Act No.36 of 2020) notified by the Ministry of Labour & Employment, GOI, New Delhi in Gazette No. 61, Dt. 29.09.2020.
2. Draft Code on Social Security (Andhra Pradesh) Rules, 2022 vide G.O.Rt.No.251, Dt.14-07-2022**.**
3. Code on Social Security 21-11-2025 Appointed Day notified by Central Government vide S.O. 5319(E) Dt.21-11-2025
4. Draft Code on Social Security (Central) Rules, 2025 Dt.30-12-2025 vide Notification No.GSR 935(E) Dt.30-12-2025
5. G.O.Rt.No.43, LFB&IMS (Lab.II) Department, Dt.23.02.2026.
6. From the Commissioner of Labour, A.P, Vijayawada, E.File No.3073778.

ORDER:

The following notification will be published in the Extraordinary issue of the Andhra Pradesh Gazette, dated:07.07.2026.

FINAL NOTIFICATION

Whereas, the draft of the Code on Social Security (Andhra Pradesh) Rules, 2026, as required under sub-section (1) of Section 158, the Code on Social Security, 2020 (Central Act No.36 of 2020), were published in the Andhra Pradesh Gazette No.(630), dt.17.03.2026 inviting objections and suggestions from all persons likely to be affected thereby within a period of forty-five days from the date on which copies of the Gazette containing the said notification were made available to the public;

And whereas, the said draft preliminary notification were made available to the public on the 17th March, 2026;

And whereas, objections and suggestions received from persons and stakeholders have been duly considered by the State Government.

Now, therefore, In exercise of the powers conferred by sections 154 and 156 of the Code on Social Security, 202O (Central Act No.36 of 2O2O) and in supersession of the previous Rules made by the State Government viz., (1) Employees Compensation Act, 1923, (2) The Maternity Benefit Act, 1961 (3) Payment of Gratuity Act, 1972 and (4) Unorganised Social Security Act, 2008, except as respects things done or omitted to be done before such supersession, the State Government hereby makes the following rules, namely,-

CHAPTER-I

PRELIMINARY

1. Short title, extent and commencement.–(1) These rules may be called the Code on Social Security (Andhra Pradesh) Rules, 2026.

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

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

(a) "appeal" means an appeal preferred under sub-section (1) of section 99 or sub-section (1) of section 105, as the case may be;

(b) "Appellate authority" means in State sphere, an officer, senior in rank to the Assessing Officer for the purposes of section 105, appointed by the State Government, as the case may be;

(c) "Assessing Officer" means a gazetted officer of a State Government or an officer of a local authority holding an equivalent post to a gazetted officer of the State Government appointed by such State Government for assessment of cess under Chapter VIII of the Code;

(d) "Authorised Officer for Employees' Compensation" means any officer whom the State Government may designate either generally or in respect of any area or class of areas, for the purpose of performing the functions assigned by these rules to the Authorised Officers;

(e) "authority" means the State Government or the authority specified by the State Government for the purpose of sub-section (3) of section 72;

(f) "Board" means the Andhra Pradesh Unorganised Workers Social Security Board referred to in sub section (9) of section 6, or the Andhra Pradesh Building and Other Construction Workers Welfare Board referred to in Section 7, as the case may be

(g) "career centre (regional)", means the career centre as notified by the State Government

(i) over the area in which the establishments concerned are situated;or

(ii) over specified classes or categories of establishments concerned or vacancies;

(h) "cess collector" means an officer appointed by the State Government for collection of cess under the Code;

(i) "chairperson" means the chairperson of the State Unorganised Workers' Social Security Board or the Andhra Pradesh Building and Other Construction Workers Welfare Board

(j) "chartered engineer" means a person having an engineering degree and the corporate membership of the Institute of Engineers India;

(k) "code" means the Code on Social Security, 2020(36 of 2020);

(l) “Commissioner of Labour” means the head of the Labour Department and includes varied designations such as “Special Commissioner of Labour” based on the incumbent Officer;

(m) “competent authority” means an authority appointed under section 91 of the Code for the purpose of Chapter VII of the Code by the State Government;

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

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

(p) “form” means a form appended to these rules;

(q) “fund” means the Andhra Pradesh Building and Other Construction Workers Welfare Fund referred to in Section 108 or the Social Security Fund referred to in section 141, as the case may be;

(r) “Inspector-cum-Facilitator” means a person appointed by the State Government, by notification under of section 122;

(s) “nomination" means nomination made under section 55;

(t) “register of women employees” means a register of women employees maintained under rule 28(1)(iv) in Form XX;

(u) “Schedule” means the Schedule annexed to the Code;

(v) “section” means a section of the Code;

(w) “specified” means specified by an order of State Government or any officer so authorised by the Government;

(x) “State” or “State Government” shall mean the State of Andhra Pradesh and the Government of Andhra Pradesh, as the case may be;

(y) “transferring authority” means any authority in any country which transfers or causes to be transferred any lump sum awarded under the law relating to employee’s compensation in such country and applicable for the benefit of any person residing or about to reside in India;

and

(z) “year” means the financial year, beginning from the 1st day of April and ending with the 31st day of March of the year following.

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

3. Registration of establishments and cancellation thereof.–(1)(a) Every employer seeking registration for an establishment not already registered shall apply electronically in the Form-I of the Occupational Safety, Health and Working Conditions (Andhra Pradesh) Rules,

2026, on the Designated Portal of the State Labour Department Portal by giving details about the establishment, and uploading documents related to registration of the establishment including proof of Identity and address of the employers as specified in the Form.

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

(b) The Form shall be signed digitally or in any other manner as may be required on the portal.

(c) The applicant shall be responsible for veracity of all information submitted in the application.

(d) The Permanent Account Number (PAN) of the establishment allotted under Income Tax Act, 1961 (43 of 1961) or any other unique number allotted to the establishment under any other law for the time being in force or any other particular furnished in the form, may be verified online.

(e) The certificate of registration shall be issued electronically immediately if the application is complete in all respects but not later than seven days from the date of submission of complete application, failing which such establishment shall be deemed to have been registered and the certificate of registration shall be auto-generated:

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

(2) The Authorised Officer under the Code shall direct the employer who fails to comply with the requirements of sub-rule(1),to do so within the time stated therein and such employer shall, thereupon comply with the instruction issued by the officer in this behalf.

(3) The employer in respect of an establishment already registered under any other State Labour Acts and under State Rules under Central Labour Acts for the time being in force shall, update the particulars of employers or establishment on the Designated State Labour Department Web Portal, within such period as the State Government may specify by notification.

(4) Any registration made or deemed to have been made under this rule shall expire, after twenty-four months from the date of registration, if no compliance is reported using that registration number on the portal:

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

(5) Any registration obtained by providing wrong information shall be liable for cancellation after the establishment has been given an opportunity of showing cause within a period of thirty days from the date on which the notice is served on the concerned employer, electronically or otherwise, as to why the certificate of registration

should not be cancelled.

(6) The employer shall quote the registration number on all documents prepared or submitted by him in connection with the Code or the schemes or the rules or the regulations, as the case may be, and in all correspondence with the offices concerned.

(7) Any change in the particulars furnished in the Form submitted on the specified portal, shall be updated by the employer within thirty days of such change.

(8) The employer of an establishment to which the provisions of the Code apply and whose business activities are in the process of closure, may apply for cancellation of registration in the specified form online on the Designated State Labour Department Web Portal after giving complete details and the status of the contribution and other dues payable under the Code.

(9) The application for cancellation of registration shall be allowed after the particulars in the application are verified in the manner as may be specified by the State Government:

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

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

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

CHAPTER-II

A. THE ANDHRA PRADESH UNORGANISED WORKERS SOCIAL SECURITY BOARD

4. Andhra Pradesh Unorganised Workers Social Security Board.–

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

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

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

(c) The State Government shall nominate seven persons each under

sub-clause (i) and (ii) of clause (d) of sub-section (10) of section 6 from amongst the Unorganised Workers and the employers of unorganised workers respectively.

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

(e) The State Government shall seek nomination of two members representing the Legislative Assembly from the Speaker of the Legislative Assembly.

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

(g) A member nominated under sub-clauses(i),(ii) and (iii) of clause(d) of sub-section (2) of section 10, shall cease to be a member of the Andhra Pradesh Unorganised Workers Social Security Board, if he ceases to represent the category of interest from which he was so nominated:

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

(h) 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 Andhra Pradesh Unorganised Workers Social Security Board, if he ceases to be a member of the Andhra Pradesh Legislative Assembly by which he was so elected.

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

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

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

5. (a) A member of the Andhra Pradesh Unorganised Workers Social Security Board, not being an ex-officio member, may resign by a letter in writing addressed to the State Government.

(b) The seat of such a member shall fall vacant from the date on which his resignation is accepted or on the expiry of thirty days from the date of receipt of intimation of resignation, whichever is earlier.

(c) The power to accept the resignation of such a member shall vest with the State Government;

6. If such a member changes his address, he shall notify his new address to the Member-Secretary of the Board who shall there upon

enter his new address in the official records:

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

7. When a vacancy occurs or is likely to occur in the membership of the Andhra Pradesh Unorganised Workers Social Security Board, Member- Secretary of the Board shall submit a report to the State Government and on receipt of such report, the State Government may, by notification, nominate a person to fill the vacancy in the manner specified under sub rules

(1) and (2) of rule 4, and the person so nominated shall hold office for the remainder of the term of office of the member in whose place he is nominated.

8. (a) During the pendency of the proceeding, if any, under clauses (b) and (c) of sub-section(2) of section 8, for removal of a member of the Andhra Pradesh Unorganised Workers Social Security Board, such member shall abstain from the meetings of the Board;

(b) the decision of the State Government, on the debarment, dis-qualification and removal of any member under section 8, shall be final.

B. ANDHRA PRADESH BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD

9. Schemes for building workers. –The State Building Workers' Welfare Board shall formulate the following schemes for the building workers as may be specified by the State Government to–

i. pay such amount in connection with premium for Group Insurance Scheme of the beneficiaries;

ii. frame educational schemes for the benefit of children of the beneficiaries; and

iii.meet such medical expenses for treatment of major ailments of a beneficiary or, such dependant.

10. Other welfare measures and facilities. – If, in the opinion of the Central Government, it is necessary, for the improvement of well-being of the building workers, to formulate a new welfare scheme or schemes in a State, the Central Government may formulate such scheme as determined by that Government from time to time.

C. GENERAL

11. Meetings, notice of meetings, list of business and quorum.–

(1) (a) The Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any Committee thereof shall, subject to sub-rule (2), meet at such place and time as may be decided by its Chairperson.

(b) The Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare

Board shall meet at least thrice in a year

(c) The Chairperson of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof may whenever he thinks fit, and shall within fifteen days of the receipt of a requisition in writing from not less than one half of the members of the body concerned call for a special meeting thereof and a requisition so made shall specify the object of the meeting proposed to be called.

(2) (a) A notice of not less than fifteen days from the date of issue, containing the date, time and place of every ordinary meeting of The Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof, together with a list of business proposed to be transacted and approved by the Chairperson concerned shall be sent to every member of The Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any Committee thereof, as the case may be, through e-mail or registered post or by special messenger, and a brief note on each item of the agenda shall be sent along with the agenda as soon thereafter as possible.

(b) When the Chairperson concerned calls an emergency meeting of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof, as the case may be, for considering any matter which in his opinion is urgent, a notice giving such reasonable time as he may consider necessary shall be deemed sufficient and shall be sent to every member of The Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any Committee thereof, as the case may be, through e-mail or registered post or by special messenger.

(c) No business other than for which the meeting of The Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any Committee thereof has been convened shall be considered at the meeting except with the permission of the Chairperson of the meeting.

(3) The Chairperson or in his absence the Vice-Chairperson of The Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board, as the case may be, shall preside over the meeting and in the event of absence of both the Chairperson and the Vice-Chairperson, the meeting shall be presided over by such member as may be nominated by the Chairperson.

(4) No business shall be transacted at any meeting of The Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof unless a quorum of –

a.Ten members in case of The Andhra Pradesh Unorganised Workers Social Security Board and

b. four members in case of the Andhra Pradesh Building and Other Construction Workers' Welfare Board is present:

Provided that if at any meeting, no sufficient number of members, are present to form quorum, the Chairperson of the meeting shall adjourn the meeting for an hour and it shall there upon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members attending.

(5) (a) If a member is unable to attend any meeting of the Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof, as the case may be, he may, by a written instrument, signed by him, addressed to the Chairperson of the concerned body and explaining the reasons for his inability to attend the meeting, appoint any representative of the organisation, which he represents on the Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof, as his substitute for attending that meeting of the Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof in his place:

Provided that no such appointment shall be valid unless—

i. such appointment has been approved by the Chairperson of the body concerned; and

ii. the instrument making such appointment has been received by the Chairperson of the body concerned before the date fixed for the meeting.

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

(c) A member appointing a substitute for attending any meeting of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof under clause (a), shall, notwithstanding anything contained in this sub-rule, continue to be liable for the misappropriation or misapplication of the fund by the substitute and shall also be liable for any act of misfeasance or nonfeasance committed in relation to the fund by the substitute appointed by him.

(6) Every question considered at a meeting of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any Committee thereof shall be decided by a majority of the votes of the trustees or members of the body concerned present and voting and in the event of an equality of votes the Chairperson shall exercise an additional casting vote:

Provided that the Chairperson may, if he thinks fit, direct that any question shall be decided by the circulation of necessary papers to the members of the Andhra Pradesh Unorganised Workers Social Security

Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof and by securing their opinions in writing; and any such question shall be decided in accordance with the opinion of the majority of the members received within the time-limit allowed and if the opinions are equally divided, the opinion of the Chairperson shall prevail:

Provided further that any trustee or member of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof may request that the question referred to the trustees or members of the concerned body, as the case may be, for written opinion be considered at a meeting of The Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof and thereupon the Chairperson may, and if the request is made by not less than three trustees or members of the concerned body, shall direct that it be so considered.

(7) (a) The minutes of each meeting showing inter-alia the names of the members present there, shall be forwarded to each member of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board, The minutes shall be forwarded to each member or any committee thereof, as the case may be, and to the State Government, as soon as possible and in any case not later than four weeks after the meeting.

(b) The records of the minutes of each meeting of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board shall be signed by the Commissioner of Labour or the Chief Executive Officer of the Board, by whatever designation he is serving, with the approval of the Chairperson.

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

(d) The minutes of a meeting of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof shall be kept in separate Books (hereinafter referred to as minute-books) and shall be signed by the Chairperson of the meeting at which the proceedings are confirmed.

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

(f) The minute-books shall be kept open at the principal office of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board during office hours on working days for inspection free of charge by any of the respective member.

(8) (a) Every non-official member of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof,

as the case may be, shall be allowed travelling and daily allowance for attending its meetings at the rates admissible to officers of the State Government as notified by the Commissioner of Labour.

(b) Where such member, is a Member of State Legislature, he shall be paid travelling allowance and daily allowance in accordance with the provisions of respective provisions of the law pertaining to the members of the concerned State Legislature, as the case may be:

Provided that when a Minister is appointed as Chairperson or member of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof and attends a meeting, his travelling and daily allowance shall be governed by the rules applicable to him for journeys performed on official duties and shall be paid by the authority paying his salary.

(c) No daily or travelling allowance, as the case may be, in respect of any day of journey shall be claimed by a trustee or member of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof, if he has drawn or will draw allowance for the same from his employer or as a member of the committee or any legislature or of any committee or conference constituted or convened by Government and no travelling allowance shall be claimed, if he uses a means of transport provided at the expense of Government or his employer.

(d) The daily and travelling allowance shall also be payable to a member in respect of the meetings of any sub-committee set up by the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or by any Committee thereof, attended by him.

(e) For attending a meeting of the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any committee thereof or meetings of a sub-committee set up by the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or any Committee thereof, an official member of the Central Government shall draw his travelling allowance from his department on a scale admissible to him under the State Government rules and the amounts so drawn shall, on a demand being made there for by the State Government, be reimbursed by the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board or Committee thereof to that Government.

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

12. Reconstitution of The Andhra Pradesh Unorganised Workers Social Security Board and the Andhra Pradesh Building and Other Construction Workers' Welfare Board or any of the Committees. –

When the Andhra Pradesh Unorganised Workers Social Security Board and the Andhra Pradesh Building and Other Construction Workers' Welfare Board has been superseded under the provisions of section 11, the State Government, as the case maybe, shall —

(a) appoint or cause to be appointed or elected new members to the Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board in accordance with section 6 or section 7, as the case may be; and

(b) in its discretion, make such arrangement for such period as it may think fit, to exercise the powers and perform the functions of The Andhra Pradesh Unorganised Workers Social Security Board and The Andhra Pradesh Building and Other Construction Workers' Welfare Board.

CHAPTER-III

EMPLOYEES STATE INSURANCE CORPORATION

13. Employees State Insurance Society. – (1) The State Government may establish such organisation as an Employees State Insurance Society (hereinafter refer to as the Society), which shall serve as a managerial and health care body, in terms of sub-section (5) of section 40.

(2) The Society shall consist of the Governing Body, the Executive Committee, the Chief Executive Officer and the Secretariat.

(3) The Society shall be registered under the State specific Societies Registration Act and the State specific Public Trust Act.

(4) The Governing Body of the Society shall consist of the following members, namely: -

i. Chief Secretary of the State as Chairperson;

ii. Additional Chief Secretary or Principal Secretary or Secretary (Labour or Health)

whosoever is overseeing the Employees' State Insurance Services in the State as Vice-Chairperson;

iii. Additional Chief Secretary or Principal Secretary or Secretary (Health or Labour) other than appointed under clause (ii) as member;

iv. Additional Chief Secretary or Principal Secretary or Secretary (Finance) as member;

v. Director, Employees' State Insurance Services of the State as Chief Executive Officer-cum-Member Secretary;

vi. Corporation's Nominee as member;

vii. three Employers Representative nominated by the Corporation as member;

viii. three Employees representatives nominated by the Corporation as member;

ix. Regional Director, Employees State Insurance Corporation as member;

x. State Medical Officer, Employees State Insurance Corporation or any other Medical Officer nominated by the Corporation as member.

(5) The management of the affairs of the Society shall be entrusted to the Governing Body and the property of the society shall be vested in the Governing Body and the Society shall be responsible for repair and maintenance of the properties in the possession of the Society and vested in the Governing Body.

(6) The Society shall have an Executive Committee which shall act for and discharge functions on behalf of Governing Body, consisting of the following members, namely: –

(i) Additional Chief Secretary or Principal Secretary or Secretary (Labour or Health)overseeing the Employees' State Insurance Directorate in the State as Chairperson;

(ii) Additional Chief Secretary or Principal Secretary or Secretary (Health or Labour) other than the Chairperson as Vice Chairperson;

(iii) Additional Chief Secretary or Principal Secretary or Secretary (Finance) as member,

(iv) Director-in-Chief of Directorate of Health and Family Welfare of State as member,

(v) Regional Director of Employees' State Insurance Corporation as member;

(vi) State Medical Officer of Employees' State Insurance Corporation or any other Medical Officer nominated by the Corporation as member;

(vii) One Employer Representative as member;

(viii) One Employee Representative as member;

(ix) The Director, State Employees' State Insurance Directorate shall be the Chief Executive Officer-cum-Member Secretary.

(7) One third or at least three, whichever is higher, of the filled in posts of the members of the Governing Body or the Executive Committee, shall form the quorum for their meeting and every matter coming up for decision before a meeting of the Governing Body or the Executive Committee, as the case may be, shall be decided by the majority of persons present and voting at the time of meeting and incase of equality of votes, the Chairperson of the meeting shall have an additional casting vote.

(8) The Governing Body shall hold meeting at least twice a year and the Executive Committee shall hold meeting at least once in every three months.

(9) The Chairperson, or in his absence, the Vice Chairperson of the Governing Body or the Executive Committee, as the case may be, shall preside at the meeting.

(10) The Society shall establish a secretariat which shall be responsible for day-to-day management of the Society's activities.

(11) The Chief Executive Officer may be authorised by the Governing Body to execute such contracts on behalf of the Society as it may deem fit in the conduct of the business of the Society, subject to the State Government norms.

(12) The Society shall submit its budget by 10th December of each year and the accounts of the Society shall be audited annually by the Comptroller and Auditor General of India.

(13) The financial year of the Society shall be from 1st April to 31st March.

(14) The financial statement for the year ending 31st March shall be prepared by 31st May of the year and an annual report along with annual accounts shall be submitted to the Corporation within six months of the closure of financial year.

(15) It shall have a bank account in the name of the Society to be opened in a Nationalised Bank or any scheduled bank authorised for government agency business and the Society shall be entitled to receive grants, donations, contributions, subscription, bequests, fees, loan or contingency in cash or kind, either in Indian or foreign currency, subject to the approval of Governing Body of the Society.

(16) The tenure of non-official members of the Society shall be two years and no non-official member shall be entitled to more than two terms as a member of the Society.

(17) The Society may sue or be sued in the name of Chief Executive Officer of the Society or of such other members as shall, in reference to the matter concerned, be appointed by the Governing Body for the occasion.

(18) The Society shall engage employees on deemed deputation from the State Government or the Public Sector Undertaking or the Central Government or the Corporation and their pensionary liabilities, if any, shall rest with respective appointing authorities.

(19) The Society shall carryout any other activity as may be specified by the Central Government or as may be directed by the Corporation.

(20) The non-official members of the Governing Body, and the Executive Committee, of the Society shall be allowed travelling allowance and daily allowance for attending its meetings at the rates admissible to the officers of the State Government as notified by the Commissioner of Labour.

14. Capitalised value of benefit payable to the employee. –The capitalised value of the permanent disablement benefit and dependents' benefit shall be calculated by multiplying the daily rate of benefit with the multiplication factor based on age of the Insured Person provided in the regulations made under section 157.

15. Terms and conditions for operation of scheme for other beneficiaries. –The terms and conditions for providing benefits under the scheme for other beneficiaries under section 44, such as may be notified, by the Central Government from time to time and user charges shall be as specified by the Corporation from time to time, with the prior approval of the Central Government.

16. Proceedings before the Employees' Insurance Court, etc .– (1) The proceedings before an Employees' Insurance Court shall be commenced on application by the Corporation or the aggrieved person or the employer of an establishment, as the case may be.

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

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

(4) The State Government may transfer any matter pending before any Employees' Insurance Court in the State to any such Court in another State with the consent of the State Government of that State.

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

(6) For the purposes of this Rule

(a) The Andhra Pradesh government, by notification in the Official Gazette, establishes these specialized courts for designated local areas within the State.

(b) Judges appointed to these courts must be having such qualifications as is applicable for Labour Court Judges. And

(c) The State Government can establish one court for multiple areas or multiple courts for one area and can issue orders to distribute work among them.

CHAPTER-IV

GRATUITY

17. Gratuity invested for benefit of minor. – In the case of a nominee, or an heir, who is minor, the competent authority referred to in the third proviso to sub-section (1) of section 53 shall invest the gratuity amount deposited with him by the employer for the benefit of such minor in term deposit with the State Bank of India or any nationalised bank.

Explanation.–For the purposes of this rule," nationalised bank" means a corresponding new bank specified in the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970)or a corresponding new bank specified in the First Schedule of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (40 of 1980).

18. Nomination, fresh nomination and modification.–

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

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

(ii) in the case of an employee who completes one year of service after the date of commencement of these rules, ordinarily within ninety days of the completion of one year of service:

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

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

(3) An employee who has no family at the time of making a nomination shall, within ninety days of acquiring a family submit in the manner specified in sub-rule (1), a fresh nomination, as required under sub-section (4) of section 55, duplicate in Form-I to the employer and there after the provisions of sub-rule (2) shall apply mutatis mutandis as if it was made under sub-rule (1).

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

(5) A nomination or a fresh nomination or a notice of modification of nomination shall be, signed by the employee or, if illiterate, shall bear his thumb impression in the presence of two competent witnesses, who shall also sign a declaration to that effect in the nomination, fresh nomination or notice of modification of nomination, as the case may be, and shall be submitted by the employee electronically or by registered post acknowledgement due to the employer.

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

19. Application for gratuity and appeal etc.,–(1) (a) An employee who is eligible for payment of gratuity under the Code, or any person authorised, in writing, to act on his behalf, shall apply, ordinarily with in a period of thirty days from the date the gratuity became payable, in Form-II to the employer:

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

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

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

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

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

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

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

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

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

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

application, for payment thereof; or

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

Explanation.– For the purpose of determination of gratuity under this rule, it is clarified that–(i) the exclusions from wage, as specified under sub-clauses (a) and (b) of clause (88) of section 2 shall also include any payment payable on an annual basis, that is linked to performance or productivity of an employee or of the establishment in which he is employed and is not part of the remuneration payable under the terms of employment; and(ii) the following shall not form part of the wage -

a. reimbursement of medical expenses;

b. stock option benefit or cash equivalent of stock award;

c. crèche allowance;

d. telephone and internet reimbursement; and

e. value of meal vouchers.

(b) In case payment of gratuity is due to be made in the employer's office, the date fixed for the purpose in the notice in Form-III under sub- clause (i) of clause (a) sub-rule (2) shall be re-fixed by the employer, if a written application in this behalf is made by the payee explaining why it is not possible for him to be present in person on the date specified.

(c) If the claimant for gratuity is a nominee or a legal heir, the employer may ask for such witness(es) or evidence(s) as may be deemed relevant for establishing his identity or maintainability of his claim, as the case may be and in that case, the time limit specified for issuance of notices under clause (a) of sub-rule (2) shall be operative with effect from the date such witness(es) or evidence(s),as the case maybe, called for by the employer is furnished to the employer.

(d) A notice in Form-III shall be served on the applicant either by personal service after taking receipt or by registered post with acknowledgement due or electronically.

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

(3) The gratuity payable under the Code shall be paid through Demand Draft, digital payment mode or by crediting in the bank account of the eligible employee, nominee or legal heir, as the case may be.

(4) (a)If an employer–

(i) refuses to accept a nomination under rule 34 or to entertain an application sought to be filed under sub-rule (1); or

(ii) issues a notice under clause (a) of sub-rule (2) either specifying an amount of gratuity which is considered by the applicant less than what is payable or rejecting eligibility to payment of gratuity; or

(iii) having received an application under sub-rule (1) fails to issue notice as required under sub-rule (2) within the time specified therein, the claimant employee, nominee or legal heir, as the case may be, may, within one hundred eighty days of the occurrence of the cause for the application, apply in Form-IV to the competent authority for issuing a direction under sub-section (5) of section 56 with copy to the opposite party:

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

(b) Application under clause (a) and other documents relevant to such an application shall be presented in person to the competent authority or shall be sent by registered post acknowledgement due or electronically.

(5) (a) On receipt of an application under sub-rule (4) the competent authority shall, by issuing a notice in Form-V, electronically or registered post acknowledgment due or in person call upon the applicant as well as the employer to appear before him on a specified date, time and place, either by himself or through his authorised representative together with all relevant documents and witnesses, if any.

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

(c) A party who is being represented by an authorized representative shall be bound by the acts of the representative.

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

(e) If the employer concerned fails to appear on the specified date of hearing after due service of notice without sufficient cause being shown, the competent authority may proceed to hear and determine the application ex parte; and if the applicant fails to appear on the specified date of hearing without sufficient cause, the competent authority may dismiss the application:

Provided that an order under clause (e) may, on good cause being shown within a period of thirty days of receipt of the said order, be reviewed and the application re-heard after giving not less than fourteen days notice to the opposite party of the date fixed for rehearing of the application.

(6) The sittings of the competent authority shall be held at such times and at such places as he may fix and he shall inform the parties of the same in such manner as he thinks fit.

(7) The competent authority may authorise a clerk of his office to administer oaths for the purpose of giving evidence or producing documents.

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

(9) (a) Subject to the provisions of clause (b), any notice, summons, process or order issued by the competent authority may be served either personally or by registered post acknowledgement due or electronically or in any other manner as provided under the Code of Civil Procedure, 1908 (5 of 1908).

(b) Where there are numerous persons as parties to any proceeding before the competent authority and such persons are members of any trade union or association or are represented by an authorized person, the service of notice on the secretary, or where there is no secretary, on the principal officer of the trade union or association, or on the authorised person shall be deemed to be service on such persons.

(10) (a) The competent authority shall record the particulars of each case under section 56 and at the time of passing orders shall sign and date the particulars so recorded.

(b) The competent authority shall, while passing orders in each case, also record the findings on the merits of the case and file it together with the memoranda of evidence with the order sheet.

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

(11) If a finding is recorded under clause (d) of sub-rule (5) that the applicant is entitled to payment of gratuity under the Code, the competent authority shall issue a notice to the employer concerned in Form-VI electronically or by registered post acknowledgment due or in person specifying the amount payable and directing payment thereof to the applicant under intimation to the competent authority within a period of thirty days from the date of the receipt of the notice by the employer and a copy of the notice shall be endorsed to the applicant employee, nominee or legal heir, as the case may be.

(12) (a) The memorandum of appeal under sub-section (8) of section 56 shall be submitted to the appellate authority specified, by order, by the State Government with a copy thereof to the opposite party and the competent authority either through delivery in person or by registered post acknowledgement due or electronically.

(b) The memorandum of appeal shall contain the facts of the case, the decision of the competent authority, the grounds of appeal and the relief sought.

(c) There shall be appended to the memorandum of appeal a certified copy of the finding of the competent authority and direction for payment of gratuity.

(d) On receipt of the copy of memorandum of appeal, the competent authority shall forward records of the case to the appellate authority.

(e) Within fourteen days of the receipt of the copy of the memorandum of appeal from the appellate authority, the opposite party shall submit his comments of each paragraph of the memorandum with additional pleas, if any, to the appellate authority with a copy to the appellant.

(f) The appellate authority shall record its decision after giving the parties to the appeal a reasonable opportunity of being heard and a copy of the decision made by the appellate authority shall be given to the parties to the appeal by electronically or registered post or in person and a copy thereof shall be sent to the competent authority returning records of the case sent by him.

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

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

(13) Where an employer fails to pay the gratuity due under the Code in accordance with the notice by the competent authority under sub-rule (11) or sub-rule (12), as the case may be, the employee concerned, his nominee or legal heir, as the case may be, to whom the gratuity is payable may apply to the competent authority in duplicate in Form-VII for recovery thereof under section 129.

20. Terms and conditions for management of the trust.–

(1) A Board of Trustees shall be established for the management of the approved Gratuity Fund according to such directions as may be given by the State Government or the Commissioner of Labour, as the case may be, from time to time.

(2) The Board of Trustees shall consist of such equal number of representatives each of the employers and employees as may be specified in the approved Gratuity Fund, as the case may be.

(3) The employer of such exempted establishment shall be the Chairperson of the Board of Trustees and the Chairperson may exercise a casting vote in the event of equality of votes.

However, arm's length principles shall be maintained by the Chairperson in all meetings of the Board of Trustees.

(4) The Board of Trustees shall meet at least once in every three months and shall function in the accordance with the guidelines that may be issued from time to time by the State Government or the Commissioner of Labour, or any officer authorised by him as the case may be.

(5) The terms and conditions, including the tenure of office of the Trustees, the procedure and manner for election or nomination of the representatives of the employees and of employers to the Board of Trustees, disqualification and cessation of trusteeship, re-election or renomination of trustees, the quorum at the meeting of the Board, records to be kept of the transaction of business and all such other matters and conditions for the management of the Trust shall be as provided for in the approved Gratuity Fund, as the case may be.

(6) In case of any dispute or doubt on

a. the interpretation of any provision of this rule, such matter shall be referred to the Government; and

b. any clarifications on the grant of such exemption which do not relate to this rule, shall be referred to the State Government or the Commissioner of Labour, or any officer authorised by him as the case may be;

and the interpretation of the State Government or the Commissioner of Labour, or any officer authorized by him as the case may be., as the case may be, on such dispute or doubt shall be binding for the disposal of such matter so referred.

Explanation:-"Approved Gratuity Fund" shall be as per the provisions of Section 57(2) of the Code

21. Qualifications and experience of competent authority . – The competent authority shall be appointed by the State Government, by notification, from the gazetted officers having experience in labour matters.

CHAPTER-V

MATERNITY BENEFIT

22. Certificate and notice of claim for maternity benefit.– (1)(a) The fact that a woman is pregnant or has been delivered of a child or has undergone miscarriage or medical termination of pregnancy or tubectomy operation or is suffering from illness arising out of pregnancy, delivery, premature birth of a child or miscarriage or medical termination of pregnancy or tubectomy operation shall be proved by the production of a certificate in Form-VIII, from-

(i) a registered medical practitioner; or

(ii) an Accredited Social Health Activist; or

(iii) a qualified Auxiliary Nurse and Midwife.

(b) The fact that a woman has been confined may also be proved by the production of a certificate of birth from the municipality or the gram panchayat, extract from a birth register maintained under the provisions of any law for the time being in force or a certificate signed by an Accredited Social Health Activist or qualified Auxiliary Nurse and Midwife or Gram Pradhan or Village Administrative Officer or Authorised Officer of the Municipality, as the case may be.

(c) The fact that a woman has undergone miscarriage may also be proved by the production of a certificate signed by a qualified Auxiliary Nurse and Midwife.

(d) The fact of death of a woman or a child may be proved by the production of a certificate to that effect in Form-VIII from any of the authorities referred to in clause (a) that is to say from the Gram Pradhan or the Village Administrative Officer or Authorised Officer of the Municipality, as the case may be, or by the production of a certifiedextract from a death register maintained under the provisions of any law for the time being in force.

(2)(a) A woman employed in an establishment and entitled to maternity benefit shall give notice to her employer in Form-IX and the employer shall make payment of the maternity benefit and any other amount due under the Code to the woman concerned, or, in case of her death before receiving such maternity benefit or amount, or where the employer is liable for maternity benefit under the second proviso to sub-section (3) of section 60, to the person nominated by the woman in her notice in Form-IX and in case there is no such nominee to her legal representative:

Provided that an application in plain paper or electronically with relevant particulars may be accepted by an employer at his discretion instead of Form-IX:

Provided further that no claim shall be invalid merely because the claimant failed to present her application in specified form.

(b) In case of doubt, the maternity benefit or other amount due to a woman employed in an establishment shall be deposited by the employer, within two months of the date of death of the woman concerned with the competent authority, who shall, after making necessary enquiries as it may think fit, pay it to the person who, in his opinion, is entitled to receive it.

(c) Whenever the payment referred to in clause (a) is made, a receipt shall be obtained by the employer in Form-IX from the person to whom the payment is made and in cases falling under clause (b), a receipt shall be given to the employer by the competent authority.

(d) The medical bonus shall be paid along with the second installment of the maternity benefit.

(e) The maternity benefit or any other amount payable under section 63 shall be paid within two months of the date of death of the woman entitled to receive such benefit or amount.

(f) The wages payable under section 65 shall be paid to the woman entitled to receive such wages within forty-eight hours of production of

the certificate in Form-X by her.

23. Duration of nursing breaks. –(1) Each of the two breaks mentioned in section 66 shall be of 15 minutes duration however, an extra sufficient period, depending upon the distance to be covered, shall be allowed for the purpose of journey to and from the creche or the place where the children are left by women while on duty, provided that such extra period shall be up to 15 minutes.

(2) If any dispute arises regarding such extra period, the matter shall be referred to the competent authority for decision.

24.Employees and crèche facility.–(1)In every establishment where fifty or more employees are ordinarily employed, there shall be provided and maintained a creche for the use of children under the age of six years of such employees.

(2) The crèche shall provide adequate accommodation with lighting, ventilation and shall be maintained in a clean and sanitary condition and the criteria for setting up of a crèche shall be as under, namely: –

(i) a crèche shall be located within one kilometer of the establishment to which Chapter VI of the Code applies and shall be conveniently accessible to the employees whose children are accommodated there in:

Provided that the location of one kilo metre radius shall be relaxed by the competent authority in case of the establishments located within the industrial parks or industrial area, notified by the State Government or any Local Authority of the State Government, as the case may be, where a common crèche facility is provided within such industrial parks or industrial area and easily accessible to the employees;

ii. crèche shall be maintained in safe and rain proof building;

iii. (a) accommodation in the creche shall be on a scale of at least ten square feet of floor area per child;

(b) there shall be a play are a suitably fenced for children;

iv. the working hours of crèche shall correspond to the working hours of the employees and it may work in shifts;

v. every crèche shall be in the charge of a woman with midwifery qualification or training as crèche attendant and where the number of children exceeds ten, the creche attendant shall be assisted by female ayahs at the rate of one ayah for every ten children up to six years;

vi. the crèche shall have sufficient number of cots, beds, cotton sheets, rubber sheets, blankets, pillows, toys, and like other things for children;

vii. (a) every crèche shall have suitable arrangement for female employees to feed their children below fifteen months of age during the intervals;

(b) adequate number of bathrooms, toilets, washbasins, clean towels and soap shall be provided in the crèche;

(c) the crèche shall have first aid facility kept in proper condition under the supervision of trained female staff;

(d) there shall be a kitchen attached to the crèche with utensils and other facilities for boiling milk and preparing refreshments and like other things; and

(e) drinking water, milk and wholesome refreshments shall be available for the children at the crèche;

(viii) (a) In any establishment where there is a sole negotiating union under sub-section(2)or(3) of section 14 of the Industrial Relations Code, 2020 (35 of 2020)or a negotiating council under sub-section(4) of section 14 of the Industrial Relations Code, 2020 (35 of 2020), then, such negotiating union or negotiating council, as the case may be, may enter into an agreement with the employer of the establishment that the crèche facility under section 67 shall be provided, if women or widower or single parent employees, who are having children below the age of six years and eligible to get crèche facility and if not provided, then, such employee shall be paid crèche allowance every month by that establishment.

(b) Where there is no sole negotiating union or negotiating council referred to in sub-clause (a) the majority of the employees of the establishment may enter into an agreement with the employer of the establishment that the crèche facility under section 67 shall be provided, if women or widower or single parent employees, who are having children below the age of six years and eligible to get crèche facility and if not provided, then, such employee shall be paid crèche allowance every month by that establishment.

Provided that, in both cases under clause (a) and this clause, the amount of crèche allowance shall not be less than rupees five hundred per month per child or such amount as may be notified by the Central Government from time to time:

Provided further that the crèche allowance shall be admissible for two children only except when the number of children exceeds two due to second child birth resulting in multiple births.

25. Gross misconduct. –(1) The following acts shall constitute gross misconduct for the purposes of second proviso to sub-section (1) of section 68, namely: —

(a) willful destruction of employer's goods or property;

(b) assaulting any superior or co-employee at the place of work;

(c) criminal offence involving moral turpitude resulting in conviction in a court of law;

(d) theft, fraud, or dishonesty in connection with the employer's business or property; and

(e) Willful non-observance of safety measure or rules on the subject or willful interference with safety devices or with firefighting equipment.

(2) (a) An appeal under sub-section (2) of section 68 shall be preferred to the competent authority in Form-X;

(b) The appeal may be made in writing and either handed over personally or sent under a registered cover or electronically to the competent authority.

(c) When an appeal is received, the competent authority shall furnish a copy of the memorandum of appeal to the employer, call for his reply thereto and also ask him to produce documents connected with the issue of the appeal by fixing a date.

(d) The competent authority may ascertain further details, if necessary, from the employer as well as from the appellant, and he shall consider the facts presented to him, if any, and shall give his decision.

(e) In case the employer fails to submit his reply or produce the required documents within the specified period, the competent authority may give his decision ex-parte.

26. Complaint before Inspector-cum-Facilitator and appeal.–(1) (a) A complaint under sub-section (1) of section 72 shall be made in writing in Form-XI to the Inspector-cum-Facilitator having jurisdiction.

(b) When a complaint referred to in sub-rule (1) is received by an Inspector-cum-Facilitator, he shall examine the relevant records maintained by the employer in this behalf, examine any person employed in the establishment and take down necessary statement for the purpose of the enquiry and if he is satisfied that the maternity benefit or any amount has been improperly withheld or the woman employee is discharged or dismissed, he shall direct the employer to make the payment to the complainant or to the person claiming the payment under section 63, and pass such order as he deems fit, immediately but not exceeding period of 45 days.

(2) (a) An appeal against the decision of the Inspector-cum-Facilitator, shall lie to the competent authority.

(b) The aggrieved person shall prefer an appeal in writing to the competent authority in Form-XI and file other supporting documents.

(c) When an appeal is received, the competent authority shall call from the Inspector-cum-Facilitator before a fixed date, there cord of the case. The competent authority shall, if necessary, also record the statements of the aggrieved person, and of the Inspector-cum- Facilitator and seek clarification, if any is required.

(d) Taking into account the document(s), the evidence produced before him and the facts presented to him or ascertained by him, the competent authority shall give his decision.

27. Duties of Inspector-cum-Facilitator. –(1) (a) The competent authority shall be responsible for the administration of these rules within their respective areas notified by the State Government.

(b) Every Inspector-cum-Facilitator shall discharge his duties within the area assigned to him by the State Government and shall act under the supervision and control of the competent authority.

(c) Every Inspector-cum-Facilitator shall at each inspection of an establishment see—

(i) whether due action has been taken on every notice given under section 62;

(ii) whether the register of women employees referred to in rule 28 (1) (iv) is correctly maintained;

(iii) whether there have been any cases of discharge or dismissal or notices of discharge or dismissal in contravention of the provisions of section 68 since the last inspection;

(iv) whether the provisions of sub - section(1)of section 59, sub – sections (5) and (6) of section 62, sections 64, 65, 66, 67, 69 and 71 have been complied with and whether amounts due have been paid within the time as per the relevant provisions of the Code and rules made by the Central Government or State Government as the case may be;

(v) whether there have been any cases of deprival of maternity benefit or medical bonus as referred to in sub-section (2) of section 68; and

(vi) how far the irregularities pointed out at previous inspections have been remedied and how far orders previously issued have been complied with.

(d) Where an Inspector-cum-Facilitator observes irregularities against the Code or these rules, he shall issue an order in writing electronically or otherwise to the employer asking the employer to rectify the irregularities within a period of fifteen days from the date of receipt of the order and report compliance to the Inspector-cum-Facilitator.

(2) The employer shall supply to every woman employed by him at her request free of cost copies of Forms-VIII, IX, X, XI.

(3) Nothing in sub-rule (1) of rule 37 and sub-rules (1) and (2) of rule 40 shall affect the right of a woman entitled to receive maternity benefit or any other amount due under the Code if she fails to submit a notice, appeal or complaint under the said rules, as the case may be, in a form specified for such purpose:

Provided that where a notice, appeal or complaint under the said rules has been submitted by a woman entitled to receive maternity benefit or any other amount due under the Code in a form other than the form specified for such purpose, the authority concerned may, within fifteen days of the receipt of such notice, appeal or complaint require the woman to submit the notice, appeal or complaint, as the case may be, in the form specified for such purpose.

(4) The abstract of the provisions of Chapter VI of the Code and the Central rules made there under required to be exhibited under section 71 shall be in Form-XII, and shall be exhibited in such manner as the competent authority may require.

CHAPTER-VI

AUTHORITIES, ASSESSMENT, COMPLIANCE AND RECOVERY

28. Form and manner for maintenance of records and registers etc.–(1) (a) the employer of every establishment shall maintain, register–

(i) of employees in Form–I of the Code on Wages (Andhra Pradesh) Rules, 2026;

(ii) of attendance-cum-muster roll in Form-IX of the Code on Wages

(Andhra Pradesh) Rules, 2026;

(iii) of wages, overtime, advances, fines and deductions for damages and losses in Form–IV of the Code on Wages (Andhra Pradesh) Rules, 2026;

(iv) Register of women employees in Form–XX:

Provided that in respect of establishment which is governed by the Code on Wages, 2019 (Central Act No. 29 of 2019) or the Code on Occupational Safety, Health and Working Conditions, 2020 (Central Act No.37 of 2020) and rules made there under maintain the registers specified in clause (i), (ii) and (iii) which shall be deemed to be maintained by the employer under these rules also.

(b) Registers under this Chapter shall be maintained electronically or otherwise.

(c) Entries in the registers shall be made in English and Hindi or the language understood by a majority of persons employed.

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

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

(2) Every employer shall issue wage slips, electronically or otherwise to the employees under clause (c) of section 123 before 24 hours of payment of wages in Form–V of the Code on Wages (Andhra Pradesh) Rules, 2026.

(3) All registers and other records required to be maintained under the Code and the rules made there under shall be maintained complete and up-to-date and unless otherwise provided by the State Government, shall be kept at an office or the nearest convenient building within the precincts of the workplace or at a place within a radius of three kilometres there from.

(4) The employer shall display conspicuously a notice at or near the main entrance of the establishment in bold letters in English, Hindi and in a language understood by the majority of the employees specifying the name of the officer with designation authorised by the

employer to receive, on his behalf, notices under the Code or the rules made therein.

(5) (a) The employer to which the provisions of Chapter V and Chapter VI of the Code apply, on or before the 1st day of February in each year, upload a unified annual return in Form-XIII online on the web portal of the State Government, giving information as to the particulars specified, in respect of the preceding year:

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

Explanation. - For the purposes of this sub-rule, the expression "electronic form" shall have the same meaning as assigned to it in clause (r) of section 2 of the Information Technology Act, 2000 (21 of 2000).

(b) If the employer to whom the provisions of Chapter V and Chapter VI of the Code apply, sells, abandons or discontinues the working of the establishment, then, he shall, within one month of the date of such sale or abandonment or four months of the date of such discontinuance, as the case may be, upload online, on the web portal of the State Government, a further unified return in Form XIII referred to in clause(a) in respect of the period between the end of the preceding year and the date of such sale, abandonment or discontinuance, as the case may be.

CHAPTER-VII

OFFENCES AND PENALTIES

29. Compounding of offences.–(1) The officer authorized by the State Government, (hereinafter in this rule referred to as the Compounding Officer) by notification, for the purposes of compounding of offences under sub-section (1) of section 138 shall issue electronically a compounding notice in Form-XIV for the offences which are compoundable under section 138.

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

(3) The Compounding Officer shall issue a composition certificate in Part IV of Form –XIV within ten days of receipt of the composition amount, to such person from whom such amount has been received in satisfaction of the composition notice.

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

(5) For the compounding of an offence after the institution of prosecution in a Competent Court in respect thereof, the provisions of

sub-section (6) of section 138 shall apply.

CHAPTER-VIII
SOCIAL SECURITY AND CESS IN RESPECT OF BUILDING AND OTHER CONSTRUCTION WORKERS

30. Time limit to payment of cess:- The time limit mentioned for delay in Section 101 of the Code shall be as may be notified by the State Government or the Commissioner of Labour as the case may be.

31. Fees for Appeal: -Fee payable under Section 105 (2) shall be 1% of the Cess payable or as may be notified by the State Government from time to time

CHAPTER-IX

EMPLOYMENT INFORMATION AND MONITORING

32. Establishment and maintenance of career centre.–(1)The State Government may establish, run and maintain career centre or modify and declare its already established office or employment exchange, or both or a portal or authorise any other such centre as career centre, by notification. Till such notification is made, existing local Employment Exchanges career centres (Regional).

(2) The State Government may also enter into an agreement with any institution, local authority, local body or private body for running a career centre.

(3) The career centres established under sub-rules (1) and (2) above shall, inter-alia, perform the following functions, namely: –

(a) collection and furnishing of information, either by the keeping of registers or otherwise, manually, digitally, virtually or through any other mode relating to -

(i) persons who seek to employ employees;

(ii) persons who seek employment;

(iii) occurrence of vacancies; and

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

(b) providing career counseling and vocational guidance;

(c) organizing job-fairs and job drives;

(d) employment related surveys and studies;

(e) employability enhancement activities; and

(f) other services as may be decided by the appropriate Government from time to time.

Explanation.–For the purposes of this rule, appropriate Government shall State Government for career centre(Regional).

33. Reporting of vacancies and result of selection etc .–(1) (a) After the commencement of the Code in any State or area thereof, the employer in every establishment in public sector in that State or area shall, before filling up any vacancy in any employment in that establishment, report that vacancy or cause to be reported to such career centre as may be specified by notification, made by the appropriate Government.

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

(c) The State Government shall provide for mechanism (including digital) for receipt of vacancies reported by the employers and 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 seven working days from the date of receipt of reporting of vacancies in north-eastern States and three working days in other States:

Provided that time limit of three working days may be further enhanced up to seven working days by appropriate Government, by notification, keeping in view the geographical conditions or other local needs.

Explanation.–For the purposes of this rule,–

(A) "establishment in public sector" means an establishment owned, controlled or managed by-

(i) the Government or a Department of the Government;

(ii) a Government company as defined in clause (45) of section 2 of the Companies Act, 2013 (18 of 2013);

(iii) a corporation (including a co-operative society) or an autonomous organization or an authority or a body established by or under State enactment, which is owned, controlled or managed by the Government; and a local authority.

(B) "establishment in private sector" means an establishment which is not an establishment in public sector and with ordinarily 50 or more employees or such number of employees as may be notified by the Central Government are employed therein.

(C) "appropriate Government" means State Government for career centre (Regional). The State Government, having no career centre or digital portal of its own, may specify, by notification, reporting of vacancies by establishments in an area thereof to the digital portal or to the Career Centre of the Central Government.

(2)(a)The following vacancies, namely:–

(i) all vacancies in posts of Technical and Scientific nature carrying a minimum pay or pay level or both as notified by the Central Government, occurring in establishments in respect of which the

Central Government is the appropriate Government under the Code; and

(ii) vacancies which an employer may desire to be circulated to the career centres outside the State or Union territory in which the establishment is situated;

shall be reported to such career centre (Central) as may be specified by the Central Government, by notification.

(b) Vacancies other than those specified in clause (a), shall be reported to the career centre (Regional) concerned.

(c) Vacancies which have been reported to the career centre (Regional) and for which recruitment is to be made on State or Inter-State or all India basis, shall also be reported to career centre (Central) or uploaded on a digital portal as specified by the Central Government by notification in addition to the State portal.

(3)(a) The vacancies shall be reported in writing or through official email or digitally to the career centre specified by the appropriate Government.

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

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

(4)(a) Vacancies, required to be reported to the career centre(Regional), shall be reported at least fifteen days before the last date of receipt of the applications of the prospective candidates for purpose of appointment or taking interview or test against the vacancies reported.

(b) Vacancies required to be reported to the career centre(Central) shall be reported at least forty days before the last date of receipt of the applications of the prospective candidates for purpose of appointment or taking interview or test against the vacancies reported.

(c) The employer shall furnish the information relating to the result of selection to the concerned career centre against the vacancies reported within thirty days from the date of selection.

(5) (a) After commencement of the Code in any State or area thereof, the employers in every establishment in the public sector in that State or area shall maintain records manually or electronically or digitally about–

i. total number of employees (regular, contractual or fixed term employment) on 31st March of every year;

ii. persons recruited during the year ending on 31st March;

iii. occupational details of its employees on 31st March of every year;

iv. vacancies for which suitable candidates were not available during

the year ending on 31st March; and

v. approximate number of vacancies likely to occur during the next financial year.

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

i. total number of employees (regular, contractual or fixed term employment) as on 31st March of every year;

ii. persons recruited during the year ending on 31st March;

iii. occupational details of its employees as on 31st March of every year;

iv. vacancies for which suitable candidates were not available during the year ending on 31st March; and

v. approximate number of vacancies likely to occur during the next financial year.

(6) An employer shall furnish to the concerned Career Centre (Regional) yearly returns in form (Employment Information Return) as given at Form-XVII. Yearly returns shall be furnished manually or, electronically, or digitally, as the case may be, as specified by the respective State Government in notification, within thirty days of the due date, namely, 31st March of the year.

(7) (a) The Director of Employment or officer of his equivalent or above rank, controlling the work of career centres (Regional) of the respective State Government, will declare in writing an officer looking after the work of career centres (Regional) as "Executive Officer" for each district for the purpose of enforcement /implementation of Chapter XIII (Employment Information and Monitoring) of the Code. He shall be the officer who shall exercise the rights and perform duties referred to in section 139, or authorize any person in writing to exercise those rights and perform duties.

(b) The Director of Employment or an officer of his equivalent or above rank, controlling the work of Directorate General of Employment, Ministry of Labour and Employment, New Delhi, will declare in writing an officer looking after the work of career centres (Central) as "Executive Officer" for the purpose of enforcement or implementation of Chapter XIII (Employment Information and Monitoring) of the Code. He shall be the officer who shall exercise the rights and perform duties referred to in section 139.

(8)The Director of Employment or an officer of his equivalent or above rank, controlling the work of career centres (Regional) of the respective State shall be the competent authority to approve institution or sanction the institution of levy of penalty for an offence under the Code as mentioned in section 133.

(9)For implementation of provisions of Code relating to Chapter XIII and rules thereof, the Central Government may issue detailed guidelines explanatory in nature which shall be supplemented further by the

respective State Government as per local needs.

CHAPTER-X

EMPLOYEE'S COMPENSATION

34. Rate of interest to be paid by the employer under clause (a) of sub-section (3) of section 77.-If the amount of compensation payable under sub-section (3) of section 77 is not paid by the employer within the period of thirty days, the employer shall pay, from the date on which the compensation becomes payable to the date on which it is paid, simple interest at the rate of twelve per cent. per annum or any other rate notified by the Central Government from time to time.

35. Manner of notice under sub-section (1) and the manner of transmitting money under sub-section (3), of section 92.-Money transmitted by one competent authority to another in accordance with sub-section (3) of section 92 shall be transmitted either by remittance receipt or by e-transfer or by net banking or by Demand Draft, as the competent authority transmitting the money may direct.

36. Form, manner and fee for application for claim or settlement under sub-section (3) of section 93.-(1) The applicant may send any application of the nature referred to in section 93to the competent authority by registered post or electronically or may be presented to him or to any of his subordinates authorised by him in this behalf, and, if so sent or presented, shall, unless the competent authority otherwise directs, be made in duplicate in Form-XVI, if any, and shall be signed by the applicant.

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

(3) When the application for relief is based upon a document, the document shall be appended to the application.

37. Venue of proceedings, transfer of matters and processing of application. -(1)(a) A competent authority for the area shall process an application under section 90 or section 93 before or by a competent authority for the area in which—

(i) the accident took place which resulted in the injury; or

(ii) the employee or in case of his death the dependants claiming the

compensation ordinarily reside; or

(iii) the employer has his registered office:

Provided that no application shall be processed before or by a competent authority other than the competent authority having the jurisdiction over the area in which the accident took place without his giving notice in Form-XVIII to the competent authority having jurisdiction over the area and the State Government concerned.

(b) The competent authority under clause (b) or clause (c) of sub-section (1) of section 92 may initiate the proceedings afresh or he may continue the previous proceedings initiated under clause (a) of sub-section (1) of section 91 as if the same or any of its part had been taken before him if he is satisfied that the interest of the parties shall not thereby be prejudiced.

38. Transfer of records or money.-(1) If any matter under the Code is required to be processed before or by a competent authority other than the competent authority having jurisdiction over the area in which the accident took place the former may for the proper disposal of the matter call for in Form-XIX a detailed report including transfer of any records or money remaining with the latter and on receipt of such a request he shall comply with the same:

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

(2) Money deposited with one competent authority under section81 shall be transmitted to another competent authority either by remittance transfer receipt or by e-transfer or by net banking or by demand draft.

39. Every employer shall at the time of employment of an employee, inform the employee of his right to compensation under the Code, in writing and by electronic means, in English or Hindi or in the official language of the area of employment, which is known to the employee.

40. Class of Employers and the form of Notice Book:-The Notice Book shall contain such details as may be notified by the State Government or the Commissioner of Labour as the case may be.

41. The manner of recording the memorandum in a register by the Competent Authority:- The manner of recording the memorandum mentioned in Section 89 of the Code, shall be ass may be notified by the State Government or the Commissioner of Labour as the case may be.

42. Experience and qualifications for appointment as a Competent Authority: -"such other experience and qualifications" mentioned in Section 91(1) of the Code shall be as may be notified by the State Government or the Commissioner of Labour as the case may be.

43. The amount to be deposited towards the expenditure of the funeral of the employee with the competent authority by the employer: -The amount prescribed by the State Government shall be Rupees Twenty thousand or such modified amount as may be notified by the State Government from time to time.

44. Conditions when application for review is made without certificate of a Medical Practitioner: -Conditions mentioned in Section 79(1) for application without a Medical Certificate shall be By a Medical Officer not below the rank of an Assistant Civil Surgeon or as may be notified by the State Government from time to time.

45. Frequent interval for Medical Examination: -Frequency of intervals for Medical Examination mentioned in the proviso to Section 84(1) shall be as may be suggested by the Medical Officer not below the rank of an Assistant Civil Surgeon or as may be notified by the State Government from time to time

46. Form of Statement to be submitted by the employer:- The form prescribed in Section 88(1) shall be as may be notified by the State Government from time to time

47. Venue of proceedings, transfer of matters and processing of application.- (1)(a) A competent authority for the area shall process an application under section 92 before or by a competent authority for the area in which—

(i) the accident took place which resulted in the injury; or

(ii) the employee or in case of his death the dependants claiming the compensation ordinarily reside; or

(iii) the employer has his registered office:

Provided that no application shall be processed before or by a competent authority other than the competent authority having the jurisdiction over the area in which the accident took place without his giving notice in Form-XVIII to the competent authority having jurisdiction over the area and the State Government concerned.

(b) The competent authority under clause (b) or clause (c) of sub-section (1) of section 92 may initiate the proceedings afresh or he may continue the previous proceedings initiated under clause (a) of sub-section (1) of section 91 as if the same or any of its part had been taken before him if he is satisfied that the interest of the parties shall not thereby be prejudiced.

(2)Transfer of records or money.-(1) If any matter under the Code is required to be processed before or by a competent authority other than the competent authority having jurisdiction over the area in which the accident took place the former may for the proper disposal of the matter call for in Form-XIX a detailed report including transfer of any records or money remaining with the latter and on receipt of such a request he shall comply with the same:

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

48. Every statement recorded under Section 97 shall be on Oath administered under the Oaths Act, 1969

CHAPTER-XI

MISCELLANEOUS

49. a. Eligibility conditions for grant of exemption. – (1) An establishment, to be eligible to seek exemption under section 143 shall be required to fulfill the following conditions, prior to grant of exemption, namely: - the employees of such establishment are in receipt of benefits substantially similar or superior to the benefits granted in the schemes framed under Chapter III or the benefits available under Chapter IV, as the case may be, of the Code;

b. the establishment seeking exemption shall make an application electronically or otherwise;

*****

FORM-I

[(See Sub-Rule (1), (2), (3) and (4) of Rule-18]

Nomination/ Fresh Nomination/ Modification of Nomination

(Strike out the words not applicable)

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

	District:	
	State:	
	Pin-Code:	
	E-mail ID:	
	Mobile Number:	

Part-I

(for the purpose of Gratuity)

To

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

Sir/Madam,

I, Shri/ Shrimati/ Kumari……(Name in full here) whose particulars are given in the statement below, hereby nominate the person(s) mentioned below/ have acquired a family within the meaning of clause(33) of

section 2 of the Code on Social Security, 2020(36 of 2020) with effect from the (date here) in the manner indicated below and therefore nominate afresh the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

or

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

**Strike out unnecessary portion.*

Nominee(s)

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

DECLARATION

1. I hereby certify that the person(s) mentioned is/are a member(s) of my family within the meaning of clause (33) of section 2 of the Code on Social Security, 2020 (36 of 2020).

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

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

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

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

5. Nomination made here in invalidates my previous nomination.

Manner of acquiring a "Family"

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

Place:
Date:

Signature/Thumb-impression of the Employee

Certificate by the Employer

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

Employer's Reference No. ,if any

Signature of the employer / Officer authorised Designation
Name and address of the establishment or rubber stamp thereof.

Date:

Acknowledgement by the Employee

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

Date: …….

Signature of the Employee

FORM-II

[(See Clause (a) (b) (c) of Sub-Rule (1) of Rule 19]

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)

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

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

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

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

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

1. Name of employee in full, (if, the gratuity is claimed by an employee)

a. Marital status of employee(unmarried/married/widow/widower)

b. Address in full of employee

or

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

a. Name of Employee

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

c. Relationship of nominee/legal heir with the employee

d. Address in full of nominee/legal heir

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

f. Reference No. of recorded nomination if available

3. Department/Branch/Section where last employed

4. Post held by employee.

5. Date of appointment.

6. Date and cause of termination of service

7. Date of Death

8. Total period of service of the employee

9. Total wages last drawn by the employee.

10. Total gratuity payable to the employee/ share of gratuity claimed by a nominee/legal heir.

11. Payment may please be made by crossed bank cheque/credit in my bank account no……

Yours faithfully,

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

Place:
Date:

FORM-III

[(See Sub-Rule (2) (a) (i) (ii) (b) (d) of Rule 19]

Notice for Payment/Rejecting claim of Gratuity

(Strike out the words not applicable)

To:

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

You are hereby informed that:

(a) *as required under sub-clause (ii) of clause (a) of sub-rule (2) of rule 19of the Code on Social Security (Andhra Pradesh) Rules, 2026, that your claim for payments of gratuity as indicated on your application in Form-III under the said rules is not admissible for the reasons stated below:

Reasons (Here specify the reasons); or

(b) *as required under sub-clause (i) of clause (a) of sub-rule (2) of rule 19the Code on Social Security (Andhra Pradesh) Rules, 2026that 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:

*(*strike out para, if, not applicable)*

Place:
Date:

Signature of the Employer/authorized officer.
Name or description of establishment or
rubber stamp thereof.

Copy to: The Competent Authority in case of denial of gratuity.
Copy also to: Deputy Commissioner of Labour/Joint Commissioner of Labour.

FORM-IV

[(See Rule (4) of Rule 19]

Application for Direction Before the Competent Authority for Chapter V under the Code on Social Security, 2020

Application No.

BETWEEN
(Name in full of the applicant with full address)

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

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

2. The applicant submitted an application under Rule..... of the Code on Social Security (Andhra Pradesh) 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:

Date:

Signature/Thumb-impression of the applicant

FORM – V

[(See Sub-Rule (5), (8) of Rule-19]

Notice for Appearance before the Competent Authority/Summon

To:
(Name and address of the employer/applicant)

Whereas Shri .....an employee under you/a nominee(s)/legal heir(s) of Shri.....an employee under the above-mentioned employer, has/have filed an application under sub-rule (4) of rule 19of the Code on Social Security (Andhra Pradesh State) Rules, 2026 alleging that----

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

2. 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.

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

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

List of documents-

1.

2.

3. so on

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

Competent Authority under the Code on
Social Security Code, 2020

Note:

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

FORM – VI

[(See Sub-Rule (11) and (12) of Rule-19]

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

To:
(Name and address of employer)

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

[(See Sub-Rule (13) of Rule-19]

Application for Recovery of Gratuity

Before the Competent Authority for Chapter-IV under the Social Security Code, 2020

Application No.

BETWEEN
(Name in full of the applicant with full address)

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

1. The applicant is an employee of the above-mentioned employer/a nominee of late……an employee of the above mentioned employer/a legal heir of late ……an employee of the above-mentioned employer, and you were pleased to direct the said employer in your notice dated the ……under sub-rule (11) or sub-rule (12) of rule 19 of Code on Social Security (Andhra Pradesh State) 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.

Signature/Thumb-impression of applicant.

Place:
Date:

Note.—Strike out the words not applicable.

FORM – VIII

[See Sub-Rule (1)(a) and (d) of Rule-22]

Certificate of Medical Officer/Medical Practitioner for confinement/miscarriage/ Medical termination of pregnancy or tubectomy operation/ delivery of a child/adoption of child

This is to certify that-

1. *I examined……wife/daughter of…… Woman employee in……(Name of the establishment) on……. (Date) and found/ cannot discover that she is pregnant and is expected to be delivered of a child within (month and/days) from the above mentioned date/ has undergone miscarriage/ Medical termination of pregnancy or tubectomy operation/has been delivered of a child on……. (Date) or is suffering from……(date) from illness arising out of pregnancy/delivery/ premature birth of a child or miscarriage/ Medical termination of pregnancy or tubectomy operation.

2.*Smt……wife/daughter of…… Employed in…… ……. (Name of the establishment) expired on ……. before/during/ after confinement. The child died on……/survives her.

3. *I examined……wife/ daughter of……a woman employed in……(Name of establishment) and found that she has been delivered of a child/ has undergone miscarriage on…… (date).

*(*Strike out unnecessary portion)*

Signature, qualifications and designation of
Medical Officer/Medical Practitioner/Midwife

Date……

Definitions of "child" and "miscarriage" as in the Code on Social Security, 2020.-

1. *"Child"* includes a still-born child.
2. *"Miscarriage"* means expulsion of the contents of a pregnant uterus at any period prior to or during the twenty-sixth week of pregnancy but does not include any miscarriage, the causing of which is punishable under the Indian Penal Code.

FORM – IX

[See Sub-Rule (2) (a) and (c) of Rule-22]

(Notice of Claim for Maternity Benefit and Payment thereof under section 62 & 63)

To

…… (name of establishment)

PART I
Notice
[See Rule 22 (2) (a)]

I …… (name of woman) wife/ daughter of…… employed as…… at…….. (name of establishment), hereby give notice that I expect to be confined within six weeks next following from the date of this notice/ have given birth to a child on…… (date) and shall be absent from work from…. …… (date). I shall not work in any establishment during the period for which I receive maternity benefit.

2. For the purpose of section 63, I hereby nominate…… (Here enter name and address of the nominee) to receive maternity benefit and/ or any other amount due to me under the Code in case of my death.

Signature of an Attester in case Signature or impression of woman the woman is not able to sign and affix thumb impression.

Date……

PART II
FORM OF RECEIPT OF MATERNITY BENEFIT
[See Rule 22 (2) (c)]

I……, the undersigned, a woman employee/ the nominee of…… woman employee/ legal representative of…… woman employee deceased in…… (name of establishment) at…… in…… district received maternity benefit and/or other amount due under the Code on Social Security ,2020 from the employer of the establishment referred to above, as detailed below: -

Rs…… being the first instalment of maternity benefit paid on……

Rs…… being the second instalment of maternity benefit after delivery paid on……

Rs…… being the medical bonus under section 64 of the Code paid on……

Rs……being the wages for the leave period from…… to…… mentioned under section 65.

*My/ Her confinement/ miscarriage medical termination of pregnancy or tubectomy operation took place on…… or I/she fell ill because of pregnancy, delivery, premature birth of a child or miscarriage medical

termination of pregnancy or tubectomy operation on…….. In consequence I……. her nominee/legal representative has received the aforesaid amounts prescribed in sections 60, 64 and 65 of the Code on Social Security, 2020.

Signature or thumb impression of……
*Woman employee or her nominee or legal representative
Signature of an Attester in case the woman is
not able to sign and affixes thumb impression

Date……

*(*Strike out unnecessary portion)*

FORM – X

[See Sub-Rule (2)(a) of Rule-25]

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 there under, 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 V 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.

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

Date……

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-XI
Appeal
[See Rule (2) (b) of Rule-26]

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 VI 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.

Date: …….

Signature or thumb impression
of the Women/Aggrieved person

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

FORM – XII
[See Sub-Rule (4) of Rule-27]
(Abstract for the Maternity Benefit, and the rules made under the Code on Social Security, 2020)

1. No employer shall knowingly employ a woman during the six weeks immediately following the day of her delivery of miscarriage/ Medical termination

of pregnancy and no woman shall work in any establishment during the said period.

2. No pregnant woman shall, on a request being made by her in this behalf, be required by her employer to do during the period of one month immediately preceding the period of six weeks before the date of her expected delivery and also for any period during this period of six weeks for which she does not avail of leave of absence, any work which is of an arduous nature or which involves long hours of standing, or which in way is likely to interfere with her pregnancy or the normal development of the foetus, or is likely to cause her miscarriage or otherwise to adversely affect her health.

3. (a) Subject to the provisions of the Code, every woman who has actually worked in an establishment of the employer from whom she claims maternity benefit for a period of not less than eighty days, including the days during which she was laid off, shall be entitled to, and her employer shall be liable for, the payment of maternity benefit at the rate of her average daily wages, or **the minimum rate of wage fixed or revised under the Code on Wages, 2019 or Two hundred rupees a day,** whichever is higher, for the period of her actual absence not exceeding six weeks immediately preceding the day of delivery and the remaining period immediately following that day:

Provided further that where a woman dies during the period for which maternity benefit is payable, to her, the benefit shall be payable only for the days up to and including the day of her death. However, where the woman having been delivered of a child, dies during her delivery or during the remaining period of maternity benefit leaving behind in either case the child, the employer shall be liable for the, payment of maternity benefit for the entire period of maternity benefit following the day of her delivery but if the child also dies during the said period, then, for the days up to and including the day of the death of the child.

(b)The amount of maternity benefit for the period preceding the date of her expected delivery shall be paid in advance by the employer to the woman on production of a certificate in **Form-VIII** stating that she is pregnant and is expected to be delivered of a child within six weeks of the date of production of the certificate, and the amount due for the subsequent period shall be paid by the employer to the woman within forty-eight hours of production of the certificate in **Form-VIII** stating that she has been delivered of a child or production of a certified extract from a Birth Register maintained under the provisions of any law for the time being in force.

4. (a) Any woman employed in an establishment and entitled to maternity benefit under the provisions of this Code may give notice in writing in **Form-IX** to her employer, stating that her maternity benefit and any other amount to which she may be entitled under this Code may be paid to her or to such person as she may nominate in the notice and that she will not work in any establishment during the period for which she receives maternity benefit.

(b)In the case of a woman who is pregnant, such notice shall state the date from which she will be absent from work, not being a date earlier than six weeks from the date of her expected delivery.

(c)Any woman who has not given the notice when she was pregnant may give

such notice as soon as possible after the delivery.

(d)On receipt of the notice, the employer shall permit such woman to absent herself from establishment until the expiry of the remaining period of maternity benefit after the day of her delivery.

5. (a)Every woman entitled to maternity benefit under the Code shall also be entitled to receive from her employer a medical bonus of rupees three thousand and five hundred, if no pre-natal, confinement and post-natal care is provided for by the employer free of charge. The medical bonus shall be paid along with the second installment of the maternity benefit.

(b)In case of miscarriage/medical termination of pregnancy, a woman shall, on production of a certificate in **Form-VIII** be entitled to leave with wages at the rate of maternity benefit, for a period of six weeks immediately following the day of her miscarriage. The wages shall be paid within 48 hours of production of the certificate in **Form-VIII.**

(c)A woman suffering from illness arising out of pregnancy, delivery, premature birth of child or miscarriage/ medical termination of pregnancy or tubectomy operation shall, on production of a certificate in **Form-VIII,** be entitled, in addition to the period of absence allowed to her on account of maternity or miscarriage/ medical termination of pregnancy or tubectomy operation, as the case may be, to leave with wages at the rate of maternity benefit for a maximum period of one month. The wages for the leave period shall be paid within 48 hours of the expiry of that period.

6. Every woman delivered of a child who returns to duty after such delivery shall, in addition to the interval for rest allowed to her, be allowed in the course of her daily work two breaks of 15 minutes' duration for nursing the child until the child attains the age of fifteen months. An extra sufficient period, depending upon the distance to be covered, shall be allowed for the purpose of the journey to and from the creche or the place where the children are left by women while on duty, provided that such extra period shall not be less than 5 minutes and more than 15 minutes duration.

7. (1) When a woman absents herself from work in accordance with the provisions of the Code, it shall be unlawful for her employer to discharge or dismiss her during or on account of such absence or to give notice of discharge or dismissal on such a day that the notice will expire during such absence, or to vary to her disadvantage any of the conditions of her service.

(2) (a) The discharge or dismissal of a woman at any time during her pregnancy, if the woman but for which discharge or dismissal would have been entitled to maternity benefit or medical bonus shall not have the effect of depriving her of the maternity benefit or medical bonus:

Provided that where the dismissal is for one or more of the following acts, the employer may, by order in writing communicate to the woman, deprive her of the maternity benefit or medical bonus or both-

(i) Willful destruction of employer's goods or property;

(ii) Assaulting any superior or co-employee at the place of work;

(iii) Criminal offence involving moral turpitude resulting in conviction in a court of law;

(iv) theft, fraud, or dishonesty in connection with the employer's business or property; and

(iv) willful non-observance of safety measures or rules on the subject or willful interference with safety devices or with fire-fighting equipment.

(b) Any woman deprived of maternity benefit or medical bonus or both, may within sixty days from the date on which the order of such deprivation is communicated to her, appeal in Form-XI to the Competent Authority and his decision on such appeal whether the woman should or should not be deprived of maternity benefit or medical bonus or both, shall be final.

8. If a woman works in any establishment after she has been permitted by her employer to absent herself under the provisions of the Act, she shall forfeit her claim to the maternity benefit for such period.

9. (1) Any woman claiming the maternity benefit or any other amount to which she is entitled under the Act and any person claiming that payment due has been improperly withheld may make complaint to the Inspector-cum-Facilitators in writing in Form-XI as the case may be.

(2) The Inspector-cum-Facilitators may, on his own motion or on receipt of a complaint in Form-X, make an inquiry or cause an enquiry to be made and if satisfied that payment has been wrongfully withheld, may direct the payment to be made in accordance with his orders.

(3) Any person aggrieved by the decision of the Inspector-cum-Facilitator may, within, thirty days from the date on which such decision is communicated to such person, appeal to the Authority prescribed by the Appropriate Government.

(4) The decision of Authority where an appeal has been preferred to him or of the Inspector-cum-Facilitator where no such appeal has been preferred, shall be final.

10. (a)The employer shall supply to every woman employed by him at her request free of cost copies **of Forms VIII, IX, X & XI.**

(b)The failure to submit a notice, appeal or complaint in the prescribed form will not affect the right of a woman entitled to receive maternity benefit or any other amount due under the Code. Where a notice, appeal or complaint has been received in a form other than the prescribed form, the authority concerned shall within fifteen days of the receipt of such notice, appeal or complaint, require the woman to submit the notice, appeal or complaint, as the case may be in the prescribed form.

11. (a) (1) The employer of the establishment in which women are employed shall prepare and maintain a register of women employees and shall enter therein particulars of all women workers in the establishment.

(2) All entries in the register of women employees shall be made in ink and maintained up-to-date and it shall always be available for inspection by the Inspector-cum-Facilitator during working hours.

(b)The employer to which the Code applies, on or before the 1st day of February in each year, upload a unified annual return in Form-XIII online on the web portal of the Central Government in the Ministry of Labour and Employment, giving information as to the particulars specified, in respect of the preceding year:

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

Explanation. - For the purposes of this sub-rule, the expression "electronic form" shall have the same meaning as assigned to it in clause (r) of section 2 of the Information Technology Act, 2000 (21 of 2000).

FORM-XIII

[See clause 5 (a) and 5 (b) of Rule 28]

Unified Annual Returns

ANNUAL RETURN

FOR THE YEAR……. ENDING 31st December 20

Single annual integrated return to be filed online under the Occupational Safety, Health and Working Conditions Code, 2020 (37 of 2020)**, the Code on Industrial Relations, 2 020** (35of2020)**, the Code on Social Security, 2020** (36 of 2020)**, and the Code on Wages, 2019**(29 of 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 1st February every year. 2. There turn has three parts i.e. Part-I to be filled up by all establishments. 3. Part-II to be filled-up by the establishments who are a mine only. 4. The term establishment and mines shall have the same meaning as under the respective Codes. 5. Part-III is to be submitted by the principal employer on Shram Suvidha Portal.			
Applicable to All Establishments -Part-I			
A. General Information:			
Sl. No.			**Instructions for filling the column**
1.	Unique ID 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.	Geo Co-ordinates		
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 Con tractor**				**Grand Total**
Skill Category	**HighlySkilled**	**Skilled**	**Semi-Skilled**	**Un-Skilled**	**Highly Skilled**	**Skilled**	**Semi-Skilled**	**Un-Skilled**	
(i)Maximum No. Of employee's 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 Number 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 (Section59 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					

D. Details of contractors engaged in the establishment:

Sl. No.	Name with Unique ID of the Contractor	No. of Contract Labour Engaged

E. 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 section 24(v) of Occupational safety, health and working Conditions Code, 2020)	Tick yes or no in the box and not applicable	Applicable to all establishments wherein hundred or more worker including contract labour were ordinarily employed
2.	Crèches (as per section 67of Code on Social Security, 2020 and Section 24 of the Occupational safety, health And working conditions 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 then whether Crèches allowance under rule 39 of the Code on Social Security (Central) rules, 2025 given.	Tick yes or no in the box and not applicable	Reference rule 39 of the Code on Social Security (Central) Rules, 2025.
3.	Ambulance Room(as per section 24(2)(i) of Occupational safety, health and working conditions Code,2020)	Tick yes or no in the box and not applicable	Applicable to mine, building or other construction work where in more than five hundred workers are ordinarily employed
4.	Safety Committee (as per Section 22(1) of Occupational safety, health and working conditions 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 250 workers or more, and mines employing100 or more workers.
5.	Safety Officer (as per Section 22(2) of Occupational safety, health and working conditions Code, 2020)	No. of safety officers Appointed	In case of mine100 or more workers and **in case of Dock Work 500 or more workers and** in case of BOCW 250 or more workers are ordinarily employed.
6.	Qualified medical practitioner (as per section12 (2) of Occupational safety, health and working Conditions 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.

F. The Industrial Relations:	**Instructions for filling**

1.	Is the works committee has been functioning. (section3 of Code on Industrial Relations, 2020)				Yes/No and not applicable	Industrial establishment in which 100 or more workers are employed
(a)	Date of its constitution.					
2.	Whether the Grievance Redressal Committee constituted (Section 4 of Code on Industrial Relations, 2020)				Yes/No and not applicable	Industrial establishment employing 20 or more workers
3.	Number of registered Unions in the establishments.					
4.	Whether any negotiating union exist(Section14 of Code on Industrial Relations, 2020)				Yes/No	
5.	Whether any negotiating council is constituted (Section 14 of Code on Industrial Relations, 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)	Lockout				

8.	**Details of retrenchment /layoff**				
Sl. No.	No. of persons retrenched during the period	Details 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

G .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	

H. 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

I. 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 Section10 of the Occupational safety, health and working conditions Code, 2020.	Total number of fatal accidents and names of the deceased as per Section 10 of the Occupational safety, health and working conditions Code, 2020.	Total number of Dangerous Occurrences as defined under Section11 of the Occupational safety , health and working conditions Code,2020.	Total number of cases of Notifiable diseases specified In Third Schedule of the Occupational safety health and working conditions Code,2020 along with the details of affected persons

J. Man-days and Production Lost due to accidents /dangerous occurrence			
Sl. No.	**Accident/ Dangerous Occurrence**	**Man-days lost**	**Production Lost**

B. <u>Medical examinations-Initial /Periodical (IME/PME):</u>

<u>During the year, total number of persons including contractual workers:</u>

Particulars	Total No. Of Persons
Undergone IME	
Undergone PME	

Declared medically temporary unfit	
Given alternate Employment due to Medical unfitness	
Terminated on account of being medically unfit	

C. Details of vocational training imparted:

During the year, total number of persons including contractual workers:

Particulars	Total No. Of persons
Imparted basic vocational training	
Imparted refresher training	
Imparted special training	

D. **Details of accident, dangerous occurrence and occupational diseases:**

(1) Details of accidents and dangerous occurrences:

Sl. No.	Date of accidents/ dangerous occurrences	No. of persons killed	No. of persons received serious bodily injury	Number of persons injured (Excluding serious bodily injury) and thereby prevented from working for a period of 48 hours or more	Nature of occurrence	Man-days lost
1.						

(2) Details of Occupational diseases:

Sl. No	Notified Disease	No.of cases
1		

E. Details of safety management plan:

(a)Safety management plan prepared:(Yes/No/NA)

b. Date of Submission: Date

c. Last date of review of Safety Management

Plan: Date (d) Principal Hazards Identified:

Sl. no.	List of Principal hazards identified	Principal hazard Mitigation date	Principal hazard not Mitigated till 31st December	Reasons for failure to mitigate the same
1.				

Sl. No.	Designation as per Code	Number of statutory persons required	Number of statutory persons employed

Details of equipment/apparatus

Sl. No.	Type of equipment/apparatus required	Numbers of equipment/apparatus available

Particulars of emergency attended:

Sl. No.	Name of the mine	Nature of emergency	Response time (time taken by rescue services to attend the emergency)	Time taken for rescue & recovery	Action taken

Additional Information:

Number of rescue rooms:
Number of rescue trained persons required:
Number of rescue trained person available:
Whether canteen facility exist or not? (Yes/No):

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.
Signature of employer/occupier/Owner/Agent/Manager Place:
Dated:

PART III

Annual return period ending 31st December
(to be submitted by the principal employer on Shram Suvidha Portal)
Name of the principal employer:
Name of the establishment:
Registration number (LIN) of the establishment:
Details of the Contractors, wages paid, etc.:

Sl. No.	Month	Name and address of the contractors	LIN of the contractor	Name of the work	Maximum number of contract worker employed	Amount paid against wage bill (if applicable) to the contractor(including EPF,ESIC, Bonus etc.)	Date of payment of wage bill (if applicable)	Amount of the wages paid directly to the contract labour by Principal Employer (in case the contractor fails to pay)	Date of payment of wages paid directly to the contract labour by Principal Employer (in case the contractor fails to pay)	Remarks

Signature of the principal employer

Date:.....

FORM-XIV

[See Sub-Rule (1) (2) (3) of Rule 29]

Notice to the Employer who committed an offence for the first time for compounding of offence under subsection (1) of section 138 of the Code on Social Security, 2020

Notice No.....
Date:

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

PART – I

1. Name of the Person:

2. Name and Address of the Establishment:

3. Registration No of the Establishment:

4. Particulars of the offence:

5. Provisions of the Code/Scheme/Rules/Regulations under which the offence is committed:

6. Compounding amount required to be paid towards composition of the offence:

7. Name and Details of Account for depositing the Amount specified in Column 6:

PART –II

In view of the above, you have an option to pay the above-mentioned amount within fifteen days from the date of issue of this notice and return the application duly filled in Part – III of this notice. In case the said amount is not paid within the specified time, necessary action for filing of prosecution shall be initiated without giving any further opportunity in this regard.

(Signature of the Compounding Officer)

Date:
Place:

PART – III

[See Rule (2) of Rule 29]

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

Ref: Notice No.....
Date:

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

1. Details of the compounding amount deposited (Copy of electronically generated receipt to be attached):

2. Details of the prosecution, if filed for the violation of above-mentioned offences may be given:

3. Whether the offence is first offence or the applicant had committed any other offence prior to this offence, if committed, then, full details of the offence:

4. Any other information which the applicant desires to provide:

Signature of the applicant

(Name and Designation)

Dated:
Place:

PART – IV
Composition Certificate
[See Sub- Rule (3) of Rule 29]

Ref: Notice No.....
Date:

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

(Signature)

Name and Designation of the Officer

Date:
Place:

Form-XV
[See sub-rule(3)(b) of Rule 33]
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	Number of posts	
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) Category Number of vacancies to be filled		
5	Category	Number of vacancies to be filled	
	(a) Scheduled Caste (b) Scheduled Tribe (c) OBC (d) EWS (e) Ex-Serviceman (f) Persons with disabilities (pwd) (g) women (h) 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 and district, pin code, etc. in which it is situated)	
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)	Yes/No
12	Any other relevant information	
	Signature, Name & Designation of Authorized Signatory of establishment/ employer with seal & date (For Official Use- to be filled by Career Centre)	
13	Name, address, email id of the Career Centre	
14	Date of receipt of Vacancies	
15	NIC Code of the establishment/	
16	NCO Code of the post	
17	Unique Vacancy ID(number)	

Signature,
Name& Designation of Authorised Signatory of 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-XVI

[See sub-rule (1) (2) of Rule 36]

Application for Compensation by Workmen

To

The Competent Authority for Workmen's Compensation

……

…… Residing at…… Applicant

Verses

…… Residing at…… Opposite Party

It is hereby submitted that:

(1) The applicant, a workman employed by (a contractor with) the opposite party on the day of…20 received personal injury by accident arising out of and in the course of his employment. The cause of the injury was (here insert briefly in ordinary language the cause for the injury) ……

(2) The applicant sustained the following injuries, namely:

(3) The monthly wages of the applicant amount to Rs. the applicant is over/under the age of 15 years.

*(4) (a) Notice of the accident was served on the…… Day of

(b) Notice was served as soon as practicable……

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

(5) The applicant is accordingly entitled to receive: -

(a) Half-monthly payments of Rs. …… from the day of 20……to …….

(b) A lump-sum payment of Rs……

(6) The applicant has taken the following steps for settlement by agreement,

namely ……to settle but it has proved impossible to settle the question in dispute because……

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

(a) Whether the applicant falls within the meaning of workman under the code.

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

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

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

**Strike out of the clauses which are not applicable.*

Date: Applicant

Form-XVII

[See Sub-Rule (6) of Rule 33]

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, 2020 (Chapter XII Employment Information &Monitoring)

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 Year under report	On the last working day of the previous Year
MEN		

WOMEN Other (Transgender) TOTAL : PWD (persons with disabilities) out of above total		

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 Organizations/ 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,

(EIR-continued)

3. **MANPOWER SHORTAGES:**

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

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

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

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

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

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

Signature, Name & 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 XII-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.

FORM-XVIII

(See rule (1) (a) (iii) of Rule-47)

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

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

Now, therefore, the competent authority for Employees Compensation ----------/Government of ----------is hereby given notice that the undersigned proposes to settle the claim of the applicant as provided under the code.

Dated: Competent Authority

FORM-XIX

(See Sub-Rule (2) of Rule 47)

To:

Sir,

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

1. (a) Name of the employee---------Sex----------Age----------
   (b) Monthly wages
   (c) Name of the employment
   (d) Name of the employer
   (e) Full postal address of the employee/dependents (local & permanent both)
   (f) Full postal address of the factory/establishment where its registered office is located.

2. The circumstances leading to death/disablement of the employee: -
   (a) Time of the accident
   (b) Place where the accident occurred
   (c) Manner in which deceased was/were employed at that time
   (d) Cause of the accident

3. The amount of money deposited by the employer with the competent authority under section 81.

4. (a) Details of compensation paid, if any
(b) Particulars of money invested for the benefit of dependents of deceased employee.

5. Documents forwarded (in original) as under: -

(a) Death certificate
(b) Disablement certificate from the competent medical authority
(c) Receipt for deposit of compensation by the employer
(d) Statement of disbursement
(e) Receipt of compensation from the employee/dependents
(f) Memorandum of Agreement, if any

FORM – XX

[(See rule 28(1)(iv)

REGISTER OF WOMEN EMPLOYEES

1. Name of establishment
2. Name of woman and her father's (or, if married, husband's) name.
3. Date of appointment.
4. Nature of work.
5. Dates with month and year in which she is employed, laid off and not employed. Month No. of days employed No. of days laid off No. of days not employed Remarks a b c d e
6. Date on which the woman gives notice under section 62.
7. Date of discharge/dismissal, if any.
8. Date of production of proof of pregnancy under section 62.
9. Date of birth of child.
10. Date of production of proof of delivery/miscarriage/medical termination of pregnancy/ tubectomy operation /death / adoption of child.
11. Date of production of proof of illness referred to in section 65.
12. Date with the amount of maternity benefit paid in advance of expected delivery.
13. Date with the amount of subsequent payment of maternity benefit.
14. Date with the amount of bonus, if paid, under section 64.
15. Date with the amount of wages paid on account of leave under sub-section (1) and (3) of section 65.
16. Date with the amount of wages paid on account of leave under sub-section (2) of section 65 and period of leave granted.
17. Name of the person nominated by the woman under section 62.
18. If the woman dies, the date of her death, the name of the person to whom maternity benefits and/or other amount was paid, the amount thereof, and the date of payment.
19. If the woman dies and the child survives, the name of the person to whom the amount of maternity benefit was paid on behalf of the child and the period for which it was paid.

20. Signature of the employer of the establishment authenticating the entries in the register of women employees.
21. Remarks column for the use of the Inspector-cum-Facilitator.

(BY ORDEDR AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M.V. SESHAGIRI BABU
SECRETARY TO GOVERNMENT

To,
The Commissioner of Printing Stationery & Stores Purchase, Vijayawada.(With a request to publish the said Notification and supply 100 copies to the Commissioner of Labour, Andhra Pradesh, Vijayawada).
The Commissioner of Labour, Andhra Pradesh, Vijayawada.
Copy to:
The P.S. to Secy. to Hon'ble Chief Minister, A.P. Secretariat, Velagapudi.
The P.S. to C.S., to Govt. of Andhra Pradesh
The P.S. to Hon'ble Minister (LFB&IMS), A.P. Secretariat, Velagapudi.
The P.S. to Secretary to Govt., LFB&IMS Department, A.P. Secretariat, Velagapudi.
The Law (B) Department, A.P.Secretariat, Velagapudi.
Sf/Sc

//FORWARDED::BY ORDER//

SECTION OFFICER