

The Payment of Wages (Procedures) Rules, 1937

INDEX	
Rules	Particulars
1.	Short title
2.	Definitions
3.	Form of application
4.	Authorisation
5.	Permission to appear
6.	Presentation of documents
7.	Refusal to entertain application
8.	Appearance of parties
9.	Record of proceedings
10.	Signature on forms
11.	Exercise of powers
12.	Appeals
12A.	Order or direction when to be made
13.	Inspection of documents
FORM A	Form of Individual Application
FORM B	Form of Group Application
FORM C	Form of Application by an Inspector or Person Permitted by the Authority or Authorised to Act
FORM D	Certificate of Authorisation
FORM E	Notice for the Disposal of Application
FORM F	Record of Order or Direction
FORM G	Notice to Respondent of the Day Fixed for the Hearing of the Appeal under Section 17 of The Payment of Wages Act, 1936

THE PAYMENT OF WAGES (PROCEDURE) RULES,

In exercise of the powers conferred by sub-section (l) of section 26 of the Payment of Wages Act, 1936 (4 of 1936), read with section 22 of the General Clauses Act, 1897 (10 of 1897), the Governor-General-in-Council is pleased to make the following rules, the same having been previously published as required by sub-section (5) of section 26 of the first named Act, namely:—

1. Short title.—

²[(1)] These rules may be called the Payment of Wages (Procedure) Rules, 1937.

³[(2)] They extend to the whole of India except the State of Jammu and Kashmir.]

2. Definitions.—In these rules, unless there is anything repugnant in the subject or context,—

(a) 'the Act' means the Payment of Wages Act, 1936 (4 of 1936);

(b) 'Appeal' means an appeal under section 17;

(c) 'the Authority' means the authority appointed under sub-section (1) of section 15;

(d) 'the Court' means the court mentioned in sub-section (1) of section 17;

(e) 'employer' includes the persons responsible for the payment of wages under section 3;

(f) 'section' means a section of the Act;

(g) 'form' means a form appended to these rules;

1 Vide Notification No. L. 3067, dated 24th February 1937, published in the Gazette of India, 1937, Pt. I, p. 303.

2 Rule 1 renumbered as sub-rule (1) thereof by the Payment of Wages (Procedure) (Amendment) Rules, 1951.

3 Ins. by the Payment of Wages (Procedure) (Amendment) Rules, 1951.

The Payment of Wages (Procedures) Rules, 1937

¹[(gg) 'record of order or direction' means the record of an order dismissing either wholly or in part an application made under sub-section (2) of section 15 or of a direction made under sub-section (3) or sub-section (4) of that section kept in Form F;]

(h) words and expressions defined in the Act shall be deemed to have the same meaning as in the Act.

- 3. Form of application.**—Applications under sub-section (2) of section 15 by or on behalf of an employed person or group of employed persons shall be made in duplicate in Form A, Form B or Form C, as the case may be, one copy of which shall bear such court-fee as may be prescribed.
- 4. Authorisation.**—The authorisation to act on behalf of an employed person or persons, under section 15, shall be given by a certificate in Form D, shall be presented to the authority hearing the application and shall form part of the record.
- 5. Permission to appear.**—Any person desiring the permission of the Authority to act on behalf of any employed person or persons shall present to the Authority a brief written statement explaining his interest in the matter, and the Authority shall record an order on the statement which in the case of refusal shall include reasons for the order, and shall incorporate it in the record.
- 6. Presentation of documents.**—
 - (1) Applications or other documents relevant to an application may be presented in person to the Authority at any time during hours to be fixed by the Authority, or may be sent to him by registered post.
 - (2) The Authority shall at once endorse, or cause to be endorsed, on each document the date of the presentation or receipt, as the case may be.
- 7. Refusal to entertain application.**—
 - (1) The Authority may refuse to entertain an application presented under rule 6, if after giving the applicant an opportunity of being heard, the Authority is satisfied, for reason to be recorded in writing that—
 - (a) the applicant is not entitled to present an application; or

¹ Ins. by the Payment of Wages (Procedure) (Amendment) Rules, 1959.

The Payment of Wages (Procedures) Rules, 1937

- (b) the application is barred by reason of the provisions in the provisos to sub-section (2) of section 15; or
 - (c) the applicant shows no sufficient cause for making a direction under section 15.
- (2) The Authority may refuse to entertain an application which is insufficiently stamped or otherwise incomplete and, if he so refuses, shall return it at once with an indication of the defects. If the application is presented again, after the defects have been made good, the date of representation shall be deemed to be the date of presentation for the purpose of the proviso to sub-section (2) of section 15.

8. Appearance of parties.—

- (1) If the application is entertained, the Authority shall call upon the employer by a notice in Form E to appear before him on a specified date together with all relevant documents and witnesses, if any, and shall inform the applicant of the date so specified.
- (2) If the employer or his representative fails to appear on the specified date, the Authority may proceed to hear and determine the application ex parte.
- (3) If the applicant fails to appear on the specified date, the Authority may dismiss the application:

Provided that an order passed under sub-rule (2) or sub-rule (3) may be set aside and the application re-heard on good cause being shown within one month of the date of the said order, notice being served on opposite party of the date fixed for rehearing.

9. Record of proceedings.—

- (1) The Authority shall in all cases enter the particulars indicated in Form F and at the time of passing orders shall sign and date the form.
- (2) In a case where no appeal lies, no further record shall be necessary.
- (3) In a case where an appeal lies, the Authority shall record the substance of the evidence and shall append it under his signature to ¹[the record of order or direction].

10. Signature on forms.—Any form, other than ¹[the record of order, or direction], which is required by these rules to be signed by the Authority, may

¹ Subs. by the Payment of Wages (Procedure) (Amendment) Rules, 1959.

The Payment of Wages (Procedures) Rules, 1937

be signed under his direction and on his behalf by any officer subordinate to him, appointed by him, in writing for this purpose.

11. Exercise of powers.—In exercising the powers of a Civil Court conferred by section 18, the Authority shall be guided in respect of procedure by relevant orders of the First Schedule of the Code of Civil Procedure, 1908, with such alterations as the Authority may find necessary, not affecting their substance, for adapting them to the matter before him, and save where they conflict with the express provisions of the Act or these rules.

12. Appeals.—

²[(1) An appeal shall be preferred in duplicate in the form of a memorandum, one copy of which shall bear the prescribed court-fee, setting forth concisely the grounds of objection to the order dismissing either wholly or in part an application made under sub-section (2) of section 15 or a direction made under sub-section (3) or sub-section (4) of that section, as the case may be, and shall be accompanied by a certified copy of the said order or direction.]

(2) When an appeal is lodged a notice shall be issued to the respondent in Form G.

(3) The Court after hearing the parties and after such further inquiry, if any, as it may deem necessary, may confirm, vary, or set aside the ³[order or direction] from which the appeal is preferred, and shall make an order accordingly.

⁴**[12A. Order or direction when to be made.**—The Authority or the Court, as the case may be, after the case has been heard, shall make the order or direction either at once or, as soon thereafter as may be practicable, on some future day; and when the order or direction is to be made on some future day, it shall fix date for the purpose of which due notice shall be given to the parties or their pleaders.]

¹ Subs. by the Payment of Wages (Procedure) (Amendment) Rules, 1959.

² Subs. by the Payment of Wages (Procedure) (Amendment) Rules, 1959.

³ Subs. by the Payment of Wages (Procedure) (Amendment) Rules, 1959.

⁴ Ins. by the Payment of Wages (Procedure) (Amendment) Rules, 1970.

The Payment of Wages (Procedures) Rules, 1937

13. Inspection of documents.—Any employed person, or any employer or his representative, or any person permitted under sub-section (2) of section 15 to apply for a direction, shall be entitled to inspect any application, memorandum of appeal, or any other document filed with the Authority or the Court, as the case may be, in a case to which he is a party and may obtain copies thereof on the payment of such fees as may be prescribed.

The Payment of Wages (Procedures) Rules, 1937

**FORM A
FORM OF INDIVIDUAL APPLICATION**

[See sub-section (2) of section 15 of the Payment of Wages Act]

In the Court of the Authority appointed under the Payment of Wages Act, 1936 (4 of 1936) for area. Application No..... of 20.....

Between A.B.C..... Applicant (through a legal practitioner/an official of..... which is a registered Trade Union.)

And X.Y.Z.....opposite party:

The applicant states as follows:—

1. A.B.C. is a person employed in the/on the factory/railway/industrial establishment entitled and resides at.....

The address of the applicant for the service of all notices and processes is:

2. X.Y.Z., the opposite party, is the person responsible for the payment of his wages under section 3 of the Act, and his address for the service of all notices and processes is.....

3. (1) The applicant's wages have not been paid for the following wage-period(s)[give (dates)]

Or

A sum of Rs.....has been unlawfully deducted from his wages of amount for the wage-period (s) which ended on.....[(give date(s)].

(2) [Here give any further claim or explanation].

4. The applicant estimates the value of the relief sought by him at the sum of Rs.....

5. The applicant prays that a direction may be issued under sub-section (3) of section 15 for—

(a) Payment of delayed wages as estimated or such greater or lesser amount as the Authority may find to be due; Or Refund of the amount illegally deducted;

The Payment of Wages (Procedures) Rules, 1937

(b) Compensation amounting to

.....
The applicant certifies that the statement of facts contained in this application is to the best of his knowledge and belief accurate.

Signature or thumb impression of the employed person, or legal practitioner, or official of a registered trade union duly authorised.

FORM B

FORM OF GROUP APPLICATION

[See sub-section (2) of sections 15 and 16 of Payment of Wages Act]

In the Court of the Authority appointed under the Payment of Wages Act, 1936 (4 of 1936) forarea. Application No..... of 20....

Between A.B.C..... Applicants a legal practitioner

(through a legal practitioner/an official of.....which is a registered trade union).

And X,Y,Z,.....Opposite Party.

The applicants state as follows:—

1. The applicants whose names and permanent addresses appear in the attached schedule are persons employed in /on the/factory/railway/industrial establishment entitled and resides at.....

The address of the applicants for service of all notices and processes is:

2. X,Y,Z, the opposite party, is the person responsible for the payment of wages under section 3 of the Act, and his address for the service of all notices and processes is.....

3. The applicants' wages have not been paid for the following wage-period(s):

4. The applicants estimate the value of the relief sought by them at the sum of Rs.....

The Payment of Wages (Procedures) Rules, 1937

5. The applicants pray that a direction may be issued under sub-section (3) of section 15 for:—

(a) Payment of the applicants' delayed wages as estimated or such greater or lesser amount as the Authority may find to be due.

(b) Compensation amounting to.....

The applicants certify that the statement of facts contained in this application is to the best of their knowledge and belief accurate.

.....

Signature or thumb impression of two of the applicants, or legal practitioner, or an official of a registered trade union duly authorised.

¹[SCHEDULE

S.No.	Name of Applicant	Permanent address
1	2	3

FORM C

FORM OF APPLICATION BY AN INSPECTOR OR PERSON PERMITTED BY THE AUTHORITY OR AUTHORISED TO ACT

[See sub-section (2) of sections 15 and 16 of the Payment of Wages Act]

In the Court of Authority appointed under the Payment of Wages Act, for.....area. Application No.....of 20.....

Between

A.B.C.(designation).....an Inspector under the Payment of Wages Act] or a person to act under sub-section (2) of section 15] authorised applicant.

And

X.Y.Z.the opposite party.

The applicant states as follows:—

1 Subs. by the Payment of Wages (Procedure) (Amendment) Rules, 1960.

The Payment of Wages (Procedures) Rules, 1937

1. X.Y.Z., the opposite party is the person responsible under the Act for the payment of wages to the following ¹[persons whose names and permanent addresses are given below]:
 - (1)
 - (2)
 - (3)
2. His address for the service of all notices and processes is:
3. The wages of the said person(s) due in respect of the following wage-period(s) have not been paid/have been subjected to the following illegal deductions:
4. The applicant estimates the value of the relief sought for the person(s) employed _____ at _____ the _____ sum _____ of Rs.....
5. The applicant prays that a direction may be issued under sub-section (3) of section 15 for:—
 - (a) Payment of the delayed wages as estimated or such greater or lesser amount as the Authority may find to be due.
Or Refund of the amount illegally deducted.
 - (b) Compensation amounting to Rs.....

The applicant certifies that the statement of facts contained in this application is to the best of his knowledge and belief accurate.

.....
Signature

**FORM D
CERTIFICATE OF AUTHORISATION**

I/We employed person(s) hereby authorise a legal practitioner/an official of..... which is a registered trade union to act on my/our behalf under section 15 and section 17 of the Payment of Wages Act, 1936 (4 of 1936), in respect of the claim against.....on account of the delay in payment/illegal deduction from my/our wages for.....

Witnesses (1)
(2)

Signatures (1)
(2)

¹ Subs. by the Payment of Wages (Procedure) (Amendment) Rules, 1960.

The Payment of Wages (Procedures) Rules, 1937

(3)

(3)

(4)

(4)

I accept the authorisation.

.....

Signature

Legal practitioner/

Official of a registered trade union

FORM E

NOTICE FOR THE DISPOSAL OF APPLICATION

To

Whereas under the Payment of Wages Act, 1936 (4 of 1936) a claim against you has been presented to me in the application of which a copy is enclosed, you are hereby called upon to appear before me either in person or by any person duly instructed, and able to answer all material questions relating to the application, or who shall be accompanied by some person able to answer all material questions relating to the application, or who shall be accompanied by some person able to answer all such questions, on theday of.....20.....at.....o'clock in the forenoon/afternoon to answer the claim; and as the day fixed for your appearance is appointed for the final disposal of the application, you must be prepared to produce on that day all the witnesses upon whose evidence, and the documents upon which you intend to rely in support of your defence.

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

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

.....
Authority Seal

FORM F

¹[RECORD OF ORDER OR DIRECTION]

(1) Serial number.....

(2) Date of the application.....

¹ Subs. by the Payment of Wages (Procedure) (Amendment) Rules, 1959.

The Payment of Wages (Procedures) Rules, 1937

- (3) Name or names, parentage, address or addresses of the applicants, or some, or all of the applicants belonging to the same unpaid group:
- (4) Name and address of the employer:
- (5) Amount claimed:
 - (a) as delayed wages: Rs
 - (b) as deducted from wages: Rs.....
- (6) Plea of the employer and his examination (if any):
- ¹[(7) Finding, and a brief statement of the reasons therefor]:
- (8) Amounts awarded:
 - (a) Delayed wages Rs.....
 - (b) Deducted wages.....
- (9) Compensation awarded.....
- (10) Penalty imposed.....
- (11) Costs awarded to:
 - (a) Court-fee charges.....
 - (b) Pleader's fee.....
 - (c) Witnesses' expenses.....
- ²[(12) Date by which the amounts awarded shall be paid.]

Signed.....

Dated.....

Note:—In case where an appeal lies, attach on a separate sheet the substance of the evidence.

FORM G
NOTICE TO RESPONDENT OF THE DAY FIXED FOR THE HEARING OF THE APPEAL UNDER SECTION 17 OF THE PAYMENT OF WAGES ACT, 1936

Appeal from the decision of the Authority for the..... area dated the.....day of.....20.....

To

.....Respondent

Take notice that an appeal of which a copy is enclosed, from the decision of the Authority for.....area has been presented by X.Y.Z. (and

1 Subs. by the Payment of Wages (Procedure) (Amendment) Rules, 1959.

2 Ins. by the Payment of Wages (Procedure) (Amendment) Rules, 1970.

The Payment of Wages (Procedures) Rules, 1937

others), and registered in this Court, and that theday of.....20.....
has been fixed by this Court for the hearing of the appeal.

If no appearance is made on your behalf by yourself, or by some one by law
authorised to act for you in this appeal, it will be heard and decided in your
absence.

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

.....
Seal of the Court Judge

10 (3) The Punjab Payment of Wages Rules, 1937**INDEX****10 (3) THE PUNJAB PAYMENT OF WAGES RULES, 1937**

Rules Form No.	Description	Page
1.	Title	414
2.	Definition	414
2A.	Omitted	414
3.	Register of fines	415
4.	Register of deduction for amage of loss.	415
5.	Register of wages	415
6.	Maintenance of Register	415
7.	Weights and measures	415
8.	Notice of dates of payment	416
9.	Prescribed authority for the purposes of sub-section (1) and (8) of section 8.	416
10.	Application in respect of fines	416
11.	Approval of list of acts and omissions	417
12.	Posting of list	417
13.	Persons authorised to impose fines	417
14.	Procedure for imposing fines and deductions	417
15.	Information to paymaster	418
16.	Deduction for breach of contract	418
17.	Advances	419
18.	Annual return of fines	419
19.	Costs	419
20.	Fee for obtaining copies	420
21.	Fees	420
22.	Abstracts	420
23.	Penalties	420
Form I	Register of Fines	421
Form II	Register of deductions for damage or loss caused to the employer by the neglect or default of the employed persons	421
Form III	Register of Advances made to employed persons	422

10 (3) The Punjab Payment of Wages Rules, 1937

Form IV	Annual Returns	422
Form V	Abstract of the Payment of Wages Act, 1936 and the rules made thereunder	424
Form VI	Register of Wages, Fine, Damage and Advance	430

THE PUNJAB PAYMENT OF WAGES RULES, 1937

Notification No. 778-I&L-37/8066, dated the 26th February, 1937

In exercise of the powers conferred by section 26 of the Payment of Wages Act, 1936, the Governor of Punjab hereby makes the following rules namely:-

1. Title -

(1) These rules may be called the Punjab Payment of Wages Rules, 1937.

¹[(2)These shall extend to the whole of the State of Punjab as formed by Section 21 of States Reorganization Act, 1956.

2. Definition -In these rules unless there is anything repugnant in the subject or context:-

(a) **“the Act”** means the Payment of Wages Act (IV of 1936);

(b) **“authority”** means the authority appointed under sub section (1) of section 15 of the Act;

(c) **“the Labour Commissioner”** means the Labour Commissioner, Punjab.

(d) **“the Court”** means the court mentioned in sub-section (1) of section 17 of the Act;

(e) **“deduction for breach of contract”** means a deduction made in accordance with provisions of the proviso to sub-section (2) of section 9;

(f) **“deduction for damage or loss”** means deduction made in accordance with provisions of clauses (c) of sub-section (2) of section 7;

(g) **“form”** means the form appended to these rules;

(h) **“Inspector”** means the Inspector authorised by or under section 14 of the Act;

(i) **“person employed”** excludes all persons to the payment of whose wages the Act does not apply,

(j) **“section”** means the section of the Act.

(k) **“paymaster”** means an employer or other person responsible under section 3 of the Act for Payment of Wages;

(1) Words and expression defined in the Act shall be deemed to have the same meaning as in the Act.

¹[2A. [x x x x x]

1 Added vide Punjab Govt Noti. No. 1290-VII-Lab. II-60/37184 dated 22nd December, 1960

10 (3) The Punjab Payment of Wages Rules, 1937

3. Register of fines-

- (1) In any factory in respect of which the employer has obtained approval under sub-section (1) of section 8 to a list of acts and omissions in respect of which fines may be imposed, the pay master shall maintain a Register of Fines in ²[Form I].
- (2) At the beginning of the Register of Pines there shall be entered serially numbered the approved purpose or purposes on which the fines realized are to be expended.
- (3) When any disbursements are made from the fines realized a deduct entry of the amount so expended shall be made in the Register of Fines, a voucher or receipt in respect of the amount shall be affixed to the Register. If more than one purpose has been approved the entry of the disbursement shall also indicate the purpose which is made.

4. Register of deductions for damage or loss - In every factory in which deductions for damage or loss are made the paymaster shall maintain the register required by sub-section (2) of section 10 in ³[Form II].

5. Register of wages - A register of wages shall be maintained in every factory and may be kept in such form as the paymaster finds convenient but shall include the following particulars:-

- (a) the gross wages earned by each person employed for each wage period;
- (b) all deductions made from those wages, with an indication in case of the clause of sub-section (2) of section 7 under which the deduction is made;
- (c) the wages actually paid to each person employed for each wage period.

6. Maintenance of Register - The register required by rules 3,4,5 and 17 shall be preserved for twelve months after the date of the last entry made in them.

7. Weights and measures -

- (1) All weights, measures of weighing machines which are used in checking or ascertaining the wages of persons employed in any factory shall be examined at least biannually by an Inspector who may prohibit the use of

1 Omitted vide Pb. Govt. Noti. No. GSR-70-GA 4/36/S.26/65, dated 27.3.1965.

2 Against Form I, II and III, Form VI, added vide Hr. Govt. Noti. No. 2/5/1/98-2 Lab.

3 Against Form I, II and III, Form VI, added vide Hr. Govt. Noti. No. 2/5/1/98-2 Lab.

10 (3) The Punjab Payment of Wages Rules, 1937

Assets any weight, measure or weighing machine which he finds to register incorrectly.

- (2) If the Inspector considers that any action should be taken under the Indian Weights and Measures of Capacity Act (XXXI of 1871) or the Indian Penal Code (XLV of 1860), he may seize the article in question and shall record his opinion and send it to the District Magistrate for such action as he may think fit.

8. Notice of dates of payment - The paymaster shall display, in a conspicuous place at or near the main entrance of the factory a notice, in English and in the language of the majority of the persons employed therein, giving for not less than two months in advance, the days on which wages are to be paid.

¹**[9. Prescribed authority for the purposes of sub-sections (1) and (8) of section 8** - For each factory and industrial establishment there shall be a committee consisting of-

- (1) the Labour Officer/Labour Inspector of the area concerned;
- (2) two representatives of the employer;
- (3) and two representatives of the workers which shall be the prescribed authority for the purpose of sub-sections (1) and (8) of section 8].

10. Application in respect of fines - Every employer requiring the power to impose fines in respect of any acts and omissions on the part of employed person shall send to ²[the Labour Commissioner];-

- (a) a list in English, in duplicate, clearly defining such acts and omissions,
- (b) in cases where the employer himself does not intend to be the sole person empowered to impose fines, a list, in duplicate, showing those appointments in his factory of which then cambiums may pass orders imposing fines and the class of establishment on which the incumbent of each appointment may impose fine.

1 Subs. vide Pb. Govt. Noti. No. 7933-7-Lab-II-61/22855. dated 19th July. 1961.

2 Subs. vide Pb. Govt. Noti No. 10700-LP-50-10251, dated 12th December. 1950.

10 (3) The Punjab Payment of Wages Rules, 1937

- 11. Approval of list of acts and omissions** - The authority appointed under rule 9 on receipt of the list prescribed in the preceding rule may, after such enquiry as he considers necessary, pass orders either. -
- (a) disapproving the list.
 - (b) approving the list either in its original form or as amended by him in which case such list shall be considered to be approved list; provided that no order disapproving or amending the list shall be passed unless the employer shall have been given an opportunity of showing cause orally or in writing why the list as submitted by him should be approved.
- 12. Posting of list** - The employer shall display at or near the main entrance of the factory a copy in English, together with a literal translation thereof, in the language of the majority of the persons employed therein, of the list approved under rule 11.
- 13. Persons authorised to impose fines** - No fine may be imposed by any person other than an employer, or a person holding an appointment named in a list submitted under rule 10.
- ¹**14. Procedure for imposing fines and deduction** - Any employer desiring to impose a fine on an employed person or to make a deduction for damage or loss shall.-
- (a) If the amount of fine proposed to be imposed or the deduction proposed to be made exceeds one rupee, serve a show cause notice in writing on the said-person, or damage or loss, in respect of which the fine or deduction is proposed to be imposed or made, as the case may be mentioning the amount of fine or deduction which it is proposed to impose or make and shall, before imposing the fine making the deduction take into consideration the explanation, if any, tendered by that person;
 - (b) If the amount of fine proposed to be imposed for the deduction proposed to be made does not exceed one rupee, explain personally to the said person the act or omission, or damage or loss in respect of which the fine or deduction is proposed to be imposed or made as the case may be, mentioning the amount of fine or deduction which it is proposed to impose

¹ Subs. vide Pb. Govt. Noti No. 7735-4 Lab-II-60/30622, dated 11th/17th Oct., 1960.

10 (3) The Punjab Payment of Wages Rules, 1937

or make, and shall, before imposing the fine or making the deduction, hear the explanation of such person in the presence of at least one other person.]

15. Information to paymaster - The person imposing a fine or directing the making of deduction for damage or loss shall at once inform the paymaster of all particulars so that the register prescribed in rule 3 and rule 4 may be duly completed.

16. Deduction for breach of contract-

- (1) No deduction for breach of contract shall be made from the wages of an employed person who is under the age of fifteen years or is a woman.
- (2) No deduction for breach of contract shall be made from the wages of the employed person unless:-
 - (a) there is provision in writing forming part of the terms of the contract of employment requiring him to give notice of the termination of his employment; and
 - (i) the period of his notice does not exceed fifteen days or the wage period whichever is less; and
 - (ii) the period of this notice does not exceed the period of notice which the employer is required to give of the termination of that employment;
 - (b) this rule has been displayed in English and in the language of the majority of the employed persons at or near the main entrance of the factory and has been so displayed for not less than one month before the commencement of the absence in respect of which the deduction is made;
 - (c) a notice has been displayed at or near the main entrance of the factory giving the names of the persons from whom the deduction is proposed to be made, the number of days wages to be deducted and the conditions (if any) on which the deduction will be remitted; provided that where deduction is proposed to be made from all the person employed in any department or sections of the factory, it shall be sufficient, in lieu of giving the names of the person in such department or sections to specify the department or sections affected.

10 (3) The Punjab Payment of Wages Rules, 1937

- (3) No deduction for breach of contract shall exceed the wages of the persons employed for the period by which the notice of termination of service given falls short of the period of such notice required by the contract of employment.
- (4) If any conditions have been specified in the notice displayed under clause (e) of sub-rule (2) no deduction for breach of contract shall be made from any person who has complied with these conditions.

17. Advances -

- (1) An advance of wages not already earned shall not without the previous permission of an Inspector exceed an amount equivalent to the wages earned by the employed person during the preceding two calendar months, or if he has not been employed for that period, twice the wages he is likely to earn during the two subsequent calendar months.
- (2) The advance may be recovered in instalments by deductions from wages spread over not more than twelve months. No installment shall exceed one third or where the wages for any wage period are not more than twenty rupees, one-fourth of the wages for the wage period in respect of which deduction is made.
- (3) The amounts of all advances sanctioned and the repayment thereof shall be entered in a register in ¹**[Form III]**.

18. Annual return of fines Annual return in respect of every factory in which during the calendar year any fines have been imposed or any deduction for breach of contract or for damage or loss have been made from wages a return shall be sent in **Form IV** so as to reach the ²[Labour Commissioner] not later than the 15th of February following the end of the calendar year to which it relates.

19. Costs -

- (1) Where the Authority or the Court as the case may be directs that any costs shall not follow the event he shall state his reasons there of duly in writing

1 Against Form I, II and III, Form VI, added vide Hr. Govt. Noti. No. 2/5/1/98-2 Lab.

2 Subs. vide Ph. Govt. Noti. No. 10700-LP-50-10251, dated 12th December, 1950.

10 (3) The Punjab Payment of Wages Rules, 1937

- (2) The costs which may be awarded shall include:-
- (a) the charges necessarily incurred on account of court fees.
 - (b) the charges necessarily incurred on subsistence money to witnesses;
and
 - (c) pleader's fees which shall originally be Rs. 10A provided that the authority or the Court, as the case may be, in any proceedings may reduce the fee to a sum not less than Rs.5/- or increase it to a sum not exceeding Rs.30/-.
- (3) When a party engages more pleaders than one to define a case, he shall be allowed one set of costs only.

20. Fee for obtaining copies.- The authority or the Court, as the case may be, may fix fee on the payment of which any person entitled to do so may obtain copies of any documents filed with the Authority or the Court, as the case may be;

Provided that the authority or the Court, as the case maybe, may in consideration of the poverty of the applicant, grant copies free of cost.

21. Fees - The fee payable in respect of proceedings under the Act shall be:-

(i)	For every application to summon a witness.	Four annas in respect of each witness
(ii)	For every other application made by or on behalf of an individual person before the authority.	Eight annas
(iii)	For every application made by or on behalf of an unpaid group before the the group subject to a maximum authority.	Four annas for each member of the group subject to a maximum of five rupees.
(iv)	For every appeal lodged with the Court.	Five rupees.

Provided that the authority or the Court may in consideration of the poverty of the applicant, reduce or remit this fee:

Provided further that no fee shall be chargeable, in respect of an application presented by Inspector.

10 (3) The Punjab Payment of Wages Rules, 1937

- 22. Abstracts** - The abstracts, of the Act and of the rules made thereunder to be displayed under section 25 shall be in **Form V**.
- 23. Penalties**- Any breach of rules ¹[**] 3,4, 5, 6,8,12,15 and 18 of these rules shall be punishable with the fine which may extend to two hundred rupees,

1 Omitted vide Pb.Govt. Noti.No.GSR.-70/CA-4/S-26/65. dated 27th March ,1965

10 (3) The Punjab Payment of Wages Rules, 1937

**¹[Form I]
Register of Fines**

.....Factory

S. No.	Name	Father's name	Department	Act or omission for which fine imposed
1	2	3	4	5

Whether workmen showed cause against fine or not, if so, enter date	Rate of Wages	Date and amount of fine imposed	Date on which fine realised	Remarks
6	7	8	9	10

¹[Form II]

Register of deductions for damage or loss caused to the employer by the neglect or default of the employed persons

.....Factory

S. No.	Name	Father's name	Department	Damage or loss caused
1	2	3	4	5

Whether worker showed cause against of deduction or not; if so, enter date	Date and amount of deduction imposed	Number of installments if any	Date on which total realised	Remarks
6	7	8	9	10

¹ Against Form I, II and III, Form VI, added vide Hr. Govt. Noti. No. 2/5/1/98-2 Lab.

10 (3) The Punjab Payment of Wages Rules, 1937

¹[Form III]

Register of Advances made to employed persons.

_____ Factory

S.No.	Name	Father's name	Department	Date and amount of advance made
1	2	3	4	5

Purpose(s) for which advance made	Number of installments by which advance to be repaid	Postponements granted	Date on which total amount repaid	Remarks
6	7	8	9	10

²[Form IV

ANNUAL RETURNS

Wages and deductions from wages

Return for the year ending 31st December, 19.....

1. (a) Name of the factory or establishment and postal address
(b) Industry
 2. Number of days worked during the year.
 3. *Number of man days worked during the year. Persons earning less than Rs. 400/- per month -
Adults
Children
- @(b) Average daily No. of persons employed during the year
Adults
Children

¹ Against Form I, II and III, Form VI, added vide Hr. Govt. Noti. No. 2/5/1/98-2 Lab.

² Subs. vide Pb. Govt. Noti. No. GSR-211/CA-4/36./S.26/66. dated 30th August. 1966.

* This is the aggregate number of attendance during the year.

@ The average daily number of persons employed during the year is obtained by dividing the aggregate number of attendance during the year by the number of working days.

10 (3) The Punjab Payment of Wages Rules, 1937

Total

4. Gross amount paid as remuneration to persons getting less than Rs. 400/- including deductions under section 7(2) of which the amount due to profit sharing bonus is and that due to money value of concession is
5. Total wages paid including deduction under section 7(2) on the following accounts:-
 Persons receiving less than Rs.400/- per month -
 (a) Basic wages including overtime wages and non-profit sharing bonus.
 (b) Dearness and other allowances in cash.
 (c) Arrears of pay in respect of previous year paid and during the year.

Total

6. Deduction
 Persons receiving less than Rs, 400/-

No. of cases	Amount

- (a) Fines
 (b) Deductions for damage or loss
 (c) Deductions for breach of contract

7. Disbursement from the fines fund.

Purpose	Amount
(a)	
(b)	
(c)	
(d)	

8. Balance of fines fund in hand at the end of the year.

Signature.....

Designation.....

Money value of concessions should be obtained by taking the difference of the cost price paid by the employer and the actual price paid by the employee for supplies of essential commodities given free or at concessional rates.]

¹FORM V

Abstract of the Payment of Wages Act, 1936, and the Rules made thereunder

Whom the Act affects

1. The Act applies to the payment of persons in factory receiving less than one thousand six hundred rupees a month.
2. No employed person can give up by contractor agreement, his rights under the Act.

Definition of the Wages

3. “**Wages**” means all remuneration whether salary, allowances or otherwise payable to a person employed in respect to his employment or of work done in such employment.

It includes: -

- (a) any remuneration payable under any award or settlement between the parties or order of the Court.
- (b) any remuneration to which the person employed is entitled in respect of over time of work or holidays or any leave period
- (c) any additional remuneration payable under the terms of employment.
- (d) any sum which by reason of the termination of employment of the person employed is payable under any law contract or instrument which provides for the payment of such sum, whether with or without deductions, but does not provide for the time within which the payment is to be made, and;
- (e) any sum to which the person employed entitled under any scheme framed under any law for the time being in force.

It excludes:-

- (1) any bonus which does not form part of the remuneration pay under the terms of employment or which is not payable under an award or settlement between the parties or order of a Court;
- (2) the value of any house accommodation or of the supply of the water, medical attendance or other amenity or of any service excluded from the computation of wages by an order of the State Government;

¹ Subs. Pb. Govt. No, 12627-VII-Lab-II-61/37441, dated 15th Nov., 1961

10 (3) The Punjab Payment of Wages Rules, 1937

- (3) any contribution paid by the employer to any pension or provident fund and the interest which may have acquired thereon;
- (4) any travelling allowance or the value of any travelling concessions;
- (5) any sum paid to the employed persons to defray special expenses entailed on him by the nature of his employment; OR
- (6) any gratuity payable on the termination of employment in case other than those specified in sub-clause (d).

Responsibilities for, and method of, payment

4. The manager of the factory is responsible for the payment under the Act, of wages to persons employed under him, and any contractor employing persons is responsible for payment to the persons he employs;
5. Wages period shall be fixed for the payment of wages at interval not exceeding one month.
6. Wages shall be paid on a working day within seven days of the end of the wage period (or within ten days if one thousand or more persons are employed).

The wages of the persons discharged shall be paid not later to the second working day after their discharge.

7. Payment in kind are prohibited.

Fines and Deductions

8. No deduction shall be made from wages except those authorised under the Act (see paragraph 9-16 below).

¹9. (1) Fines may be imposed only for such acts and omissions as employer may, with the previous approval of the committee constituted under rules 9, specify by a notice displayed at or near the main entrance of the factory and after giving the employed persons an opportunity for explanation.

(2) Fines -

- (a) shall not exceed three naye paise in the rupees;
- (b) shall not be recovered by instalment or later than sixty days of the date of imposition;
- (c) shall be recorded in a register and applied to such purpose beneficial to the employed persons as approved by the said Committee; and

1 Subs. vide. Pb. Govt. Noti. No. GSR-242/CA-4/36/Amd/62, dated 21st Oct., 1962.

10 (3) The Punjab Payment of Wages Rules, 1937

¹[(d) shall not be imposed on any employed persons who is under the age of fifteen years.]

- 10.** (a) Deduction for absence from duty can be made only on account of the absence of the employed persons at time when he should be working, and such deductions must not exceed an amount which is in the same proportion to his wages for the wages period as the time he was absent in that period to the total time he should have been at work.
- (b) If ten or more employed persons, acting in concert, absent themselves without reasonable cause and without due notice, the deduction for absence can include wages for eight days in lieu of notice; but -
- (i) no deduction for breaking a contract can be made from a person under 15 years of age or a woman;
 - (ii) there must be a provision in writing which forms a part of the contract to employment requiring that a specific period of notice of intention to cease work not exceeding 15 days or the period of notice of which the employer has to give to discharge worker must be given to the employer and that wages may be deducted in lieu of such notice;
 - (iii) the above provision must be displayed at or the near main entrance of the factory;
 - (iv) no deduction of this nature can be made until a notice that this deduction is to be made, has been pasted at or near the main entrance of the factory;
 - (v) no deduction must exceed the wages of the employed person for the period by which the notice he gives of leaving employment, is less than the notice he should give under his contract.
- 11.** Deductions can be made for damage or loss of goods expressly entrusted to an employed person or for loss of money for which he is required to account, where such damage or loss is due to his neglect or default.
Such deduction can not exceed the amount of the damage or loss caused and can be made only after giving the employed persons an opportunity for explanation.
- 12.** Deduction can be made, equivalent to the value thereof, for house accommodation supplied by the employer or by Govt. or any housing board

¹ Sub. vide Pb. Govt. Noti. No. GSR-69/CA-4/36/ S-26/Amd(2)/63 Dated the 18th March, 1963.

10 (3) The Punjab Payment of Wages Rules, 1937

set up under any law for the time being in force (whether the Govt. or board is the employer or not) or any other authority engaged in the business of subsidising house accommodation which may be specified in this behalf by the State Government amenities and service (other than tool and raw material) supplied by the employer;

Provided those are accepted by the employed person as a part of the terms of his employment and have, in the case of amenities and services, been authorised by order of the State Government,

13. (a) Deductions can be made for the recovery of advances, or for adjustment of over payment of wages,
 - (b) Advances made before the employment began can only be recovered from the first payment of wages for a complete wage period but no recovery can be made of advances given for travelling expenses before employment began.
 - (c) Advances of unearned wages can be made at the paymaster's discretion during employment but must not exceed the amount of two month's wages without the permission of an Inspector.

These advances can be recovered by installments, spread over not more than twelve months and the installments must not exceed one-third or if the wages are not more than twenty rupees one-fourth of the wages for any wages period,
14. Deductions can be made for subscription to and for repayment of advances from any recognised provident fund.
15. Deductions can be made for payments to co-operative societies approved by the State Government or to the postal insurance, subject to any conditions imposed by the State Government.

Deductions can also be made with the written authorisation of the persons employed for payment of any premium of his life insurance policy to the Life Insurance Corporation of India or for the purchase of securities of the Government of India or of any State Government or for being deposited in any post office Saving Bank in furtherance of any Saving Scheme of any such Government.
16. Deductions from the wages of an employed person shall be made:-

10 (3) The Punjab Payment of Wages Rules, 1937

- (a) on account of deduction of the income tax payable by the employed persons;
- (b) on account of deductions required to be made by order of a Court or other authority competent to make such orders.

Inspection

17. An Inspector can enter any premises and can exercise power of inspection (including examination of documents and talking of evidence) as he may deem necessary for carrying out the purposes of the Act.

Complaints of Deductions or Delays

18. (1) Where irregular deductions are made from wages, or delays in payment take place, an employed person can make an application in the prescribed form within six months to the authority appointed by the State Government for the purpose. An application delayed beyond this period may be rejected unless sufficient cause for the delay is shown.
- (2) Any legal practitioner, official of a registered trade union. Inspector under the Act, or other person acting with the permission of authority can make the complaint on behalf of an employed person.
- (3) A single application may be presented by, or on behalf of any number of persons belonging to the same factory the payment of whose wages has been delayed.

Action by the authority

19. The authority may award compensation to the employed person in addition to ordering the payment or delayed wages or the refund of illegal deduction. If a malicious or vexatious complaint is made, the authority may impose a penalty not exceeding fifty rupees on the applicant and order that it be paid to the employer.

Appeal against the authority

20. An appeal in the prescribed form against an order or a direction may by the authority may be preferred, within thirty days to the District Court: -
- (a) by the paymaster if the total amount directed to be paid exceeds three hundred rupees;

10 (3) The Punjab Payment of Wages Rules, 1937

- (b) by an employed person or any official of a registered trade union authorised in writing to action on his behalf if the total amount to wages withheld from him or his co-workers, exceeds fifty rupees.
- (c) by a person directed to pay a penalty for a malicious or vexatious application.

Punishment for Breaches of the Act

- 21.** Any one delaying the payment of wages beyond the due date, or making any unauthorised deductions from wages is liable to a fine upto five hundred rupees, but only if prosecuted with the sanction of the authority of the appellate court.
- 22.** The paymaster who -
 - (1) does not fix a wage period; OR
 - (2) makes payment in kind; OR
 - (3) fails to display at or near the main entrance of the factory this abstract in English and in the language of the majority of the employed person; OR
 - (4) breaks certain rules made under the Act, is liable to fine not exceeding two hundred rupees.

A complaint to the effect can be made only by the Inspector or with his sanction. Conditional attachment of property of employer or other persons responsible for payment of wages.

- 23.** (1) Whether at any time after an application has been made under sub-section (2) of section 15 the authority, or where at any time after an appeal has been filed under section 17 by an employed person or any official of a registered trade union authorised in writing to act on his behalf the court referred to in that section, is satisfied that the employer or other person responsible for the payment or wages under section 3 is likely to evade payment of any amount that may be directed to be paid under section 15 or section 17 the authority or the Court, as the case may be, except on cases where the authority or court is of opinion that the ends of justice would be defeated by the delay, after giving the employer or where persons an opportunity of being heard, may direct the attachment of so much of the property of the employer or other persons responsible for the payment of wages as, is, in the opinion of the authority or court, sufficient to satisfy the amount which may be payable under the direction.

10 (3) The Punjab Payment of Wages Rules, 1937

- (2) The provision of the Code of Civil Procedure, 1908, relating to attachment before judgment under that Code shall, so far as may be, apply to any order for attachment under sub-paragraph(1)].

Notification Power Delegation

In exercise of power conferred by sub section (3) of section 14 of the Payment of Wages Act. 1936, the Governor of Haryana, has appointed the following **Deputy Labour Commissioner**, to be **Inspecting Officers** for the purpose of the said Act, with the jurisdiction limits specified below as specified against each vide notification No. 2/55/83/2Lab dated 10th May, 1989.

10 (3) The Punjab Payment of Wages Rules, 1937

***FORM-VI**

(See Rule 3 (3), 4 and 17 (3))

Register of Wages, Fine, Damage and Advance

1	S.No.	2	Name	3	Father's Name	4	Sex	5	Rank	6	Department	7	Rate of Pay p.m. or wage per day	8	Attendance Actual days worked Weekly rests Total	9	Amount of wages	10	AMOUNT Place work Rs. P.	11	Days	12	DUE Holidays with pay Rs. P.
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FOR THE MONTH OF 2000.

13	Casual, Sick, National Festival Holidays	Rs. P.	14	Total Amount Due 10 to 13	Rs. P.	15	Advance	Rs. P.	16	Fine	Rs. P.	17	Damage and	Rs. P.	18	Provident Fund	Rs. P.	19	F. Pension Fund	Rs. P.	20	E.S.I. Insurance	Rs. P.	21	Total Deduction 15 to 20	Rs. P.	22	Net Amount Payable 14 to 21	Rs. P.	23	Signature	24	Remarks (If any)
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*Against Form I, II and III, Form No. VI, added vide Hr. Govt. Noti. No2/51/98-2 Lab, Dated. 4.7.2000.

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965**INDEX****10 (4) THE PUNJAB PAYMENT OF WAGES (PROCEDURE) RULES,
1965**

Rules/ Form No.	Description	Page
1.	Short Title	432
2.	Definitions	432
3.	Form of application	432
4.	Authorisation	432
5.	Permission to appear	433
6.	Presentation of documents	433
7.	Refusal to entertain application	433
8.	Appearance of parties	433
9.	Record of proceeding	434
10.	Signature of forms	434
11.	Exercise of powers	434
12.	Appeals	434
13.	Inspection of documents	435
Form A	Form of individual application	436
Form B	Form of group Application	437
Form C	Form of applications by an Inspector of person permitted by the authority or authorised to act.	439
Form D	Certificate of authorisation	440
Form E	Notice for the disposal of application	440
Form F	Record of order of direction	441
Form G	Notice to respondent of the day fixed for the hearing of the appeal under section 17 of the Payment of Wages Act, 1936	442

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

RULES, 1965

Notification number GSR. 275/CA-4/36/S. 26/65. Dated 15th November, 1965

In exercise of the powers conferred by sub-section (l) of Section 26 of the Payment of Wages Act, 1936 (Act IV 1936) the Governor to Punjab hereby makes the following rules, namely:-

1. **Short title** - These rules may be called the Punjab Payment of Wages (Procedure) Rules, 1965.
2. **Definitions** - In these rules, unless the context otherwise requires-
 - (a) **“Act”** means the Payment of Wages Act, 1936;
 - (b) **“Appeal”** means an appeal under section 17 ;
 - (c) **“Authority”** means the authority appointed under sub-section (1) of section 15;
 - (d) **“Court”** means the court mentioned in sub-section (1) of section 17:
 - (e) **“Employer”** includes the persons responsible for the payment of Wages under section 3 of the Act:
 - (f) ****Form”** means a form appended to these rules;
 - (g) **“Record of order or direction”** means the record of an order dismissing either wholly or in part an application made under sub-section (2) of section 15 or of a direction made under sub-section (3) or sub-section (4) of that section kept in Form ‘F’;
 - (h) **“Section”** Means a section of the Act.
3. **Form of application** - Application under sub-section (2) of section 15 by or on behalf of an employed person or group of employed person shall be made in duplicate in **Form A, Form B or Form C**, as the case may be, on copy of which shall bear such court-fee as may be prescribed.
4. **Authorisation** - The authorisation to act on behalf of an employed person under section 15 shall be given to **Form D**, shall be presented to the authority bearing the application and shall form part of the record.

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

5. Permission to appear - Any person desiring the permission of the authority to act on behalf of any employed person or persons shall present to the authority a brief written statement explaining his interest in the matter and the authority shall record an order on the statement which in the case of refusal, shall include reasons for the order and shall incorporate in the record.

6. Presentation of documents -

- (1) Applications or other documents relevant to an application may be presented in person to the authority at any time during the hours to be fixed by the authority, or may be sent to him by registered post.
- (2) The authority shall at once endorse or cause to be endorsed, on each document the date of the presentation of receipt, as the case may be.

7. Refusal to entertain application -

- (1) The authority may refuse to entertain an application presented under rule 6, if after giving the application an opportunity of being heard, the authority is satisfied, for reasons to be recorded in writing, that -
 - (a) the application is not entitled to present an application; or
 - (b) the application is barred by reason of the provisions to sub-section (2) of section 15; or
 - (c) the applicant shows no sufficient cause for making a direction under section 15.
- (2) The authority may refuse to entertain an application which is insufficiently stamped or is otherwise incomplete and, if he so refuses, shall return it at once with an indication of the defects. If the application is presented again after the defects have been made good, the date of representation shall be deemed to be the date of presentation for the purpose of the provisions to sub-section (2) of section 15.

8. Appearance of parties -

- (1) If the application is entertained, the authority shall call upon the employer by a notice in **Form E** to appear before him on a specified date together with all relevant documents and witnesses, if any and shall inform the applicant of the date so specified.

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

(2) If the employer or his representative fails to appear on the specified date, the authority may proceed to hear and determine the application ex parte: Provided that an order passed under sub-rule (2) or sub-rule(3) may be set aside and the application reheard on good cause being shown within one month of the date of the said order, notice being served on the opposite party of the date fixed for hearing.

(3) If the applicant fails to appear on the specified date, the authority may dismiss the application.

9. Record of proceeding -

(1) The authority shall in all cases enter the particulars indicated in **Form F** and the time of passing order shall sign and date the Form.

(2) In a case where no appeal lies, no further record shall be necessary.

(3) In a case where an appeal lies, the authority shall record the substance of the evidence and shall append it under the signatures to the record of order or direction.

10. Signatures of forms- Any form (other than the record of order or direction) which is required by these rules to be signed by the authority may be signed under his direction and on his behalf by any officer subordinate to him appointed by him in writing for this purpose.

11. Exercise of Powers - In exercise of powers of a Civil Court conferred by section 18 the authority shall be guided in respect of procedure by the relevant orders of the first schedule of the Code of Civil Procedure, 1908, with such alterations as the authority may find necessary, not affecting their substance, for adopting them to the matter before him and save where they conflict with the express provisions of the Act of these rules.

12. Appeals -

(1) An appeal shall be preferred in duplicate in the form of a memorandum, one copy of which shall bear the prescribed court fee, setting forth concisely the grounds of objection to the order dismissing either wholly or in part an application made under sub-section (2) of section 15 or a direction made under sub-section (3) or sub-section (4) of that section, as

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

the case may be and shall be accompanied by a certified copy of the said order or direction.

- (2) When an appeal is lodged a notice shall issue to the respondent in **Form G**.
- (3) The Court after hearing the parties and after such further enquiry, if any as it may deem necessary may confirm, vary, or set aside the order or direction for which the appeal is preferred and shall make an order accordingly.

13. Inspection of documents - Any employed person or any employer or his representative, or any person permitted under sub-section (2) of section 15 to apply for a direction shall be entitled to inspect any application, memorandum of appeal, or any other documents filed with the authority of the Court, as the case may be, in a case to which he is a party and may obtain copies thereof on the payment of such fees as may be prescribed.

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

FORM 'A'

Form of individual application

[See sub-section (2) of section 15 of the Payment of Wages Act]

In the court of the Authority appointed under the Payment of Wages Act, 1936, (IV of 1936) for..... areas.

Application No..... of.....

Between

ABC..... Applicant, through a legal practitioner.....

or

official of..... which is registered trade union

and

XYZ Opposite party.

The applicant states as follows:

1. is a person employed in/on the Factory entitled industrial establishment and resides atThe address of the applicant for the service of all notices and processes is:
2. X, Y, Z, the opposite party, is the persons responsible for the payment of his wages under section 3 of the Act and his address for the service of all notices and processes is:
3. (1) The applicant's wages have not been paid for the following wage periods) given dates.....
Or a sum of Rs..... has been unlawfully deducted from his wages of (amount) for the period (s) which ended on (give-date (s).
(2) Here give any further claim or explanation.

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

4. The applicant estimates the value of the relief sought by him at the sum of Rupees.....
5. The applicant prays that a direction may be issued under sub-section (3) of section 15 for

(a) Payment of his delayed wages as estimated or such greater or lesser amount as the authority may find to be due or refund of the amount illegally deducted.

(b) Compensation amounting to.....
The applicant certifies that the statement of facts contained in this application is to the best of his knowledge and belief, accurate.

Signature or thumb-impression of the employed person or legal practitioner or official of registered trade union duly authorised.

FORM 'B'

Form of group Application

[See sub-section (2) of section 15 and section 16 of the Payment of Wages Act]
In the Court of the authority appointed under the Payment of wages Act, 1936, for.....area.

Application No.....of.....Between
A.B.C. and (state the number).....others applicants;
Others
(through.....a legal practitioner/an official
ofwhich is registered Trade Union)
And X.Y.Z.....Opposite party.

The applicant states as follows:-

1. The applicants whose names appear in the schedule below are persons employed in/on the (industrial establishment)..... entitled.....

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

The address of the applicants for services of all notices and processes is.....

2. X.Y.Z. the opposite party, is the person responsible for the payment of wages under sections of the Act, and his address for the service of all notices and processes is.....

3. The applicants wages have not been paid for the following wage period (s).

4. The applicants estimate the value of the relief sought by them at the sum of Rs.....

5. The applicants pray that a direction may be issued under sub-section (3) of section 15 for

(a) Payment of the applicants' delayed wages as estimated or such greater or lesser amount as the authority may find to be due.

(b) Compensation amounting to.....

The applicants certify that the statement of facts contained in this application is to the best of their knowledge and belief accurate.

Signature or thumb-impression of two of the applicants, or legal practitioner or an official of a registered trade union duly authorised.

SCHEDULE

Names of applicants

1

2

3

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

FORM 'C'

Form of application by an Inspector or person permitted by the authority or authorised to act

[See sub-section (2) of section 15 and 16 of the Payment of Wages Act]

In the Court of the authority appointed under the Payment of Wages Act for.....area.

Application No..... of

between

A.B.C. (designation) and Inspector under Payment of Wages Act or person permitted/authorised by the Authority to act under sub-section(2) of section 15

and

X.Y.Z. the opposite party.

The applicant states as follows:

1. XY.Z.the opposite party is the person responsible under the Act for the payment of wages to the following persons.

- 1.
- 2.
- 3.

2. His address for the service of notice and processes is

3. The wages of the said person due in respect of the following wage period (s) have not been paid..... has been subject to the following illegal deductions;

4. The applicant estimates the value of the relief sought for the person (s) employed at the sum of Rs.....

5. The applicant prays that a direction may be issued under sub-section (3) of section 15 for.....

(a) Payment of the delayed wages as estimated or such greater or lesser amount as the authority may find to be due.

Or refund of the amount illegally deducted.

(b) Compensation amounting to.....

The applicant certifies that the statement of facts contained in this application is to the best of his knowledge and belief accurate.

Signature

FORM 'D'

Certificate of authorisation

[See section 15 of the Payment of Wages Act]

I/We employed persons(s) hereby authorise a legal practitioner/an official of which is registered trade union to act on my /our behalf under section 15 and section 17 of Payment of Wages Act, 1936(IV of 1936), in respect of the claim against..... on account **of** the delay in payment of/illegal deductions from my/our wages for.....

Witnesses 1.1.

2.2.

3.3.

4.4.

I accept the authorization

Signature

Legal practitioner/Official of a registered trade union

FORM 'E'

Notice for the disposal of application

[See rule 8(1)]

To

Whereas under the Payment of Wages Act, 1936 (IV of 1936), a claim against you has been presented to me in the application of which a copy is enclosed. You are hereby called upon to appear before me either in person or by any person duly instructed and able to answer all material question relating to the application, or who shall be accompanied by some person able to answer all such questions on the..... day of..... at..... "O' clock in the forenoon/afternoon to answer the claim and as the day fixed for your appearance is appointed for the final disposal of the application, you must be prepared to produce on that day all the witnesses upon whose evidence, and the documents upon which you intend to rely in support of your defence.

Take notice that, in default of your appearance on the day before mentioned, the application will be hoard and determined ir your absence. Given under my hand and seal this day.....

Seal Authority

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

FORM 'F'

(Record of order or direction) [See rule 9(1)]

1. Serial Number:
2. Date of application:
3. Name or names, parentage, address of the applicants, or some or all of the applicants belonging to the same unpaid group:
4. Name and address of the employer:
5. Amount claimed:
 - (a) delayed wages:
 - (b) as deducted from wages Rs.:
6. Plea of the employer and his examination (if any):
7. Finding and a brief statement of the reasons therefore:
8. Amounts awarded
:.....
 - (a) delayed wages:
 - (b) deducted wages:
9. Compensation awarded:
10. Penalty imposed:
:.....
11. Cost awarded to
:.....
 - (1) Court fee charges:
 - (2) Pleader's fee:
 - (3) Witnesses' expenses:
12. Costs awarded to
:.....
 - (i) Court fee charge:
 - (ii) Pleader's fee:
 - (iii) Witnesses' expenses:

Signed.....

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

Dated.....

Note - In cases where an appeal lies, attach on a separate sheet the substance of the evidence.

10 (4) The Punjab Payment of Wages (Procedure) Rules, 1965

FORM 'G'

**Notice to respondent of the day fixed for the hearing of the appeal under
section 17 of the Payment of Wages Act, 1936**

[See Rule 12 (2)]

Appeal from the direction of the authority for the area, dated
theday of.....

Respondent

Take notice that an appeal of which a copy is enclosed, from the decision of
the authority forarea has been presented by X.Y.Z, (and
others) and registered in the Court and that the..... day
of..... has been fixed by this Court for the hearing of this appeal.

If no appearance is made on your behalf, by yourself or by someone
authorised by law to act for you in this appeal, it will be heard and decided in your
absence.

Given under my hand and the seal of the Court, this day
of..... 19....

Seal Judge.....
