

DRAFT RULES
CHAPTER I
PRELIMINARY

1. Short Title and commencement.-

- (1) These rules may be called the Code on Wages Meghalaya Rules, 2024.
- (2) They shall extend to the whole State of Meghalaya
- (3) They shall come into force on the date of their final publication in the Official Gazette.

2. Definitions.-

- (1) In these rules, unless the context otherwise requires,—
 - (a) “Authority” means the authority appointed by the State Government under sub-section (1) of section 45 of the Code;
 - (b) “Appellate Authority” means the appellate authority appointed by the State Government under sub-section (1) of section 49 of the Code;
 - (c) “Appeal” means and appeal preferred under sub-section (1) of section 49 of the Code;
 - (d) “Board” means the Meghalaya State Advisory Board constituted by the State Government under sub-section (4) of section 42 of the Code;
 - (e) “Chairperson” means the chairperson of the Board;
 - (f) “Code” means the Code on Wages, 2019 (Central Act 29 of 2019);
 - (g) “Committee” means a committee appointed by the State Government under clause (a) of sub-section (1) of section 8;
 - (h) “Day” means a period of 24 hours beginning at mid-night;
 - (i) **“Family” means all or any of the following relatives of the employee viz;**
 - (a) A Spouse;
 - (b) A minor legitimate or adopted child dependent upon the employee;
 - (c) A child who is wholly dependent on the earnings of the employee, and who is- (i) receiving education till he attains the age of 21 years and
(ii) an unmarried daughter
 - (d) A child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependent on the earnings of the employee, so long as the infirmity continues;
 - (e) Dependent parents (including father-in-law and mother-in-law of a women employee), whose income from all sources does not exceed such income as may be specified by the State Government from time to time;
 - (j) “Form” means a form appended to these Rules;
 - (k) **“Geographical Area” means the areas notified by the State Government from time to time;**
 - (l) “Highly skilled” means havingspecialized training, specific knowledge and experience in order to carry out complex tasks;
 - (m) “Inspector-cum-Facilitator” means a person appointed by the State Government, by notification under sub-section (1) of section 51 of the Code;

- (n) “Member” means a member of the Board and includes its Chairperson;
 - (o) “Registered trade union” means a trade union registered under the Trade Unions Act, 1926(Central Act 16 of 1926);
 - (p) “Schedule” means the schedule appended to these Rules;
 - (q) “Section” means a section of the Code;
 - (r) “Semi-skilled” means work which involves some degree of skill and competence acquired through experience on the job which is capable of being performed under the supervision and guidance of skilled employees and includes unskilled supervisory works.
 - (s) “Skilled” means work which involves skill or competence acquired through experience on the job or through training as apprentice in a technical or vocational institute and the performance of which calls for initiative and judgement.
 - (t) “State” means the State of Meghalaya.
 - (u) “State Government” means the Government of Meghalaya; and
 - (v) “Unskilled” means work which involves simple operation, little or no skill or experience in the job.
- (2) All other words and expressions used in these Rules but not defined herein shall have the same meaning as respectively assigned to them under the Code.

CHAPTER II MINIMUM WAGES

3. Manner of calculating the minimum rate of wages.-

- (1) For the purposes of sub-section (5) of section 6, the minimum rate of wages shall be fixed at a rate equal to or above the floor wages fixed by the Central Government under section 9 on the day basis keeping in view the following criteria, namely:-
- (i) the standard working class family which includes a spouse and two children apart from the earning **employee**; an equivalent of three adult consumption units;
 - (ii) a net intake of 2700 calories per day per consumption unit;
 - (iii) 66 meters of cloth per year per standard working class family;
 - (iv) housing rent expenditure to constitute 10 percent of food and clothing expenditure;
 - (v) fuel, electricity and other miscellaneous items of expenditure to constitute 20 percent of minimum wage; and
 - (vi) expenditure for children education, medical requirement, recreation and expenditure on contingencies to constitute 25 percent of minimum wages.
- (2) When the rate of wages for a day is fixed, then such amount shall be divided by eight for fixing the rate of wages for an hour and multiplied by twenty six for fixing the rate of wages for a month and in such division and multiplication the factors of one-half and more than one-half shall be rounded as next figure and the factors less than one-half shall be ignored. **In case of a five day working week, the hourly rate of minimum wages so calculated shall be used to derive the minimum wages for the day.**

4. Norms for fixation of minimum rate of wages.-

- (1) If found necessary, while fixing the minimum rate of wages under section 6, the State Government may divide the concerned area into different categories, depending on the (i) **geographical area** (ii) **experience in the area of employment** and (iii) **level of skill required for working under the categories of unskilled, semi-skilled, skilled and highly skilled.**
- (2) The State Government shall constitute a technical committee for the purpose of advising it in respect of skill categorization, which shall consist of the following members, namely:-
 - (i) The Labour Commissioner, Government of Meghalaya Chairperson;
 - (ii) The Joint Secretary of the Finance Department, Government of Meghalaya Member;
 - (iii) The Joint Secretary of the Personnel (A.R) Department, Government of Meghalaya Member;
 - (iv) The Joint Secretary of the Department of Labour, Employment and Skill Development, Government of Meghalaya Member;
 - (v) The Executive Director, Meghalaya State Skill Development Society (MSSDS) Member;
 - (vi) The Director of Employment and Craftsmen Training, Government of Meghalaya Member;
 - (vii) The Director, Economics & Statistics, Government of Meghalaya Member;
 - (viii) The Joint Labour Commissioner, Government of Meghalaya Member Secretary.
 - (ix) **Two representatives each of employers and employees who are experts in the area of skill development;**
- (3) The State Government, on the advice of the technical committee constituted under sub-rule (2), shall categorize the occupations of the employees into four categories that is to say unskilled, semi-skilled, skilled and highly skilled by modifying, deleting or adding any entry in the categorization of such occupation specified in Schedule A.
- (4) The technical committee constituted under sub-rule (2) shall while advising the State Government under sub-rule (3) take into account, to the possible extent, the national classification of occupation or national skills qualification framework or other similar framework for the time being formulated to identify occupations.

5. Time interval for revision of dearness allowance.-Endeavour shall be made so that the cost of living allowance and the cash value of the concession in respect of essential commodities at concession rate shall be computed before 1st April and 1st October of every year to revise the dearness allowance payable to the employees on the minimum wages. The revised dearness allowance so calculated **based on the Average Consumer Price Index (CPI) for Industrial Workers published by the Labour Bureau, Chandigarh**, shall be payable from 1st April and 1st October of every year.

6. Number of hours of work which shall constitute a normal working day.-

- (1) **No employee shall be required or allowed to work in an establishment for more than 48 hours in a week.**

- (2) If an employee works on daily basis in an establishment, the period of work of such employee shall be so arranged that inclusive of the intervals of rest, it shall not spread over for more than ten and half hours on any day.
- (3) If the employee works in the establishment for six days in a week, the period of work of an employee shall be so arranged that inclusive of his interval for rest shall not spread over for more than ten and half hours per day and the seventh day of the said week for the employee shall be a paid holiday.
- (4) If the employee works in the establishment for less than six days in a week arising due to provision of flexibility in working hours, the period of work of an employee shall be so arranged that inclusive of his interval for rest shall not spread over for more than twelve hours per day and the remaining days of the said week for the employee shall be paid holidays.

Provided that the flexibility in working hours shall be permitted with the consent of the negotiating union/negotiating council or with the consent of majority of employees in the absence of negotiating union/negotiating council.

- (5) The provisions of sub-rules (1) and (2) shall, in the case of an employee employed in agricultural employment, be subject to such modifications as may, from time to time, be determined by the State Government.
- (6) Nothing in this Rule shall be deemed to affect the provisions of the Occupational Safety, Health and Working Conditions Code, 2020 (Central Act 37 of 2020).

7. Weekly day of rest.-

- (1) Subject to the provisions of this Rule, an employee shall be allowed a day of rest every week (hereinafter referred to as “the rest day”) which shall ordinarily be Sunday **in case of a six day week and in case of less than six day week shall include Saturday and Sunday**, but the employer may fix any other day of the week as the rest day for any employee or class of employees:

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

Provided further that the employee shall be informed of the day fixed as the rest day and of any subsequent change in the rest day before the change is affected, by display of a notice to that effect in the place of employment or prior intimation in electronic form to that effect.

Explanation.-For the purpose of computation of the continuous period of not less than six days specified in the first proviso to this sub-rule, any day on which an employee is required to attend for work but is given only an allowance for attendance and is not provided with work, a day on which an employee is laid off on payment of compensation under the Industrial Relations Code, 2020, (Central Act 35 of 2020) and any leave or holiday, with or without pay, granted by the employer to an employee in the period of six days immediately preceding the rest day, shall be deemed to be days on which the employee has worked.

- (2) Any such employee shall not be required or allowed to work on the rest day unless he has or will have a substituted rest day for a whole day on one of the five days immediately before or after the rest day:

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

- (3) Where in accordance with the foregoing provisions of this Rule, any employee works on a rest day and has been given a substituted rest day on any one of the five days before or after the rest day, the rest day shall, for the purpose of calculating the weekly hours of work, be included in the week in which the substituted rest day occurs.
- (4) An employee shall be granted-
- (a) for rest day wages calculated at the rate applicable to the next preceding day; and
 - (b) where he works on the rest day and has been given a substituted rest day, then, he shall be paid wages for the rest day on which he worked, at the overtime rate and wages for the substituted rest day at the rate applicable to the next preceding day:

Provided that where-

- (i) the minimum rate of wages of the employee as notified under the Code has been worked out by dividing the minimum monthly rate of wages by twenty-six; or
- (ii) the actual daily rate of wages of the employee has been worked out by dividing the monthly rate of wages by twenty-six and such actual daily rate of wages is not less than the notified minimum daily rate of wages of the employee,

then, no wages for the rest day shall be payable; and

- (iii) the employee works on the rest day and has been given a substituted rest day, then, he shall be paid, only for the rest day on which he worked, an amount equal to the wages payable to him at the overtime rate;

and, if any dispute arises whether the daily rate of wages has been worked out in accordance with the provisions of this proviso, the Labour Commissioner or the Deputy Labour Commissioner/ Assistant Labour Commissioner having territorial jurisdiction may, on application made to him in this behalf, decide the same, after giving an opportunity to the parties concerned to make written representations:

Provided further that in case of an employee governed by a piece-rate system, the wages for the rest day, or the substituted rest day, as the case may be, shall be such as the State Government may, from time to time determine having regard to the minimum rate of wages fixed under the Code, in respect of the employment.

Explanation.-In this sub-rule 'next preceding day' means the last day on which the employee has worked, which precedes the rest day or the substituted rest day, as the case may be; and where the substituted rest day falls on a day immediately after the rest day, the next preceding day means the last day on which the employee has worked, which precedes the rest day.

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

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

- 8. Night shifts.**-When an employee in an employment works on a shift which extends beyond midnight, then,-
- (a) a rest day for the whole day for the purposes of Rule 7 shall, in this case, mean a period of twenty-four consecutive hours beginning from the time when his shift ends; and
 - (b) The following day in such a case shall be deemed to be the period of twenty-four hours beginning from the time when such shift ends, and the hours after midnight during which such employee was engaged in work shall be counted towards the previous day.
- 9. The extent and conditions applicable to certain classes of employees.**-In case of classes of employees referred to under clauses (a) to (e) of sub-section (2) of section 13, the provisions of Rules 6, 7 and 8 shall apply subject to the condition that,-
- (i) the spread over of the hours of work of the employee shall not exceed 16 hours in any day; and
 - (ii) the actual hours of work excluding the intervals of rest and the periods of inaction during which the employee may be on duty but is not called upon to display either physical activity or sustained attendance shall not exceed 9 hours in any day.
- 10. Longer wage period.**-The longer wage period for the purposes of minimum rate of wages under section 14 shall be by the month.

CHAPTER III MANNER OF FIXING AND REVISING FLOOR WAGE

- 11. Manner of fixing or revising floor wage.**-(1) The State Government shall constitute a State Advisory Board (hereinafter referred to as the Board) for advising the State Government on matters referred to in clauses (a), (b), (c) and (d) of sub-section (4) of Section 42 of the Code for the purpose of fixing the **base rates of minimum wages in the State** under Section 6 and sub-section (2) of section 9, taking into account the minimum living standard including the food, clothing, housing and any other factors considered appropriate by the Central Government from time to time, of the standard working class family as specified in clause (i) of sub-rule (1) of Rule 3.
- (2) The advice of the Board obtained in consultation under sub-rule (1) shall be circulated by the Government to all representatives of the employers or employees or any other person which the Government thinks fit, and inviting and considering representations from such Stake Holders.
- (3) The advice of the Board referred to in sub-rule (2) and the views of the State Government received in consultation referred to in that sub-rule shall be considered before fixing the floor wage under sub-rule (1).
- (4) The State Government may revise the floor wage fixed under sub-rule (1) ordinarily at an interval not exceeding five years and undertake adjustment for variations in the cost of living periodically in consultation with the Board.

CHAPTER IV PAYMENT OF WAGES

- 12. Circumstances under clause (ii) of the proviso to section 10.**-An employee shall not be entitled to receive wages for a full normal working day under section 10, if he is not entitled to receive such wage under any other law for the time being in force.
- 13. Recovery of excess amount.**-Where the total deductions authorized under sub-section (2) of section 18 exceed fifty percent of the wages of an employee, the excess shall be carried forward and recovered from the wages of succeeding wage period as the case may be, in such instalments so that the recovery in any month shall not exceed the fifty percent of the wages of the employee in that month.
- 14. The authority competent to impose fine.**-The Deputy Labour Commissioner/ Assistant Labour Commissioner having jurisdiction over the place of work of the employee concerned shall be the authority for the purposes of sub-section (1) of Section 19.
- 15. The manner of exhibiting the notice.**-A notice referred to in sub-section (2) of Section 19 shall be displayed at the conspicuous place in the premises of the work place in which the employment is carried on, **in English, Khasi, Garo or Hindi** or shared with the employees in electronic form, so that every concerned employee would be able to easily read and understand the notice and a copy of the notice shall be sent to the Inspector-cum-Facilitator having jurisdiction either physically or electronically.
- 16. The procedure for imposition of fines.**-The employer shall give an intimation in writing **or electronically** for obtaining the approval of the imposition of fine to the Inspector-cum-Facilitator referred to in rule 13 who shall, before granting or refusing the approval, give opportunity of being heard to the employee and the employer concerned **and shall dispose of the matter within 30 days from the date of receiving such intimation, failing which it shall be deemed to be approved.**
- 17. Intimation of deduction.**-
 - (1) Where an employer makes any deduction in connection with absence from duty in pursuance of the proviso to sub-section (2) of Section 20, he shall make intimation of such deduction to the Inspector-cum-Facilitator having jurisdiction within ten days from the date of such deduction explaining therein the reason for such deduction.
 - (2) The Inspector-cum-Facilitator shall, after receiving intimation under sub-rule (1), examine such intimation and if he finds that the explanation given therein is in contravention of any provision of the Code or the Rules made there under, he shall **give an opportunity in writing to the employer to take corrective steps as per the provisions of the Code or the rules made thereunder and if the employer fails to comply**, the Inspector-cum-Facilitator shall initiate appropriate action under the Code against the employer **after the expiry of 30 days from the date of receipt of such intimation.**

- 18. Procedure for deduction for damage or loss.**-Any employer desiring to make deduction for damage or loss under sub-section (1) of Section 21 from the wages of an employee shall.-
- (i) Explain to the employee personally and also in writing the damage or loss of goods expressly entrusted to the employee for custody or for loss of money for which he is required to account and how such damages or loss is directly attributable to the neglect or default of the employee within one month from the date of such damage or loss; and
 - (ii) Thereafter, give the employee an opportunity to offer any explanation and deduction for any damages or loss, if made, shall be intimated to the employee within fifteen days from the date of such deduction.
- 19. Conditions regarding recovery of advance.**-The recovery, as the case may be of,-
- (i) advances of money given to an employee after the employment began under clause (b) of Section 23; or
 - (ii) advances of wages to an employee not already earned under clause (c) of Section 23,
shall be made by the employer from the wages of the concerned employee in instalments determined by the employer, so as any or all instalments in a wage period shall not exceed fifty percent of the wages of the employee in that wage period and the particulars of such recovery shall be recorded in the register maintained in **Form-IV**.
- 20. Extent of loan and rate of interest.**-The employee may be granted loans to the extent of ten times the salary drawn by him at the bank rate of interest on loans for house building and other purposes, as notified by the employer and agreed upon by both the employer and employee.

CHAPTER V STATE ADVISORY BOARD

- 21. Constitution of the State Advisory Board.**- (1) The State Advisory Board (hereinafter referred to as the Board) shall consist of persons to be nominated by the State Government representing employers and employees as specified in clause (a) and (b) of sub-section (6) of Section 42 and the independent persons as specified in clause (c) of that sub-section.
- (2) The persons representing employers as referred in clause (a) of sub-section (6) of Section 42 shall be not less than twelve and the persons representing employees referred to in clause (b) of that sub-section shall also not be less than twelve.
 - (3) The independent persons specified in clause (c) of sub-section (6) of section 42 to be nominated by the State Government shall consist of the following, namely:-
 - (i) The Chairperson- Additional Chief Secretary/Principal Secretary/ Commissioner & Secretary/ Secretary to the Government of Meghalaya,, Department of Labour, Employment & Skill Development,
 - (ii) Member - Secretary to the Government of Meghalaya, Law Department or his nominee.

- (iii) Member - Secretary to the Government of Meghalaya, Finance Department or his nominee.
 - (iv) Member - Director of Economics & Statistics, Meghalaya, Shillong.
 - (v) Member - Director of Commerce & Industries, Meghalaya, Shillong.
 - (vi) Member - One Member who shall be a professional in the field of wage administration and Labour related issues;
 - (vii) Member Secretary - Labour Commissioner, Meghalaya, Shillong.
- (4) One third of the Members of the State Advisory Board shall be women.

22. Meeting of the Advisory Board.-The Chairperson may call a meeting of the Advisory Board, **at least once in six months.**

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

23. Notice of meetings.-The Chairperson/ Member Secretary shall fix the date, time and place of every meeting and a notice in writing containing the aforesaid particulars along with a list of business to be conducted at the meeting shall be sent to each member by registered post and electronically at least seven days before the date fixed for such meeting:

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

24. Functions of the Chairperson.-The Chairperson shall-

- (i) preside at the meetings of the Advisory Board:
Provided that in the absence of the Chairperson at any meeting, the members present shall elect from amongst themselves by a majority of votes, any other member to preside at such meeting;
- (ii) decide the agenda of each meeting of the Advisory Board;
- (iii) where in the meeting of the Advisory Board, if any issue has to be decided by voting, conduct the voting and count or cause to be counted the secret voting in the meeting.

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

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

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

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

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

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

- 27. Method of voting.**-Voting in the meeting of the Advisory Board shall ordinarily be by show of hands, but if any member asks for voting by ballot, or if the Chairperson so decides, the voting shall be by secret ballot and shall be held in such manner as the Chairperson may decide.
- 28. Proceedings of the meetings.**-
- (1) The proceedings of each meeting of the board showing inter alia the names of the members present there shall be forwarded to each member and to the State Government as soon after the meeting as possible, and in any case, not less than seven days before the next meeting.
 - (2) The proceedings of each meeting of the Board shall be confirmed with such modification, if any, as may be considered necessary at the next meeting.
 - (3) The proceedings of each meeting shall be drafted and recorded by the Member Secretary of the Board.
- 29. Summoning of witnesses and production of documents.**-(1) The Chairperson may summon any person to appear as a witness if required in the course of the discharge of his duty and require any person to produce any document.
- (2) Every person who is summoned and appears as a witness before the Board shall be entitled to an allowance for expenses by him in accordance with the scale for the time being in force for payment of such allowance to witnesses appearing before a civil court.
- 30. Appointment of the Committees.**-The Government may constitute as many Committees and sub-committees under clause (a) of sub-section (1) of section 8 as it considers necessary for the purposes specified in that clause.
- 31. Term of office of members of the Advisory Board.**-
- (1) The term of office of the Chairperson or a Member, as the case may be, shall be normally three years commencing from the date of his appointment or nomination:
Provided that such Chairperson or a Member shall, notwithstanding the expiry of the said period of three years, continue to hold office until his successor is appointed or nominated, as the case may be.
 - (2) An independent member of the Board nominated to fill a casual vacancy shall hold office for the remaining period of the term of office of the member in whose place he is nominated.
 - (3) The official members of the Board shall hold office till they are replaced by respective such other official members.
 - (4) Notwithstanding anything contained in sub-rules (1) and (2), the members of the Board shall hold office during the pleasure of the State Government.
- 32. Travelling allowance.**-The Chairperson and every member of the Advisory Board, shall be entitled to draw travelling and halting allowance for any journey performed

by him in connection with his duties as such member at the rates and subject to the conditions applicable to a Group A officer of the State Government.

- 33. Officers and Staff.**-The State Government may provide a Secretary not below the rank of Joint/ Deputy/Under Secretary to the Government of Meghalaya, other officers and staff to the Advisory Board, as it may think necessary for the functioning of the Board.
- 34. Eligibility for re-nomination of the members of the Advisory Board.**-An outgoing member shall be eligible for re-nomination for the membership of the Board, subject to the discretion of the Chairperson.
- 35. Resignation of the Chairperson and other members of the Advisory Board.**-
- (1) A member of the Advisory Board, other than the Chairperson, may, by giving notice in writing to the Chairperson, resign his membership and the Chairperson may resign by given notice in writing addressed to the State Government.
 - (2) A resignation shall take effect from the date of communication of its acceptance or on the expiry of thirty days from the date of resignation, whichever is earlier.
 - (3) When a vacancy occurs or is likely to occur in the membership of the Advisory Board, the Chairperson shall submit a report to the State Government immediately and the State Government shall, then, take steps to fill the vacancy in accordance with the provisions of the Code.
- 36. Cessation of membership.**-If a member of the Advisory Board, fails to attend three consecutive meetings without prior intimation to the Chairperson, he shall cease to be a member thereof.
- 37. Disqualification.**-
- (1) A person shall be disqualified for being nominated as ,and for being a member of the Advisory Board if,-
 - (i) he is declared to be of unsound mind by a competent court; or
 - (ii) he is an un-discharged insolvent; or
 - (iii) before or after the commencement of the Code, he has been convicted of an offence involving moral turpitude.
 - (2) If any question arises whether a disqualification has been incurred under sub-rule (1), the decision of the State Government thereon shall be final.

CHAPTER VI

PAYMENT OF DUES, CLAIMS, etc.

- 38. Payment under clause (a) of sub-section (1) of section 44.**- (1) (a) Every employee shall make a declaration in **Form VII**, nominating a person conferring the right to receive the amount that may stand in his credit at the event of his death before that

amount standing to his credit has become payable or where the amount has become payable before payment has been made.

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

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

Provide further that a fresh nomination towards his spouse shall be made by the employee on his marriage and any nomination made before such marriage shall be deemed to be invalid and the application for such nomination may be moved within one year from the date of marriage and the earlier nomination be invalid immediately after such fresh nomination.

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

(d) If the employee nominates more than one member, he shall specify in the nomination, the amount or share payable to each of his nominee at his own discretion so as to cover the whole of the amount that may stand to his credit.

(2) Where any amount payable to an employee under the Code is due after his death or on account of his whereabouts not being known, and the amount could not be paid to the nominee of the employee until the expiry of three months from the date the amount had become payable, then, such amount shall be deposited by the employer with the Deputy Labour Commissioner/ Assistant Labour Commissioner having jurisdiction, who shall disburse the amount to the person nominated by the employee after ascertaining his identity within two months of the date on which the amount was so deposited with him.

39. Deposit of the undisbursed dues.-Where any amount payable to an employee under this Code remains undisbursed in cases where no nomination has been made by such employee or for any other reason, such amounts could not be paid to the nominee of the employee until the expiry of six months from the date the amount had become payable, all such amount shall be deposited by the employer with the Deputy Labour Commissioner/ Assistant Labour Commissioner having jurisdiction before the expiry of the fifteenth day after the last day of the said period of six months, through bank transfer or through a crossed demand draft obtained from any Scheduled bank in India drawn in favour of such Deputy Labour Commissioner/ Assistant Labour Commissioner.

40. Manner of dealing with the undisbursed dues.-

(1) The amount referred to in Rule 39 (hereinafter in this rule referred to as the amount) deposited with the Deputy Labour Commissioner/ Assistant Labour Commissioner having jurisdiction shall remain with him and be invested in the Central or State Government Securities or deposited as a fixed deposit in a nationalised bank.

(2) The Deputy Labour Commissioner/ Assistant Labour Commissioner having jurisdiction will exhibit, as soon as maybe possible, a notice containing such particulars regarding the amount as the Deputy Labour Commissioner/ Assistant Labour Commissioner considers sufficient for information at least for fifteen days on the notice board and also publish such notice in any two

newspapers being circulating in the language commonly understood in the area in which undisbursed wages were earned.

- (3) Subject to the provision of sub-rule (4), the Deputy Labour Commissioner/ Assistant Labour Commissioner having jurisdiction shall release the amount to the nominee or to that person who has claimed such amount, as the case may be in whose favour such Deputy Labour Commissioner/ Assistant Labour Commissioner has decided, after giving the opportunity of being heard, the amount to be paid.
- (4) If the undisbursed amount remains unclaimed for a period of seven years, the same shall be dealt in the manner as directed by the State Government from time to time in this behalf.

CHAPTER VII FORMS, REGISTERS AND WAGE SLIP

- 41. The form of a single application for claim and procedure for appearance of parties** .-(1) A single application may be filed under sub-section (5) of section 45 in **Form-II manually or electronically** along with documents specified in such form.
(2) where an application under sub-section (5) of section 45 is entertained, the authority shall serve upon the employer electronically or by registered post, a notice in **Form VIII** to appear before him on the date specified in the notice with relevant documents and witnesses, if any, and shall inform the applicant of the date so specified.
(3) If the employer or his representative fails to appear on the specified date, the authority may hear and determine the application ex-parte.
(4) If the applicant or his representative fails to appear on the specified date without any reasonable cause shown in advance, the authority may dismiss the application.
- 42. Appeal**.- (1) Any person aggrieved by an order passed by the authority under sub-section (2) of section 45 may prefer an appeal under sub-section (1) of section 49 in **Form-III, manually or electronically** along with documents specified in such form, to the appellate authority having jurisdiction.
Provided that no appeal by an employer shall be admitted unless at the time of preferring the appeal, the appellant has deposited the claim amount with the appellate authority.
(2) where an appeal under sub-section (1) of section 49 is entertained, the appellate authority, shall serve upon the respondent electronically or by registered post, a notice in **Form VIII** to appear before him on the date specified in the notice and shall inform the appellant of the date so specified.
(3) the appellate authority shall after hearing the appellant and the respondent, by order decide the appeal.
- 43. Form of register, etc.**-
 - (1) Every employer of all establishments to which the Code applies shall maintain under sub-section (1) of section 50, electronically or in physical form in the formats appended to these rules, the following registers:
 - (i) Employee register in **Form I**
 - (ii) Register of wages, overtime, advances, fines and deductions for damage and loss in **Form-IV**

- (iii) **Attendance register-cum-Muster Roll in Form-IX**
- (2) All fines and all realization thereof referred to in sub-section (8) of section 19 shall be recorded in a register to be kept by the employer in **Form-IV**, electronically or otherwise and the authority referred to in said sub-section (8) shall be the Deputy Labour Commissioner/ Assistant Labour Commissioner having jurisdiction.
 - (3) All deductions and all realization referred to in sub-section (3) of Section 21 shall be recorded in a register to be kept by the employer in **Form-IV**, electronically or otherwise.
 - (4) **Registers required to be maintained under these rules shall be preserved for a period of five years after the date of last entry made therein.**
- 44. Wage slip.**-Every employer shall issue wage slips, electronically or otherwise to the employees in **Form-V** on or before payment of wages.
- 45. The manner of taking cognizance of Offences under the sub-section (1) of Section 52 of the Code.**-No court shall take cognizance of any offence punishable under sub section (1) of Section 52, save on a written complaint made by or under the authority of the Government of Meghalaya or an officer authorized on this behalf.
- Provided that an employee or a registered Trade Union before filing a complaint before the Court shall send a copy of the complaint to the Labour Commissioner/Joint Labour Commissioner or any other officer authorized by the Labour Commissioner on his behalf, who shall pursue the same on merits and after hearing the parties and is satisfied that the complaint has prima-facie merits, may authorize the employee or the registered Trade Union, as the case may be, to file the complaint before the Court having jurisdiction over the matter.
- 46. Manner of holding enquiry by the officer of the State Government.-**
- (1) When a complaint is filed before the officer appointed under sub-section (1) of Section 53, such officer after considering the evidence produced before him is of the opinion that an offence has been committed, shall issue summons to the offender on the address specified in the complaint fixing a date for his appearance.
 - (2) If the offender to whom the summons has been issued under sub-rule (1) appears or is produced before the officer, he shall explain to the officer the offence complained against him, and if the offender pleads guilty, the officer shall impose penalty on him in accordance with the provisions of the Code and when the offender does not plead guilty, the officer shall take evidence of the witnesses produced by the complainant on oath and provide an opportunity of cross examination of the witnesses so produced. The officer shall record the statement of the witnesses on oath and in cross examination in writing and take the documentary evidence on record.
 - (3) The officer shall, after the complainant's evidence is complete, provide opportunity of defence to the accused person and the witnesses produced by

the accused shall be cross examined after their statements on oath by the complainant and documentary evidence in defence shall be taken on record by the officer.

- (4) The officer shall, after hearing the parties and considering the evidences, both oral and documentary, decide the complaint in accordance with the provisions of the Code.

47. The manner of compounding of offences.-

- (1) An accused person desirous of making composition of offence under sub-section (1) of Section 56 may make an application in **Form VI** electronically or otherwise, to the Gazetted Officer notified under said sub-section (1).
- (2) The Gazetted Officer referred to in sub-rule (1), shall, on receipt of such application, satisfy himself as to whether the offence is compoundable or not under the Code and if the offence is compoundable and the accused person agrees for the composition, compromise the offence for a sum of fifty percent of the maximum fine provided for such offence under the Code, to be paid by the accused within the time specified in the order of composition issued by such officer.
- (3) Where the offence has been compromised under sub-rule (2) after the institution of the prosecution, then, the officer shall send a copy of such order made by him for intimation to the officer referred to in sub-section (1) of Section 53 for needful action under sub-section (6) of Section 56.

CHAPTER VIII MISCELLANEOUS

- 48. Timely payment of wages.-** Where the employers are employed in an establishment through contractor, the company or firm or association or any other person who is the proprietor of the establishment shall pay to the contractor the amount payable to him or it, as the case may be, before the date of payment of wages so that payment of wages to the employers shall be made positively in accordance with the provisions of Section 17 of the Code.

Explanation.- For the purpose of this Rule, the expression 'firm' shall have the meaning as assigned to it in the Indian Partnership Act, 1932 (Central Act 9 of 1932)

- 49. Responsibility for payment of minimum bonus.-** Where in an establishment, the employees are employed through contractor and the contractor fails to pay minimum bonus to them under Section 26, then the company or firm or association or other person as referred to in the proviso to Section 43 shall, on the written information of such failure, given by the employees or any registered Trade Union or Unions of which the employees are members and on confirming such failure, pay such minimum bonus to the employees.

50. Inspection Scheme.- (1) For the purposes of the Code and these Rules, there shall be formulated an Inspection Scheme by the Labour Commissioner with the approval of the Government

(2) In the Inspection Scheme referred to in sub-rule (1), apart from other structural facts, a target number shall be specified in the scheme for Each Inspector-Cum-Facilitator and establishment

Provided the Inspection Scheme shall be formulated as per the guidelines framed by the Central Inspection Scheme or Web-based Inspection Scheme system.

51. Annual Return.- The return under these Rules shall be filed electronically or manually by every employer of an establishment to which the Code applies in the relevant columns of the Form specified for such purpose in the rules made under the Occupational, Safety Health and Working Conditions Code, 2020 (37 of 2020). A copy of such return shall also be forwarded electronically or manually to the Labour Bureau, Ministry of Labour and Employment, Government of India.

52. Supersession- In exercise of the powers conferred by sub-section (1) and sub-section (2) of Section 67 of the Code on Wages, 2019, **the Code on Wages Meghalaya Rules, 2024 are in supersession of :-**

(i) The Assam Minimum Wages Rules, 1952 (Adapted from Assam) vide The Meghalaya Adaptation of Law and Orders (No 1), 1974

(ii) The Assam Payment of Wages Rules, 1974 (Adapted from Assam) vide The Meghalaya Adaptation of Law and Orders (No 1), 1974.

Provided that the said supersession shall not affect.-

(a) the previous operation of the said Rules or anything duly done or suffered thereunder, or

(b) affect any right, liability or obligation acquired, accrued or incurred under the said Rules.

FORM – II

[See Rule 41]

**BEFORE THE AUTHORITY APPOINTED UNDER SUB SECTION (1) OF SECTION
45 OF THE CODE ON WAGES, 2019 (29 OF 2019)**

FORAREA

Application No of 20

Between ABC and (State the number)other Applicant

(Through employees concerned or registered Trade Union or Inspector-cum-Facilitator

Address

And

XYZ

Address

The application states as follows:

- (1) The applicant(s) whose name(s) appear in the attached Schedule was/ were/ has/ have been employed fromtoas (category) in (establishment) Shri/M/sengaged in (nature of work) which is/ are covered by the Code on Wages, 2019.
- (2) The opponent(s) is/ are the employer(s) within the meaning of section 2 (1) of the Code on Wages, 2019.
- (3) (a) The applicant(s) has/ have been paid wages at less than the minimum rates of wages fixed for their category (categories) of employment(s) under the Code by Rs..... Per day for the period(s) fromto
(b) The applicant(s) has/ have not been paid wages at Rs. Per day for the weekly days of rest from to
(c) The applicant(s) has/ have not been paid wages at overtime rate(s) for the period from to
(d) The applicant(s) has/ have not been paid wages for period fromto
(e) Deductions have been made which are in contravention of the Code, from the wage(s) of the applicant(s) as per details specified in the annexure appended with this application.
- (4) (f) The applicant(s) estimate(s) the value of relief sought by him/ them on each amount as under:
 - a. Rs.
 - b. Rs.
 - c. Rs.Total Rs.
- (5) The applicant(s), therefore, pray(s) that a direction may be issued under section 45 (2) of the Code on Wages, 2019 for;
 - (a) payment of the difference between the wages payable under the Code and the wages actually paid,
 - (b) payment of remuneration for the days of rest.

- (c) payment of wages at the over time rates,
- (d) Compensation amounting to Rs.
- (6) The applicant(s) do hereby solemnly declare(s) that the facts stated in this application are true to the best of his/ their knowledge, belief and information.

Dated

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

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

Form III
(See rule 42)
Before the Appellate Authority under the Code on Wages, 2019

A.B.C.
AddressAPPELLANT

Vs.

C.D.E.
Address RESPONDENT

DETAILS OF APPEAL:

(1) Particulars of the order against which the appeal is made: Number and date:

The authority who has passed the impugned order:

Amount awarded:

Compensation awarded, if any:

(2) Facts of the Case:

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

(3) Grounds for appeal:

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

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

(5) Relief sought:

In view of the facts mentioned above the appellant prays for the following relief(s):-

[Specify below the relief(s) sought]

(6) List of enclosures:

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

.....

Date:

Place:

Signature of the appellant

For office use

.....

Date of filing or

Date of receipt by post Registration No.

Authorized Signatory

Form IV

[See Rule 19 and sub-rule (2) and (3) of Rule 43]

Register of Wages, Overtime, Fine, Deduction for damage and Loss

Name of the Establishment: Name of the Employer

Name of the Owner: PAN/ TAN of the Employer

Labour Registration No./Licence No.

Labour Identification Number (LIN) (if available):

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

Overtime earning	Nature of acts and omissions for which fine imposed with date	Amount of fine imposed	Damage or loss caused to the employer by neglect or default of the employer	Amount of deduction from wages	Total amount of wages paid	Date of Payment	Attendance	
							Date	Signature
11	12	13	14	15	16	17	18	19

FORM V
[See rule 44]
WAGE SLIP

Date of issue:

Name of the EstablishmentAddressPeriod

1. Name of employee/Employee Code:
2. Designation:
3. Category (HS/S/SS/US)*
4. UAN:
5. ESI No:
6. Bank Account No.:
7. Wage period:
8. Rate of wages payable: a.) Basic b.) D.A. c.) Other allowances
9. Total attendance/ unit of work done:
10. Over time hours worked:
11. Over time wages earned, if any:
12. Gross wages payable:
13. Total deductions: a.)PF b.) ESI c.) Others (Please specify like PT/IT,
etc.,)
14. Net wages paid:
15. Bank Transaction No:

Employer/ Pay-in-charge signature

*(Highly Skilled/Skilled/Semiskilled/Unskilled)

FORM VI
[See sub-rule (1) of rule 47]
APPLICATION UNDER SUB-SECTION (4) OF SECTION 56 FOR COMPOSITION
OF OFFENCE

1. Name of applicant
2. Father's/ Spouse name
3. Address of the applicant
4. Particulars of the offence:
.....
.....
.....
5. Section of the Code under which the offence is committed:
6. Maximum fine provided for the offence under the Code
7. Whether prosecution against the applicant is pending or not
8. Whether the offence is first offence, or the applicant had committed any other offence prior to the offence. If yes, then, full details of the prior offence.
.....
.....
.....

Form VII

**[See rule 38 (1) (a)]
NOMINATION FORM**

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

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

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

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

Signature or thumb-impression of the employee

CERTIFICATE BY EMPLOYER

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

Signature of the employer or other authorized officer of the establishment and designation.

Place:

Date:

Name and address of the factory/establishment and rubber stamp thereof

FORM – VIII

[See Rule 41 and Rule 42]

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

(Title of the application)

To,

Name

Address

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

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

Date

Signature of the authority
with seal

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

(Title of the appeal)

To,

Name

Address

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

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

Date

Signature of the authority with seal

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

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

*Note: Required in case register is maintained physically

Schedule A
[See sub-rule (3) of rule 4]

S. No.	UNSKILLED
1	Beldar
2	Calf boy
3	Cattleman
4	Cleaner (Motor shed, Tractor, Cattle, yard, M.T)
5	Collecting loose fodder
6	Dairy coolie
7	Mazdoor (Arportculturist Compost, Dairy's Haystaking, Irrigation, Manure, Stacking, Milk-room, Ration room Store, Anti-Malaria, M.R.)
8	Driver (Mule, Bullock, Camel, Donkey)
9	Dresser
10	Driver (Bullocks Mule)
11	Grazler
12	Dairyman
13	(Store-Mazdoor)
14	Carrier (Stone)
15	Breaker (using manual appliances)
16	Helper
17	Messenger (Office)
18	Mali
19	Syce
20	Tying and carrying loose hay
21	Sweeper,
22	Weighing and Carrying bales,
23	Weighman (Bales, pally),
24	Waterman,
25	Stable man,
26	Trolley man,
27	Valveman,
28	Watchman,
29	White Washer,
30	Wooderman,
31	Wooder Woman,
32	Borryman,
33	Coalman,
34	Condenser,
35	Attendant,
36	Grass Cutter,
37	MuchhersJamadars,
38	Condenser Attendant,
39	Shunters,
40	Turner,
41	Bajri Spreader,
42	Beater Women,
43	Bell-Woman,
44	Bhain Man,

45	Boat Man,
46	Bucket Man,
47	Labourer (Boiler, Cattle Yard, Cultivation, General Loading and Unloading, Bunding, Carting-Fertilizers, Harvesting, Miscellaneous Seeding, Sowing, Thatching, Transplanting, Weeding)
48	Cleaner (Crane, Truck, Cinder for ash Pit),
49	Cartman,
50	Caretaker (Bridge),
51	Carrier (Water),
52	Chowkidar,
53	Concrete (Hand Mixer),
54	Daffadar,
55	Driver (Bullock, Camel, Donkey, Mule),
56	Flag Man,
57	Flagman (Blast Train),
58	Khalasi not attending to machines
59	Gangmen,
60	Gatingman (Permanent Way),
61	Handle Man, Jumper Man,
62	Kamin (Female Work),
63	Khalas,
64	Bridge,
65	Electrical,
66	Marine,
67	Moplah,
68	Store,
69	Steam Road,
70	Share
71	Roller Survey,
72	Labourer (Garden),
73	Mazdoor,
74	Hole Cutter,
75	Lorry Trainees,
76	Petrolman,
77	Searcher,
78	Signal man,
79	Strikers,
80	Vaks Controller,
81	Cleaner
82	Dresser/ Dressing Mazdoor
83	Loader
84	Mazdoor (Male/Female)
85	Messanger (Male/Female)
86	Trammer
87	Caretaker (except in Copper, Chromite and Graphite mines where it is semiskilled)
88	Office Peon/Peon (except in Bauxite Mines)
89	Sweeper (Male/Female)
90	Carrier
91	Number Taker

92	Trolley Triper
93	Water Carrier
94	Earth Cutter
95	Survey Khalasi
96	Gate Man,
97	Concrete (Hand Mixer)
98	Dismantling stocks
99	Lampman
100	Beldar (Beldar (Canteen))
101	Coolie
102	Peon
103	Cook-helper
104	Office Boy
105	Quarry Worker
106	Jelly Maker
107	Over burden Remover
108	Waste removing mazdoor
109	Unloader
110	Excavating Labour
111	Digger
112	Butcher
113	Attender
114	Lorry Helper
115	Surface loader
116	Wood Cutter
117	Surface Mukar
118	Under Ground Mukar
119	Striker (Moplah gang),
120	Tall Boy,
121	Tile
122	Person employed in loading and unloading
123	Person employed in sweeping and cleaning and other categories by whatever name called which are of unskilled nature
124	Domestic Worker
125	Waiter/ Bell Boy
126	SafaiKaraamcharis

S. No	SEMI SKILLED
1	Assistant (Chowdhary)
2	Attendant (Bull-calving lines, Chowdidar, Chaff cutter, Hostel, Dry Stock, Grain crusher, Pump, Siekline,
3	Stable, Yard Stock)
4	Assistant-Plumber
5	Attendant
6	Bhisti
7	Brander
8	Bullman
9	Butterman
10	Coachman

11	Cobbler
12	Cultivator
13	Daftry
14	Deliveryman
15	Dhobi
16	Dresser
17	Fireman
18	Gowala
19	Hammerman
20	Helper (Blacksmith)
21	Helper
22	Jamadar (stand)
23	Jamadar
24	Khalasi
25	Mali Senior
26	Mate/Mistry
27	Mazdoor (literate)
28	Nalband
29	Oilman
30	Ploughman
31	Vtackers
32	Supervisor
33	Thatcher
34	Valveman
35	Valveman (Senior)
36	Wireman fixing tin cables
37	Cook
38	Dandee
39	Frash
40	Hacksaw man
41	Helper (31oco-Crane/Truck)
42	Manjhee (Boatman)
43	Belchawala
44	Nuccadam (without competency certificate under Metalliferous Bulldozer Driver Mines Regulations, 1961)
45	Bhisti (with Mushk)
46	Boatman (head)
47	Breaker,
48	Breaker (Stone, Rock, Rock Stone, Stone Metal)
49	Canweaver
50	Chainman (Head)
51	Charpoy-Stringer
52	Checker
53	Cracker
54	Dollyman
55	Assistant
56	Driller
57	Driver (Skin)
58	Excavator

59	Ferroman
60	Fireman (Brick Kiln, Steam Road Roller)
61	Gate keeper
62	Gharami
63	Classman
64	Grater
65	Greaser-cum-Fireman
66	Grinder
67	Hammerman
68	Helper (Artisan)
69	Helper (Sawyer)
70	Keyman
71	Khalasi (Head Survey, Rivertters-Moplah Gang, Supervisory)
72	Labourer (Rock-Cutting)
73	Lascar
74	Mali (Head)
75	Stockers and Boilerman
76	Thoombaman (Spade worker)
77	Tindals
78	Trollyman (Head Motor)
79	Fitter (Assistant Semi-Skilled)
80	Jamadar (Semi-skilled)
81	Mate (Stone)
82	Kasab
83	Khalasi (Structural)
84	Masalchi P.M. Mates
85	Miner
86	Untrained Mate/Mining Mate/Mate without Competency certificate Under Metalliferous Mines Regulations, 1961
87	Butler/Cook
88	Breaker (using mechanical appliances)
89	Crech Ayah/Ayah/Untrained Crech Attendant
90	Assistant Driller
91	Oilman/Oiler
92	Chowkidar/Watchman
93	Helper (Mason, Carpenter, Blacksmith)
94	Tindals
95	Topas
96	Topkar (Big Stone Breaker)
97	TrollyJamadar
98	Winchman
99	Attendance-keeper
100	Assistant Wireman
101	Mate
102	Mate (Blacksmith, Road, Carpenter)
103	Engine Driver and/or Feeder
104	Fitter
105	Gang
106	Mazdoor Mason

107	Permanent Way
108	Pump-Driver, Turner)
109	Mazdoor (Heavy-weight)
110	Charge-man
111	Mistri (Head)
112	Muccadam
113	Night-guard
114	Runner (Post dak)
115	Oilman
116	Quarry man
117	Quarry Operator
118	Stoneman
119	Stocker
120	Thatcher
121	Pump Attendant
122	Bearer
123	Breakman
124	Crowlder Man
125	Laboratory Boy
126	PointsmanSencummy
127	Stone mines and other categories by whatever name called which are of semi-skilled nature
128	Persons engaged in Steel Fabrication and concrete products including brick making
129	Persons engaged in motor workshop
130	Persons engaged in plywood Industry
131	Persons engaged in wax and candle industry
132	Persons engaged in Hotels & Restaurants
133	Persons engaged in registered Factories not elsewhere classified
134	Persons engaged in shops & establishments

S.No	SKILLED
1	Artificer (Class-II, III, IV)
2	Blacksmith
3	Blacksmith (Class II)
4	Boilerman
5	Carpenter
6	Carpenter (Class II) Carpenter-cum-Blacksmith
7	Chowdhary
8	Driver
9	Driver (Engine Tractor, M.T.Motor)
10	Electrician
11	Fitter
12	Mason
13	Mason Class II
14	Machine hand (Class II, III, IV)
15	Machineman
16	Mate Gr. I (Senior)
17	Mechanic
18	Milk Writer

19	Mistry (Head)
20	Moulder
21	Muster Writer
22	Operator (Tube-well)
23	Painter
24	Plumber
25	Welder
26	Upholsterer
27	Wireman,
28	Chipper
29	Chipper-Cum-Grinder
30	Cook (Head)
31	Driller
32	Driller (Well Boring)
33	Driver(Loco/Truck)
34	Electrician (Assistant)
35	Mechanic (Tube-Well)
36	Mistry (Stell, Tube-Well, Telephone)
37	Meter Reader
38	Meteorological Observer Navghani
39	Operator (Batching Plant, Cinema Project, Clamp Shelf, Compressor, Crane, Dorrick, Diesel Engine, Doser, Dragling Drill Dumber, Excavator, Fork Lift Generator, Grader, jack Hammer and Payment breaker Loader, Pump, Pile Driving, Scrapper, Screening Plant, Shoval, Tractor, Vibrator, Weight Batcher Railway Guards, Repairer (Battery)
40	Sharper/Slotter
41	Sprayer (Ashalt) Station Master
42	Surveyor (Silt)
43	Trades-Man
44	Train Examiner
45	Turner/Miller
46	TyreVulcaniser
47	Sawyer
48	Sawyer (Selection Grade Class II) Serang
49	Serangpile
50	Driving Pantooms with Boiler
51	Shapesman
52	Shift-incharge
53	Sprayman
54	Sprayman (Roads)
55	Stone Cutter
56	Stone Cutter (Selection Grade, Grade II, Class II)
57	Stone Chisler
58	Stone Chisler (Class II)
59	Stone Blasterer
60	Sub-Overseer (Unqualified)
61	Surveyors
62	Pump Driver
63	Pump Driver (Selection Grade), Grade II and III, Class II)

64	Pump Driver (Selection Grade, P.E., Driver),
65	Pumpman
66	Pumpman (Assistant)
67	Plumber
68	Polisher (with spray) Grade II
69	Ratan Man
70	Rivet Cutter (Assistant)
71	Rivetter
72	Rivetter (Cutter)
73	Road Inspector Grade II, Railway Plate Layer
74	Rod Bender
75	Haulage Operator
76	Dispensary Attendant
77	Work Sakar
78	Mica Cutter Grade-I
79	Dresser Grade –I Mica
80	Supervisory Fireman
81	Fireman only in Mines
82	Compressor Driver
83	Pump Man Driver 96. Grinder in Mica Mines
84	Surveyors (Assistant)
85	Tailor
86	Tailor (Upholstry)
87	Transprayer
88	Tar man
89	Line man
90	Tiler Class II
91	Wall(Floor, Roof)
92	Tiler (Selection Grade)
93	Tin-Smith
94	Tin Smith (Selection Grade, Grade II and III, Class II) Tinker
95	Well Sinker
96	Assistant Mistry
97	Armature Winder Grade-II and III
98	Bhandari
99	Blacksmith
100	Blacksmith (Selection Grade, Grade II, III, Class II and III)
101	Boilerman
102	Boilerman Grade II and III
103	Boiler Foreman Grade II
104	Work (Assistant)
105	Brick Layer
106	Brick Layer
107	Blaster
108	Chowkidar (Head)
109	Security Guard (without arms)
110	Carpenter
111	Carpenter (Selection Grade, Grade Ii and III, Class I and III Assistant
112	B.I.M. Road

113	Cabinet Maker
114	Caneman
115	Celotex
116	Cutter Maker Chargemen, Class II and Class III, Carpenter Ordinary)
117	Checkder (Junior)
118	Chick Maker
119	Chickman (Junior) Concrete Mixture Mixer
120	Concrete Mixture Operator
121	Cobbler
122	Coremaker
123	Driver
124	Driver Motor Vehicle
125	Motor Vehicle Selection Grade
126	Motor Lorry
127	Motor-Lorry Grade II
128	Lorry Grade II
129	Diesel Engine
130	Diesel Engine Grade II
131	Mechanical Road Roller I.C. and Cement Mixer etc.
132	Road Roller
133	Road Roller Driver Grade II
134	Driver (Engine Static Stone Crusher, Tractor/Bull Dozer, Steam Road Roller, Water Pump, Mechanical Assistant, Road Roller, Mechanical, Steam Crane, Tractor with Bull Dozer Mechanical, Transport, Engine Static and Road Roller Boiler Attendant.
135	Engine Operator (Stone Crusher Mechanical)
136	Distemper, Electrician, Electrician (Grade II, Class II and Class III)
137	Fitter
138	Fitter (Selection Grade, Grade II and III) class II and III Assistant, Pipe class II, Pipe Line ending Bars for
139	Reinforcement Cum-mechanic, Mechanic and Plumber)
140	Gharami (Head)
141	Glazier
142	Hole Drillar for Blasting
143	Joiner
144	Joiner (Cable, Cable Grade II)
145	Lineman (Grade II, III, High Tension/Low Tension)
146	Mason
147	Mason (Selection Grade, Grade II, III and Class B Mistry)
148	Stone (Stone Class II, Brick Work, Stone work)
149	Brick-layer
150	Tile Flooring
151	B.I.M Muccadam (Head)
152	Stone cutting
153	Ordinary Machanis
154	Mechanic
155	Mechanic (Class II, Air conditioning, Air conditioning Grade II)
156	Diesel Grade II
157	Road Roller Grade II

158	Assistant (Radio)
159	Manson (Gharami)
160	Mistry
161	Mistry Grade II, Air conditioning Grade II, P. Way, Survey, Santras Works)
162	Mason Class A
163	Moulder
164	Moulder (Brick, Tile)
165	Painter
166	Painter (Selection Grade, Grade II and III, Class II, Assistant Lotter and Polisher, Polisher, Rough)
167	Plasterer
168	Plasterer (Mason Grade II)
169	Plumber
170	Plumber (Selection Grade, Class II, Assistant Lotter and Polisher, Rough)
171	Plasterer
172	Plasterer (Mason Grade II)
173	Plumber (Selection Grade, Class-II, Assistant Senior, Junior, Mistry Grade II)
174	Plumbing Mistry
175	Plumber-cum-Fitter
176	Polisher
177	Polisher (Floor)
178	Sirdhar Lathe Man
179	Geologist
180	Trailors
181	Turner
182	Upholsterer
183	Upholsterer (Grade II and III)
184	Painter Spray (Class II)
185	Wood Cutter
186	Wood Cutter Section Grade
187	Wood Cutter Class II
188	Work Sircar
189	Welder
190	Airwineh Haulage Operator
191	Auto-electrician
192	Painter
193	Blacksmith
194	Tailor
195	Compressor Operator
196	Blaster/Shot-firer
197	Driver
198	Head cook
199	Chargeman
200	Carpenter
201	Concrete Mixer Operator
202	Compressor Attendant
203	Air Compressor Attendant
204	Tractor Driver
205	Vehicle Driver

206	Chemist and Assistant/ Chemist
207	Sub-overseer (unqualified)
208	Driller
209	Handhole Driller
210	Drill Mechanic
211	Driver Auto
212	Electrician
213	Wireless Operator Asstt. Foreman
214	Foreman
215	Fitter
216	Ferry Driver
217	Issuer Loco
218	Super Foreman
219	Foist Operator
220	IMCE Driver
221	Driver
222	Loco Driver
223	Loader Operator
224	Linesman
225	Mechanic/ Machinist
226	Mason
227	Mid Wife
228	Tinsmith
229	Supervisory Mechanic
230	Pump Attendant only in Gypsum, Barytes and Rock Phosphates
231	Pump Operator/ Driver
232	Mining Mate with competency certificate under Metalliferous Mines/ Regulations, 1961.
233	Mistry
234	Skilled Mazdoor
235	Turner
236	Senior Mechanic
237	Pipe Fitter
238	Supervisor
239	Drafts Man
240	Wireman
241	Timber Man/ Timber Mistry Elect.
242	Stone Crusher Operator
243	Crusher Operator
244	Moulder
245	Welder
246	Operator
247	Work Mistry
248	Engine Driver
249	Mining Engine Driver Grade-II
250	Engineman
251	Valveman
252	Cutter
253	Winding Engine Driver Grade-II

254	Security Guard (Unarmed) /Head Chowkidar
255	Shovel Operator
256	Limco Loader Operator
257	Surface Supervisor
258	Dozer Operator
259	Compressor Driller
260	Dumper Tractor Operator
261	Coiler Man (with certificate)
262	Machinery Attendant
263	Air-conditions Mechanic
264	Crech Attendant only in Magnesite, Manganese and Mica Mines
265	Power Shovel Operator
266	Power and Pump House Operator
267	Miner Grade –I
268	Tractor Operator 80. Tub Repairer 81. Lathe Mistry
269	Stationery Engine Attendant 83. Generator Operator 84. Loading Foreman
270	Diesel Mechanic
271	Ferro Printer cum-chairman
272	White Washing and Colour Washing Man
273	Operator Pneumatic Tools, Operator (Fitter)
274	Boreman
275	Borer
276	Wireman (Grade II and III, Mechanic, Electrical)
277	White Washer
278	White Washer (Selection Grade, Class II)
279	Wireman
280	Welder (Class II, Bridge work)
281	Welder gas
282	Mucattam (with Competency Certificate under Metalliferous Mines Regulations, 1961)
283	Security Guard (without arms) and other categories by whatever name called which are of skilled nature
284	Assistant (Farm)
285	Assistant (Cashier)
286	Librarian
287	Telex or Telephone Operator
288	Hindi Translator
289	Telex or Telephone Operator
290	Hindi Translator
291	Accounts Clerk
292	Clerks
293	Computer/Data Entry Operator
294	Telephone Operator, Typist
295	Store Attendant
296	M. C. Clerk
297	Munshi (Matriculate, Non-matriculate)
298	Store Clerk (Matriculate Non-matriculate)
299	Store keeper
300	Store keeper Grade I, Grade II, (Matriculate)

301	Time Keeper
302	Time Keeper (Matriculate Non-matriculate)
303	Book Keeper
304	Work Munshi
305	Work Munshi (Subordinate)
306	Magazine Clerk
307	Teller Clerk
308	Store Clerk
309	Tally Clerk
310	Store Issuer
311	Tool Keeper
312	Computer/ Date Entry Operator
313	Record Keeper
314	Tracer
315	File Clerk
316	Register keeper
317	Time Keeper
318	Clerk
319	Munshi
320	Typist and other categories by whatever name called which are of clerical nature
321	Persons engaged in sericulture and weaving
322	Persons engaged in fruit preservation
323	Persons engaged in furniture industry.
324	Persons engaged in bakery
325	Persons engaged in motor workshop
326	Persons engaged in printing press
327	Persons engaged in sales, distribution and handling of petroleum products

S. No	HIGHLY SKILLED
1	Artificier Class I
2	Blacksmith Class I
3	Carpenter Class I
4	Machine
5	Hand Class I
6	Mason Class I
7	Mechanic (Senior)
8	Painter (Grade I, Class I, Spray) Plasterer (Mason) Class I
9	Plumber (Head, Class I)
10	Mistry Grade I
11	Polisher (with spray Grade I)
12	Road Inspector Grade I
13	Sawyer Class I
14	Stone Cutter Class I
15	Stone Cutter Grade I
16	Stone Chisler Class I
17	Stone Mason Class I
18	Sub-Overseer (Qualified)
19	Tiler Class I
20	Tinsmith Grade I and Class I

21	Upholsterer Grade I
22	Varnisher Class I
23	Welder-Cum-Fitter and Air Conditioning Mechanic
24	Welder (Gas) Class I
25	White Washer Class I
26	Wireman Grade I, Class I
27	Wood Cutter Class I
28	Grinder (Tool) Grade I
29	Operator (Batching Plant Grade I)
30	Leader Grade I
31	Pile Driving Grade I
32	Pump Grade
33	Scraper Grade I
34	Screening Plant Grade I
35	Pump Grade I
36	Scraper Grade I
37	Security Guards (with arms)
38	Armature Winder Grade I
39	Blacksmith Grade I and Class I
40	Boilerman Grade I
41	Boilerman Foreman Grade I
42	Brick Layer Class I
43	Cable Joiner Grade I
44	Carpenter grade I and Class I
45	Celo Cutter and Decorator
46	Chargeman Class I
47	Checker (Sr) Driver Lorry Grade I
48	Motor Lorry Grade I
49	Motor Vehicle Class I and Diesel Engine Grade I
50	Road Roller Grade I
51	Pump Class Electrician Grade I and Class I/ Grade I
52	Fitter (Grade I, Class I)
53	Pipe Class I (Head)
54	Foreman (Assistant) Line Man Grade I Mason (Skilled Grade I, Class I)
55	Mast Rig
56	Mechanic Class I and Class II
57	Mechanic (Diesel Grade I and Road Roller Grade I)
58	Air conditioning Grade I/Class I, Mistry Grade I
59	Mistry (Air conditioning Grade I)
60	Overseer
61	Overseer (Senior and Junior)
62	Dragline Grade I
63	Drill Grade I
64	Dumper Grade I
65	Excavator Grade I
66	Fork Lift Grade I
67	Generator Grade I
68	Rigger Grade I
69	Rigger Grade II

70	Charper/ Sletter Grade I
71	Shovel and Dragline Tractor Grade I
72	Tradesman Class I
73	Turner/ Miller Grade I
74	Work (Assistant) Grade I
75	Compounder
76	Surveyor
77	Winding Engine Driver
78	Operator (Heavy Earth Moving Shovel and Bulldozer)
79	Head Mistry
80	Staff Nurse with Deploma
81	Drill Operator other than Jack Hammer
82	Electrical Supervisor with Competency Certificate
83	Underground Shift Boss
84	Head Mechanic
85	Qualified and Experienced Welder
86	Machine Tool Mechanic
87	Mechanical/Plant Foreman
88	Mining Supervisor
89	Vocational Training Instructor/ Teacher
90	Head Electrician
91	Accountant
92	Steno with 7 years of service
93	Store Incharge
94	Shift Incharge
95	Supervisor
96	Incharge of Watch and Ward
97	Security Guard (Armed)
99	Crane Grade I
100	Diesel Engine Grade I
101	Dozer Grade I
102	Clamp Shell Grade I
103	Compressor Grade I
104	Grader Grade I
105	Tractor Grade I
106	Vibrator Grade I
107	Screening Plant Grade I
108	Shovel Grade I
109	Shovel and Dragline
110	Tyrevulcanser Grade I
111	Security Guard (with Arms) and other categories by whateve name called which are of Highly-skilled nature.

By Order

(Shri. C. Songate, IRS),
Principal Secretary to the Govt. of Meghalaya,
Department of Labour, Employment & Skill Development.