

Report on
SDG 10: Reduced Inequalities

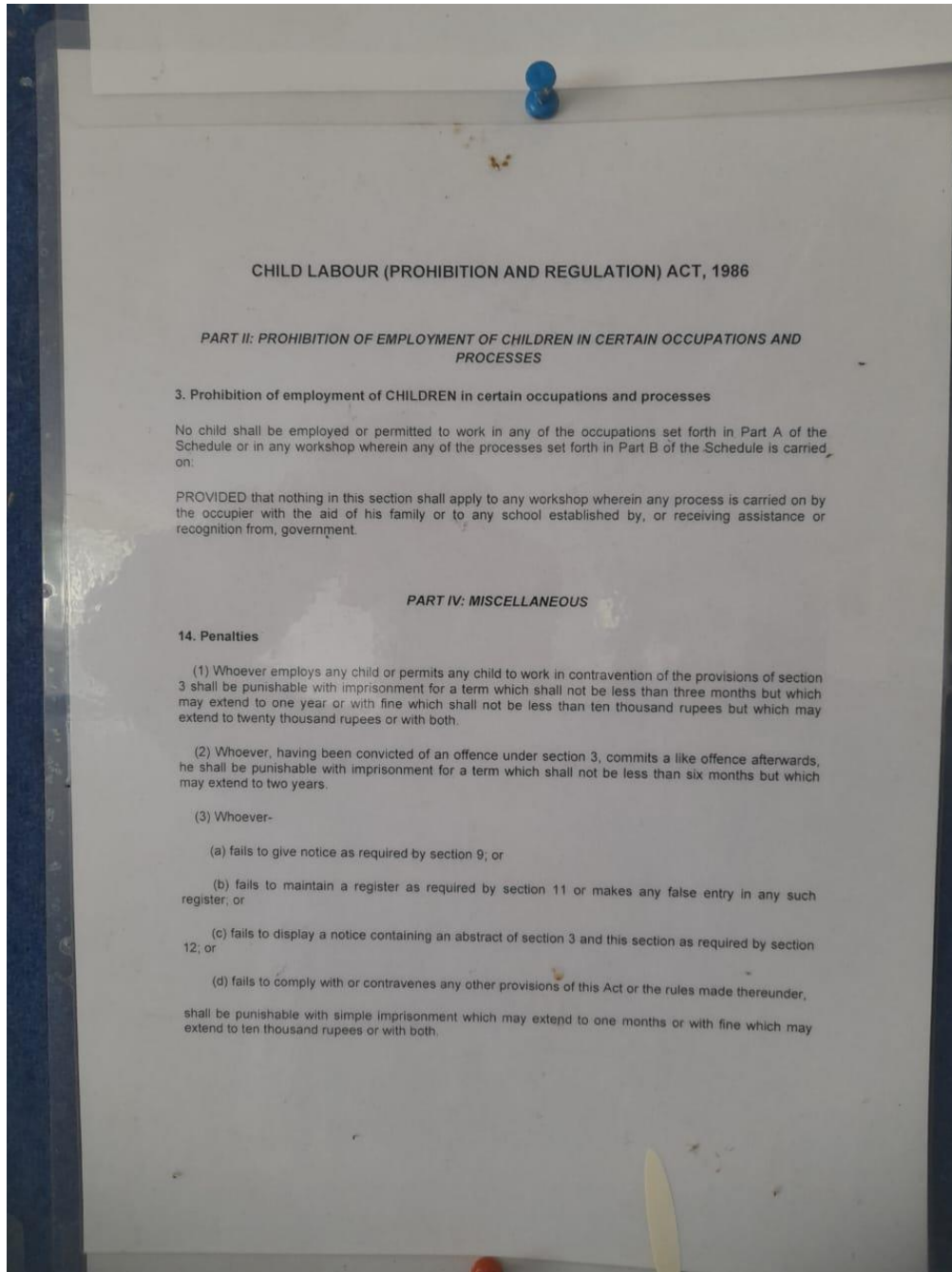


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SDG 10: Reduced Inequalities

Minimum Wages Act Displayed on Notice Boards



FORM X (Notice Rule 23)

Abstract of the Minimum Wages Act, and the Rules made there under

I. Whom the Act affects

- (a) The Act applies to persons engaged on scheduled employments on specified class of work in respect of which minimum wages have been fixed.
- (b) No employee can give up by contract or agreement his rights in so far it purports to reduce the minimum rates of wages fixed under the Act.

II. Definitions of Wages

- 1) "wages" means all remuneration, payable to an employed person on the fulfillment of his Contract of employment. It includes:
 - (i) the value of any house- accommodation, supply of light, water, medical attendance, or any other amenity or any service excluded by general or special order of the appropriate Government;
 - (ii) Any contribution paid by the employer to any Pension Fund or Provident Fund or Under any scheme of social insurance;
 - (iii) Any traveling allowance or the value of any traveling concession;
 - (iv) Any sum paid to the person employed to defray special expenses entailed on him by the nature of his employment; or
 - (v) Any gratuity payable on discharge;
- 2) The minimum rates of wages may consist of:
 - i) A basic rate of wages and a special allowance called the cost of living allowance
 - ii) A basic rate of wage with or without a cost of living allowance and the cash value of any concessions, like supplies of essential commodities at concession rates
 - iii) An all-inclusive rate comprising of basic rate, cost of living allowance and cash value of concession, if any.
- 3) The minimum wages payable to employees of scheduled employments notified under Section 5 read with Section 3 or as revised from time to time under Section 10 read with section 3 may be:
 - a) A minimum time rate,
 - b) A minimum piece rate,
 - c) A guaranteed time rate,
 - d) An overtime rate
 Differing with (1) different scheduled employments, 2) different classes of work, 3) different localities, 4) different wage period, 5) different age group.

III. Computation and conditions of Payment

The employer shall pay to every employee engaged in scheduled employment under him wages at a rate not less than the minimum rate of wages fixed for that class of employee.

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III. Computation and conditions of Payment

The employer shall pay to every employee engaged in scheduled employment under him wages at a rate not less than the minimum rate of wages fixed for that class of employee.
 The minimum wages payable under this Act shall be paid in cash unless the Government authorizes payment thereof either wholly or partly in kind.
 Wage periods shall be for the payment of wages at intervals not exceeding one month.
 Wage shall be paid on working day within 7 days of the end of the wage periods or within 10 days if 1000 or more persons are employed.
 The wages of a person discharged shall be paid not later than the second working days after his discharge. If an employee is employed on any day for a period less than the normal working day he shall be entitled to receive wages for a full normal working day provided his failure to work is not caused by his unwillingness to work but by the omission of the employer to provide him with work for that period.

XI. Minimum rates of wages fixed

S. N.	Categories of Employees	Minimum Wages
1	High Skilled	
2	Skilled	
3	Semi Skilled	
4	Un Skilled	

XII. Name(s) and Address of the Inspector(s)

S. N.	Name	Address
1		
2		
3		

FORM - F
(See sub 1)

Abstracts of the Employee Compensation Act, 1923

Definitions - Section 2(f), Section 2(i)(9)-(a) 'Dependent' means any of the following relatives of a deceased employee, namely:-

- (i) A widow, a minor illegitimate son and unmarried legitimate daughter, or widowed mother; and
- (ii) If wholly dependent on the earnings of the employee at the time of his death, a son or a daughter who has attained the ages of 18 years and who is infirm.

(H) If wholly or in part dependent on the earnings of the employee at the time of his death

- (a) A widower
- (b) A parent other than a widowed mother
- (c) A minor illegitimate son, an unmarried illegitimate daughter or a daughter legitimate or illegitimate if married and a minor or if widowed and a minor.
- (d) A minor brother or an unmarried sister or a widowed sister of a minor.
- (e) A widowed daughter-in-law
- (f) A minor child of a pre-deceased son.
- (g) A minor child of a pre-deceased daughter where no parent of the child is alive, or
- (h) A paternal grand parent if no parent of the employee is alive.

(b) Section 2(i)(g): Partial disablement means where the disablement is of a temporary nature, such disablement as reduced the earning capacity of an employee in any employment in which he was engaged at the time of the accident resulting in the disablement, and where the disablement is of a permanent nature such disablement as reduces his earning capacity in every employment which he was capable of undertaking at that time: provided that every injury specified in Schedule I, shall be deemed to result in permanent partial disablement

(c) Section 2(i)(d): Total disablement means such disablement, whether of temporary or permanent nature, as incapacitate an employee for all work which he was capable of performing at the time of the accident resulting in such disablement: provided that permanent total disablement shall be deemed to result from the permanent total loss of the sight of both eyes or from any combination of injuries as specified in Schedule I where the aggregate percentage of the loss of earning capacity as specified in that Schedule against those injuries, amounts to the amount per cent.

Section 2(i)(e): 'Employee' means any person (other than a person whose employment is of a casual nature) and who is employed otherwise than for the purpose of the employer's trade or business) who is-

- (i) A railway servant as defined in section 3 of the Indian Railway Act, 1920, not permanently employed in any administrative district or sub-divisional office of the railway and not employed in any such capacity as is specified in Schedule II; or
- (ii) Employed on monthly wages not exceeding one thousand rupees, in any such capacity as is specified in Schedule II.

Whether the contract of employment was made before or after the passing of this Act and whether such contract is expressed or implied, oral or in writing but does not include any person working in the capacity of a member of the Armed Forces of the Union, and any reference to an employee who has been injured shall where the employee is dead, include a reference to his dependants or any of them.

ABSTRACT OF THE PAYMENT OF WAGES ACT, 1948
(NO. 4 OF 1948 AND BILLS MARKED THEREUNDER)

1. **When the Act applies -** The Act applies to the payment of wages to persons in an establishment or factory or upon any railway by a Railway Administration either directly or through a Sub-contractor or by a person fulfilling a contract with a Railway Administration (Railway factories excepted) exceeding less than Rs. 1000 a month.
2. **No employed person can give up by contract, or agreement, his right under the Act.**
3. **Definition of wages -** "Wages" means all remuneration payable to an employed person on the fulfilment of his contract of employment.

It includes any remuneration payable, under any award, or settlement or order of a court, remuneration in respect of overtime, or holidays or leave period, additional remuneration payable under the terms of employment whether called bonus or by any other name.

It excludes -

- (a) Any bonus whether under a scheme of profit sharing, or otherwise, which does not form part of the remuneration payable under the terms of employment or which is not payable under any Award or order of court.
- (b) The value of house accommodations, supply of light, water, medical attendance, or other amenity or of any service excluded by general or special order of the State Government.
- (c) The employer's contribution to a pension or provident fund, and the interest which might have accrued thereon.
- (d) Travelling allowance or value of any travelling concession or any other sum paid to defray special expenses entailed by the employment.
- (e) In case of persons employed upon Railway (other than Railway factories) by the person mentioned in this behalf, for any kind work by the Railway Administration.
- (f) Any gratuity payable on discharge.

4. **Responsibility for and method of payment -** The manager of the factory is responsible for the payment under the Act of wages to persons employed by or under him, and any contractor employing persons is responsible for the payment to the persons he employs.
5. **Wage-periods shall be fixed for the payment of wages at intervals not exceeding one month.**
6. **Wages shall be paid on a working day within 7 days of the end of wage period (or within 10 days if 1000 or more persons are employed). The wages of a person discharged shall be paid not later than the second working day after his discharge.**
7. **All wages shall be paid in current coin or currency Notes & Payments in kind are prohibited.**
8. **Fines and deductions -** No deductions shall be made from wages except those authorized under Act (see paragraph 1-3 below).
9. (i) Fines can be imposed only for such acts and omissions as the employer may, with the previous approval of the State Government or the prescribed authority, specify by a notice displayed at or near the main entrance of the factory and after giving the employed person an opportunity for explanation.

(2) Fines -

- (a) Shall not exceed an amount equal to [three percent] of the wages payable to him in respect of that wage-period.
- (b) Shall not be recovered by instalments, or later than sixty days of the date of imposition.
- (c) Shall be recorded in a register for kind applied to such purpose beneficial to the employed persons as are approved by the chief Inspector of Factories.

FORM "U"
Abstract of the Payment of Gratuity Act and Rules, 1972

1. EXTENT OF THE ACT:

The Act extends to the whole of India:
 Provided that in so far as it relates to plantations or ports, it shall not extend to the State of Jammu and Kashmir
 [Sec 1(2)]

2. TO WHOM THE ACT APPLIES:

The Act applies to (a) every factory, mine, oilfield, plantation, port and railway company; b) every shop or establishment within the meaning of any law for the time being in force in relation to shops and establishments in State, in which 10 or more persons are employed, or were employed, on any day of the preceding 12 months; and c) such other establishment, or class of establishments, in which 10 or more employees are employed or were employed, on any day of the preceding 12 months, as the Central Government may, by notification, specify in this behalf. [Sec 1(3)]

3. DEFINITIONS:

(a) "Appropriate Government" means.

- (i) in relation to an establishment;
 - a) belonging to, or under the control of, the Central Government,
 - b) having branches in more than one State,
 - c) of a factory belonging to, or under the control of, the Central Government,
 - d) of a major port, mine, oilfield, or railway company, the Central Government.

ii) in any other case, the State Government. [Sec 2(a)]

(b) "Completed year of service" means continuous service for one year, [Sec 2(b)]

(c) "Continuous Service" means uninterrupted service and includes service which is interrupted by sickness, accident, leave, lay-off, strike or a lock-out or cessation of work not due to any fault of the employees concerned, whether such uninterrupted service was rendered before or after the commencement of this Act.

Explanation I: In the case of an employee who is not in uninterrupted service for year, he shall be deemed to be in continuous service if he has been actually employed by an employer during the 12 months immediately preceding the year for not less than-

- i) 190 days, if employed below the ground in a mine, or
- ii) 240 days, in any other case, except when he is employed in a seasonal establishment.

Explanation II: An employee of a seasonal establishment shall be deemed to be in continuous service if he has actually worked for not less than 75% of the number of days on which the establishment was in operation during the year. [Sec 2(b)]

(d) "Controlling Authority" means an authority appointed by an appropriate Government under Sec. 3. [Sec 2(d)].

(e) "Family" in relation to an employee, shall be deemed to consist of-

- i) in the case of a male employee, himself, his wife, his children, whether married or unmarried, his dependant parents and the widow and children of his predeceased son, if any,
- ii) in the case of a female employee, herself, her husband, her children, whether married or unmarried, her dependent parents and the dependent parents of her husband and the widow and children of her predeceased son, if any:
 Provided that if a female employee, by a notice in writing to the controlling authority, expresses her desire to execute her husband from her family, the husband and his dependent parents shall no longer be deemed for the purposes of this Act, to be included in the family of such female employee unless the said notice is subsequently withdrawn by such female employee.

Explanation- Where personal law of an employee permits the adoption by him of a child, any child lawfully adopted by him shall be deemed to be included in his family, and where a child of an employee has been adopted by another person and such adoption is, under the personal law of the person making such adoption, lawful, such child shall be deemed to be excluded from the family of the employee. [Sec 2(h)].

ABSTRACT OF THE CONTRACT LABOUR ACT, 1971

The Act aims at the abolition of Contract Labour in respect of such categories as may be notified by the appropriate Government and at regulating the service conditions of Contract Labour where abolition is not possible.

APPLICABILITY

This Act applies

- to every establishment in which twenty or more workmen are employed or were employed on any day of the preceding twelve months as contract labour [Section 1(4)(a)];
- to every contractor who employs or who employed on any day of the preceding twelve months twenty or more workmen [Section 1(4)(b)].

To whom does it not apply?

It shall not apply to establishments in which work only of an intermittent or casual nature is performed [Section 1(5)(a)].

If a question arises whether work performed in an establishment is of an intermittent or casual nature, the appropriate Government shall decide that question after consultation with the Central Board or, as the case may be, a State Board, and its decision shall be final [Section 1(5)(b)].

For the purpose of this sub-section, work performed in an establishment shall not be deemed to be of an intermittent nature:

- if it was performed for more than one hundred and twenty days in the preceding twelve months; or
- if it is of a seasonal character and is performed for more than sixty days in year.

Administration

The Act is administered by the Central or State Advisory Boards, as the case may be, whereon the Labour Commissioner will be a member [Sections 3 & 4].

Who is principal employer?

The Head of any office or department of Government or local authority or, in a factory, the owner or occupier of the factory or a person named as the Manager of the factory under the Factories Act, 1948, is the principal employer under the Act [Section 2(g)].

What are 'Wages'?

For the purpose of this Act, the expression 'wages' shall have the same meaning assigned to it under the Payment of Wages Act. Wages will, therefore, comprise Basic Pay (B.P.), Dearness Allowance (D.A.), City Compensatory Allowance (C.C.A.), Overtime Wages (O.W.) and Production Incentive. The term also includes encashment amount of leave, terminal dues, such as, notice pay, retrenchment compensation for Layoff etc., if the contract between the worker and the immediate employer so provide [Section 2(h)].

Who is a 'Workman'?

Workman means any person employed in or in connection with a work of skilled, semi-skilled or unskilled, manual, supervisory, technical or clerical nature for hire or reward, whether terms of the employment are express or implied. The expression 'workman' includes:

- (a) any person employed mainly in a managerial or administrative capacity; or
- (b) a person being employed in a supervisory capacity but draws wages exceeding 500 rupees per mensem or exercises either by the nature of the duties attached to his office or by reason of the powers vested in him, functions mainly of a managerial nature; or
- (c) a person who is a out-worker, that is to say, a person to whom any articles or materials are given out by on behalf of the principal employer to be made up, cleaned, washed, altered, ornamented, finished, repaired, adapted or otherwise processed for sale for the purposes of the trade or business of the principal employer and the process is to be carried out either in the home of the out-worker or in some other premises, not being premises under the control and management of the principal employer [Section 2(i)].

Contractor to make payment of wages

The Contractor shall be responsible for payment of wages to each contract worker employed by him, such amounts as wages and at such intervals as are agreed upon in the contract. The Contractor should ensure that the wages are disbursed in the presence of authorised representative of the principal employer.

The obligations of the principal employer

In case the Contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the Contractor and recover the amount so paid from the Contractor either by deduction from any amount payable to the Contractor under any contract or as a debt payable by the Contractor [Section 21].

Employers' Obligations

Every principal employer of an establishment shall, under this Act, make an application to the Registering Officer in Form 1 for registration of his establishment. If the establishment fails to so register, it is prohibited to employ contract labour after the expiry of the period permitted for making the application [Section 7(1) & (2)].

Licensing of Contractors

No employer shall undertake any work through Contract Labour except under the licence issued by the Licensing Officer [Section 11]. Such licence will contain conditions as to hours of work, fixation of wages and other essential amenities for the contract employees. Such licence shall be valid for a specific period whereafter the employer may apply for renewal [Section 12(2)]. Any appeal against an order of the licensing officer may be made by the employer within thirty days before the Appellate Officer nominated by the Government [Section 15].

Welfare, safety and health measures

Every principal employer governed by this Act is responsible for maintaining such standards of welfare, safety and health of contract labour as prescribed in detail in the Act [Sections 16 to 21].

Registers and records

Registers of contractors: Every principal employer shall maintain in respect of each registered establishment a register of contractors in Form XII [Rule 74 of 1971].

Employment card: (i) Every contractor shall issue an employment card in Form XIV to each worker within three days of the employment of the worker.

(ii) The card shall be maintained up-to-date and any change in the particulars shall be entered therein [Rule 76 of 1971].

Service Certificate: On termination of employment for any reason whatsoever the contractor shall issue to the workman whose service have been terminated a Service Certificate in Form XV [Rule 77].

Master Roll, Wages Register, Deduction Register and Overtime Register: (a) Every contractor shall in respect of each work on which he engages contract labour [Rule 78]:

- maintain a Master Roll and a Register of Wages in Forms XVI and XVII respectively;
- maintain a Register of Deductions for damage or loss, Register of Fines and Register of Advances in Form XX, Form XXI and Form XXII respectively;
- maintain a Register of Overtime in Form XXIII recording therein the number of hours of, and wages paid for, overtime work, if any.
- Every contractor shall, where the wage period is one week or more, issue wage slips in Form XD, to the workmen at least a day prior to the disbursement of wages; Roll-cum-Wages Register, as the case may be, and the entries shall be authenticated by the initials of the contractor or his authorised representative and shall also be duly certified by the authorised representative of the principal employer in the following manner:

The authorised representative of the principal employer shall record under his signature a certificate at the end of the entries in the Register of Wages or the (Register of Wage-cum-Muster Roll), as the case may be, in the following form:

Certified that the amount shown in Column No. _____ has been paid to the workman concerned in my presence on _____ (date) at _____ (place).

Display of the Act

Every contractor shall display an abstract of the Act and rules in English and Hindi and in the language spoken by the majority of workers in such form as may be approved by the Chief Labour Commissioner (Central). The contractor shall also display notices showing rates of wages, hours of work, wage period, dates of payment of wages in conspicuous places at the establishment and the work-site [Rules 80-81(1) & (2)].

Returns

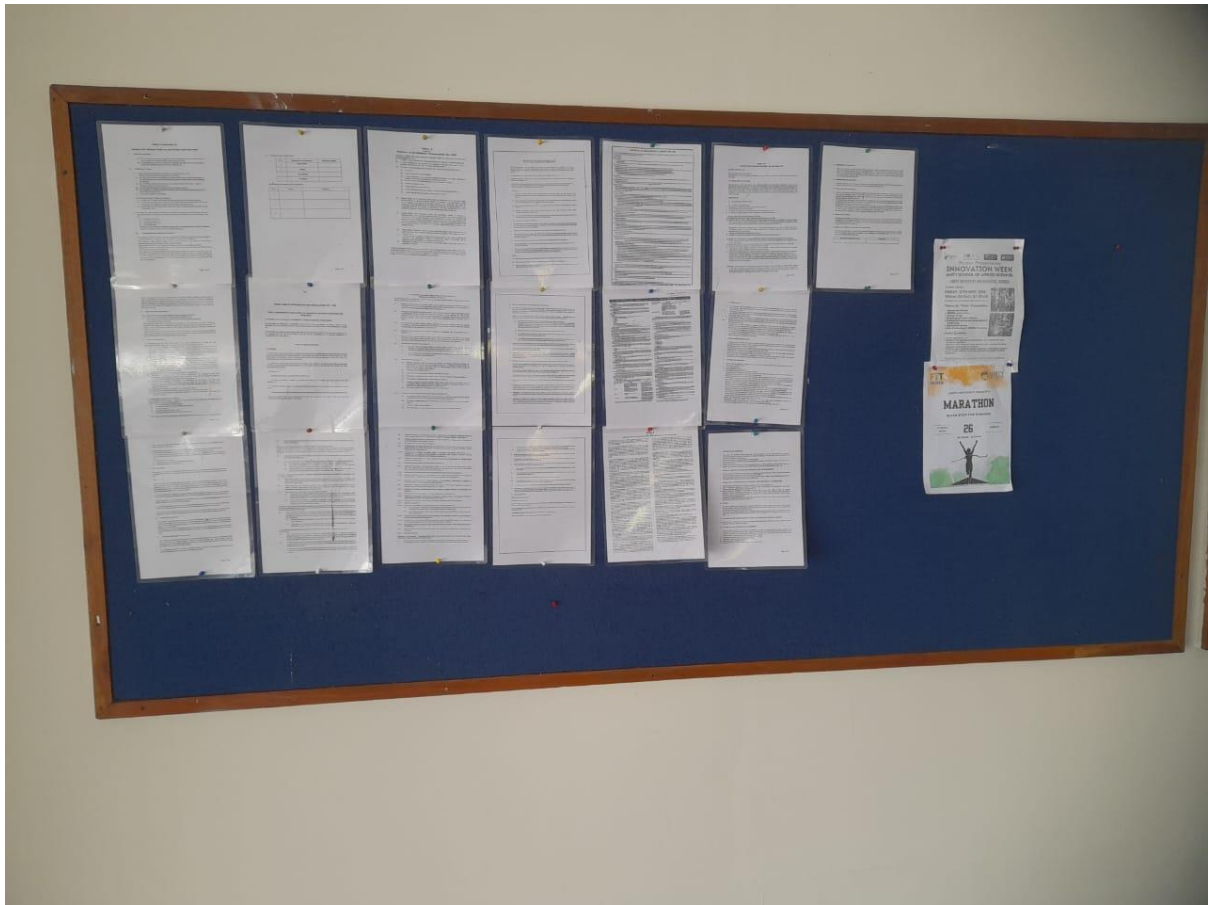
Every principal employer shall, within fifteen days of the commencement or completion of each contract work under each contractor, submit a return to the Inspector: intimating the actual dates of commencement and completion of such contract work in Form VI-B [Rule 81(3)].

Every contractor shall send half yearly returns in Form XXIV (in duplicate) so as to reach the Licensing Officer concerned not later than thirty days from the close of the half year [Rule 82(1)].

Every principal employer of registered establishment shall send annually a return in Form XXV (in duplicate) so as to reach the Registering Officer concerned not later than fifteenth February following end of the year to which it relates [Rule 82(2)].

Penalties

Contravention of provisions of the Act will attract punishment by way of imprisonment or fine or both.



Subordinate Appraisal Form

Performance Appraisal – Non Teaching Staff

Name:

Institution/Department:

Designation:

Performance Appraisal – Non Teaching Staff

Instructions:

1. Please fill in the hard copy of the format. You may leave out sections which do not apply to you or those you do not wish to complete for any reason.
2. Be brief. Where you feel that you have not been able to achieve an objective please indicate the reasons for the same.
3. Parameters for assessment are as follows:
 - Excellent / Distinguished - D
 - Very Good - C
 - Good - B
 - Average - A

To be filled in by the Appraise:

1. Has the current year been good/bad/satisfactory or otherwise for you, and why?
2. What do you consider to be your most important achievements during the period under review?
3. What elements of your job do you find most challenging and Why?
4. What are your strengths and weaknesses? What elements of your job interest you the most and least?
5. What initiatives have you taken so far to improve your work efficiency?
6. Do you think your contribution is important for your department? Justify?

SELF APPRAISAL (Please rate yourself)

S. No.	Statements	Rate Yourself (A/B/C/D)	Grading by HOI/HOD
1	Professional Skills/ knowledge		
2	Team work/Co-operation/Coordination		
3	Problem Solving		
4	Punctuality		
5	Meeting expectations, deadlines and commitments		
6	Judgmental abilities		
7	Able to perform under stress		
8	Adaptability		
9	Eye for Detail		
10	Initiative and Commitment		
11	Participation and attendance in institutional events regularly		
12	Proactively seek additional responsibilities		

Name:

Signature:

Performance Appraisal –Teaching Staff

Amity University Mumbai
Summary of Performance Based Appraisal

Name of the Institution :-

Name of Faculty Member :-

Designation :-

S. No.	Category	API Claimed by Faculty Member	API Score by HOI	Reason for disagreement	OBSERVATIONS (to be filled Centrally)
Category - I TEACHING, LEARNING, AND EVALUATION RELATED ACTIVITIES					
1	1.0 Lectures (L), Seminars (S), Tutorials (T), Practical's (P), Contact Hours (C)				
	2.0 Teaching Load in excess of UGC norms				
	3.0 Result/ Academic Performance				
	4.0 Additional knowledge resources provided to students				
	5.0 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of Subject content, Course Improvement etc.				
	6.0 Examination Duties Assigned and Performed				
	Total (Category - I)				
Category - II CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT					
2	1.0 Extension, co-curricular & Field based Activities				
	2.0 Contribution to Corporate Life and Management of the Institution				
	3.0 Professional Development Activities				
Total (Category - II)					
Category - III RESEARCH, PUBLICATION & ACADEMIC CONTRIBUTIONS					
3	1.1 Research Papers published in Journals				
	1.2 Full papers in Conference Proceedings				
	1.3 Articles / Chapters published in Books				
	1.4 Books published as Author or as Editor / Translator				
	1.5 Chief Editor /Guest Editor / Editor/ Associate Editor, Member, Consultant Member of Editorial / Advisory Board of Journal and Reviewer/ Referee of a Journal				
	2.0 Research Projects, Consultancies and Assignments				
	2.1 Sponsored Projects (Carried out/ Ongoing)				
	2.2-2.3 Consultancy Projects (Carried out/ Ongoing /completed)				
	2.4 Filing & Award of Patents/Policy Document/Technology Transfer Process				
	2.5 Overseas Assignments				
	3.0 Research Guidance				
	4.1 & 4.2 Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programmes				
	4.3 Papers presented in Conferences, Seminars, Workshops, Symposia/Session Chaired, etc.				
	4.4 Invited Lectures (including Extension) and Chairmanships at National or International Conference/ Seminars; Office Bearer/ Advisor of Registered Professional Bodies.				
	4.5 Experience as Post-Doctoral Fellow / Research Associates/ Visiting Professor				
Total (Category - III)					
4	Total (Category - IV Behavioural Skill and Values)				
5	Total (Category - V Student Feedback and Quality of Teaching)				
	Total (I+II+III+IV+V)				

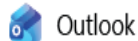
HOI Signature

Date :

HEAD
 Internal Assessment
 Committee

Group Medical Insurance

ICICI LOMBARD GENERAL INSURANCE



UPDATE: AUM - Medclaim 2023-2024.

From Head HR, AUM <hr@mum.amity.edu>

Date Tue 19/12/2023 4:58 PM

To [REDACTED]

Cc HR <AUM-HR@amity.edu>

1 attachment (41 KB)

AUM - Medclaim - AIT.xlsx;

Dear Dr. [REDACTED],

Greetings. Mentioned below is the Medical Claim process for employees covered under the Group Medical Insurance. (List attached for your Department): -

Policy Start Date: 29-Oct-23

Policy End Date: 28-Oct-24

Sum Insured Amount: Mentioned in the attached Excel worksheet.

On behalf of **ICICI LOMBARD GENERAL INSURANCE**, I'm sending you a mail.

ICICI Lombard general insurance company limited is proud to be partnering with **RITNAND BALVED EDUCATION FOUNDATION** for servicing your Group Medical Insurance Policy for the **Period of 29/10/2023 to 28/10/2024**, we have an extensive experience in rendering medical insurance-related services to large groups and corporate clients across the country and we have a network of hospitals spread across the country providing 'Cashless Hospitalization to the insured members.

You may click on below URL to download the E-card, to see real time network list, to check real time claim status, to intimate the claim and confidential.

URL for download the Ecards- <https://ilhc.icicilombard.com/Customer/iCard>

1. Click on link
2. Select Corporate
3. Put UHID number in card number column.
4. DOB of employee
5. Age

E-card will be downloaded post clicking on search.

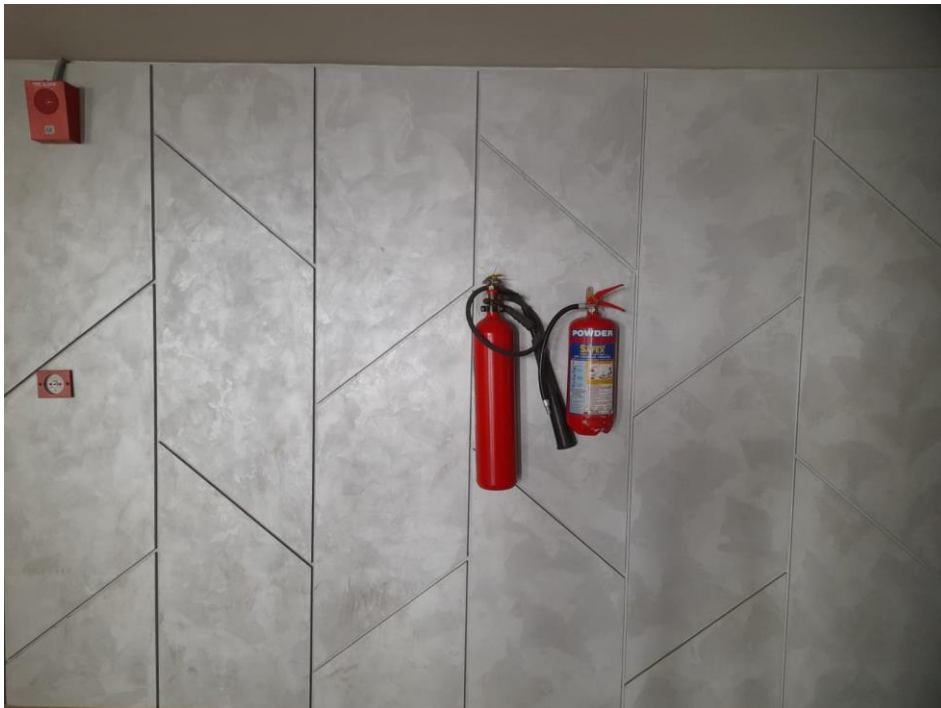
- URL for updated network hospital list- <https://ilhc.icicilombard.com/customer/GetHospitalList>
- URL for check the updated claim status- <https://ilhc.icicilombard.com/Customer/ClaimStatus>
- URL for intimate the claim- <https://ilhc.icicilombard.com/Customer/ClaimIntimationOnlineTracking>

You can reach to SPOC for any query under the program.

Elevator for Disabled Persons



Fire Safety Equipment



Amity Clinic







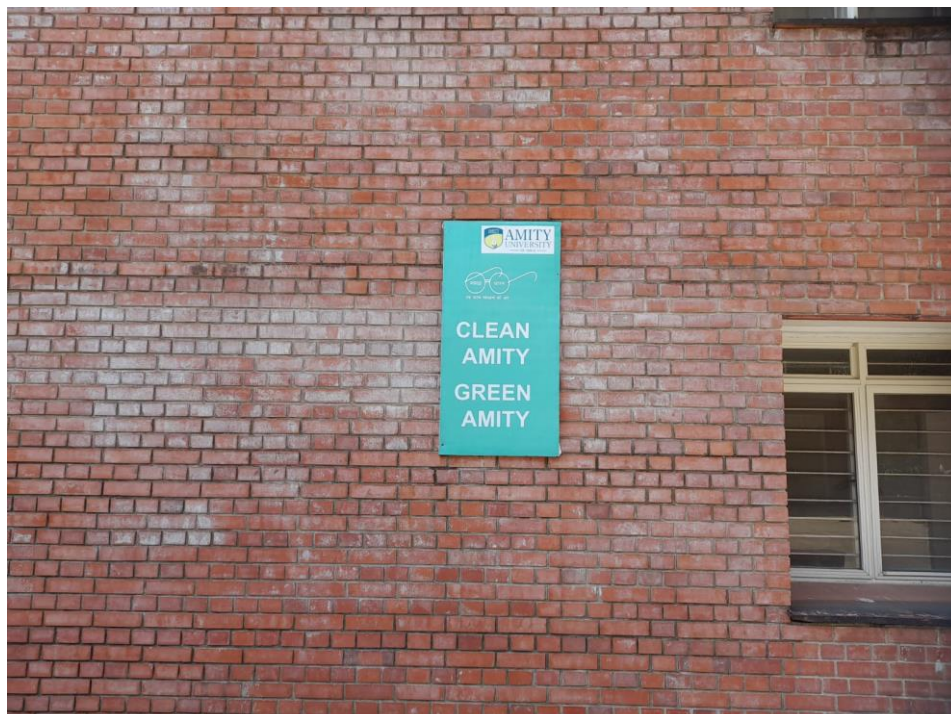
No Ragging and Bo Harassment



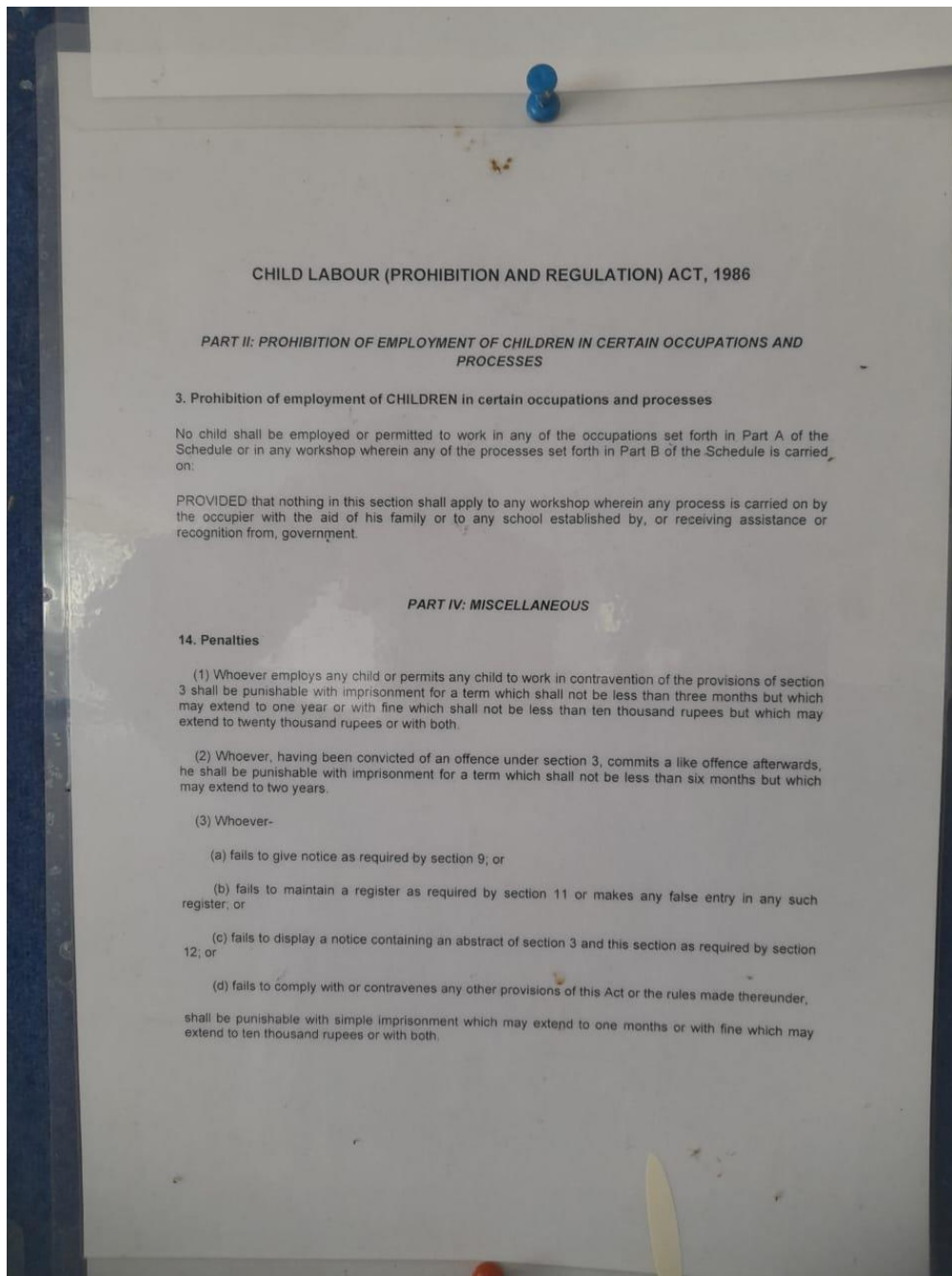
Ambulance for Medical Emergency



Clean Amity Green Amity



Minimum Wages Act Displayed on Notice Boards



FORM X (Notice Rule 23)

Abstract of the Minimum Wages Act, and the Rules made there under

I. Whom the Act affects

- (a) The Act applies to persons engaged on scheduled employments on specified class of work in respect of which minimum wages have been fixed.
- (b) No employee can give up by contract or agreement his rights in so far it purports to reduce the minimum rates of wages fixed under the Act.

II. Definitions of Wages

- 1) "wages" means all remuneration, payable to an employed person on the fulfillment of his Contract of employment. It includes:
 - (i) the value of any house- accommodation, supply of light, water, medical attendance, or any other amenity or any service excluded by general or special order of the appropriate Government;
 - (ii) Any contribution paid by the employer to any Pension Fund or Provident Fund or Under any scheme of social insurance;
 - (iii) Any traveling allowance or the value of any traveling concession;
 - (iv) Any sum paid to the person employed to defray special expenses entailed on him by the nature of his employment; or
 - (v) Any gratuity payable on discharge;
- 2) The minimum rates of wages may consist of:
 - i) A basic rate of wages and a special allowance called the cost of living allowance
 - ii) A basic rate of wage with or without a cost of living allowance and the cash value of any concessions, like supplies of essential commodities at concession rates
 - iii) An all-inclusive rate comprising of basic rate, cost of living allowance and cash value of concession, if any.
- 3) The minimum wages payable to employees of scheduled employments notified under Section 5 read with Section 3 or as revised from time to time under Section 10 read with section 3 may be:
 - a) A minimum time rate,
 - b) A minimum piece rate,
 - c) A guaranteed time rate,
 - d) An overtime rate
 Differing with (1) different scheduled employments, 2) different classes of work, 3) different localities, 4) different wage period, 5) different age group.

III. Computation and conditions of Payment

The employer shall pay to every employee engaged in scheduled employment under him wages at a rate not less than the minimum rate of wages fixed for that class of employee.

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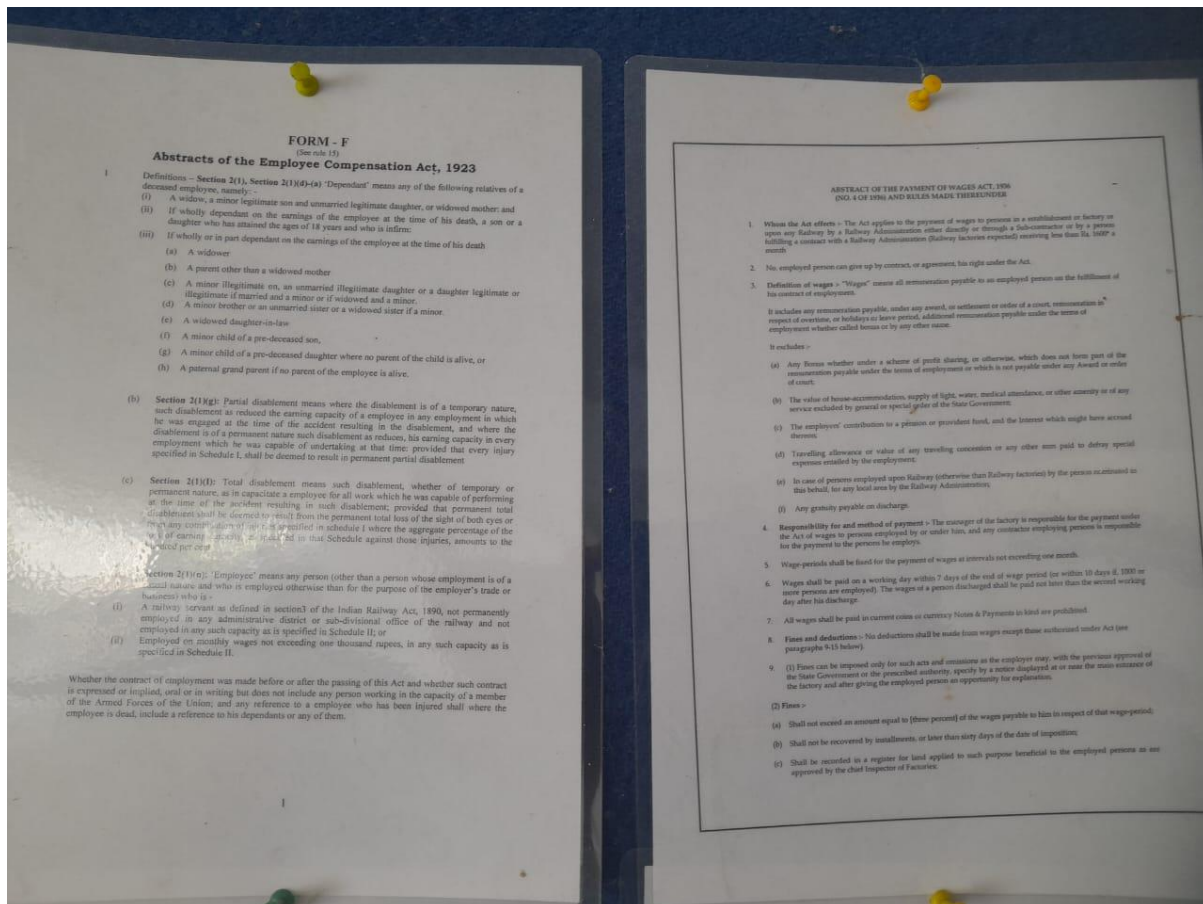
The employer shall pay to every employee engaged in scheduled employment under him wages at a rate not less than the minimum rate of wages fixed for that class of employee.
 The minimum wages payable under this Act shall be paid in cash unless the Government authorizes payment thereof either wholly or partly in kind.
 Wage periods shall be for the payment of wages at intervals not exceeding one month.
 Wage shall be paid on working day within 7 days of the end of the wage periods or within 10 days if 1000 or more persons are employed.
 The wages of a person discharged shall be paid not later than the second working days after his discharge. If an employee is employed on any day for a period less than the normal working day he shall be entitled to receive wages for a full normal working day provided his failure to work is not caused by his unwillingness to work but by the omission of the employer to provide him with work for that period.

XI. Minimum rates of wages fixed

S. N.	Categories of Employees	Minimum Wages
1	High Skilled	
2	Skilled	
3	Semi Skilled	
4	Un Skilled	

XII. Name(s) and Address of the Inspector(s)

S. N.	Name	Address
1		
2		
3		



FORM - F
(See sub 1)

Abstracts of the Employee Compensation Act, 1923

Definitions - Section 2(f), Section 2(i)(a)-(c) "Dependent" means any of the following relatives of a deceased employee, namely:-

- (i) A widow, a minor illegitimate son and unmarried legitimate daughter, or widowed mother; and
- (ii) If wholly dependent on the earnings of the employee at the time of his death, a son or a daughter who has attained the ages of 18 years and who is infirm.

(H) If wholly or in part dependent on the earnings of the employee at the time of his death

- (a) A widower
- (b) A parent other than a widowed mother
- (c) A minor illegitimate son, an unmarried illegitimate daughter or a daughter legitimate or illegitimate if married and a minor or if widowed and a minor.
- (d) A minor brother or an unmarried sister or a widowed sister of a minor.
- (e) A widowed daughter-in-law
- (f) A minor child of a pre-deceased son.
- (g) A minor child of a pre-deceased daughter where no parent of the child is alive, or
- (h) A paternal grand parent if no parent of the employee is alive.

(b) Section 2(i)(g): Partial disablement means where the disablement is of a temporary nature, such disablement as reduced the earning capacity of an employee in any employment in which he was engaged at the time of the accident resulting in the disablement, and where the disablement is of a permanent nature such disablement as reduces his earning capacity in every employment which he was capable of undertaking at that time: provided that every injury specified in Schedule I, shall be deemed to result in permanent partial disablement

(c) Section 2(i)(d): Total disablement means such disablement, whether of temporary or permanent nature, as incapacitate an employee for all work which he was capable of performing at the time of the accident resulting in such disablement: provided that permanent total disablement shall be deemed to result from the permanent total loss of the sight of both eyes or from any combination of injuries specified in schedule I where the aggregate percentage of the loss of earning capacity as specified in that Schedule against those injuries, amounts to the amount per cent.

Section 2(i)(e): "Employee" means any person (other than a person whose employment is of a casual nature) and who is employed otherwise than for the purpose of the employer's trade or business) who is-

- (i) A railway servant as defined in section 3 of the Indian Railway Act, 1920, not permanently employed in any administrative district or sub-divisional office of the railway and not employed in any such capacity as is specified in Schedule II; or
- (ii) Employed on monthly wages not exceeding one thousand rupees, in any such capacity as is specified in Schedule II.

Whether the contract of employment was made before or after the passing of this Act and whether such contract is expressed or implied, oral or in writing but does not include any person working in the capacity of a member of the Armed Forces of the Union, and any reference to an employee who has been injured shall where the employee is dead, include a reference to his dependants or any of them.

ABSTRACT OF THE PAYMENT OF WAGES ACT, 1946
(See sub 1) AND RULES MADE THEREUNDER

1. **When the Act applies -** The Act applies to the payment of wages to persons in an establishment or factory or upon any railway by a Railway Administration either directly or through a Sub-administrator or by a person fulfilling a contract with a Railway Administration (Railway factories excepted) exceeding less than Rs. 1000/- a month.
2. **No employed person can give up by contract, or agreement, his right under the Act.**
3. **Definition of wages -** "Wages" means all remuneration payable to an employed person on the fulfilment of his contract of employment.

It includes any remuneration payable, under any award, or settlement or order of a court, remuneration in respect of overtime, or holidays or leave period, additional remuneration payable under the terms of employment whether called bonus or by any other name.

It excludes -

- (a) Any bonus whether under a scheme of profit sharing, or otherwise, which does not form part of the remuneration payable under the terms of employment or which is not payable under any Award or order of court.
- (b) The value of house accommodations, supply of light, water, medical attendance, or other amenity or of any service excluded by general or special order of the State Government.
- (c) The employer's contribution to a pension or provident fund, and the interest which might have accrued thereon.
- (d) Travelling allowance or value of any travelling concession or any other sum paid to defray special expenses entailed by the employment.
- (e) In case of persons employed upon Railway (other than Railway factories) by the person mentioned in this behalf, for any kind work by the Railway Administration.
- (f) Any gratuity payable on discharge.

4. **Responsibility for and method of payment -** The manager of the factory is responsible for the payment under the Act of wages to persons employed by or under him, and any contractor employing persons is responsible for the payment to the persons he employs.
5. **Wage-periods shall be fixed for the payment of wages at intervals not exceeding one month.**
6. **Wages shall be paid on a working day within 7 days of the end of wage period (or within 10 days if 1000 or more persons are employed). The wages of a person discharged shall be paid not later than the second working day after his discharge.**
7. **All wages shall be paid in current coin or currency Notes & Payments in kind are prohibited.**
8. **Fines and deductions -** No deductions shall be made from wages except those authorized under Act (see paragraph 9.3 below).
9. (1) **Fines can be imposed only for such acts and omissions as the employer may, with the previous approval of the State Government or the prescribed authority, specify by a notice displayed at or near the main entrance of the factory and after giving the employed person an opportunity for explanation.**

(2) **Fines -**

- (a) Shall not exceed an amount equal to [three percent] of the wages payable to him in respect of that wage-period;
- (b) Shall not be recovered by instalments, or later than sixty days of the date of imposition;
- (c) Shall be recorded in a register for kind applied to such purpose beneficial to the employed persons as are approved by the chief Inspector of Factories.

FORM "U"
Abstract of the Payment of Gratuity Act and Rules, 1972

1. EXTENT OF THE ACT:

The Act extends to the whole of India:
 Provided that in so far as it relates to plantations or ports, it shall not extend to the State of Jammu and Kashmir
 [Sec 1(2)]

2. TO WHOM THE ACT APPLIES:

The Act applies to (a) every factory, mine, oilfield, plantation, port and railway company; b) every shop or establishment within the meaning of any law for the time being in force in relation to shops and establishments in State, in which 10 or more persons are employed, or were employed, on any day of the preceding 12 months; and c) such other establishment, or class of establishments, in which 10 or more employees are employed or were employed, on any day of the preceding 12 months, as the Central Government may, by notification, specify in this behalf. [Sec 1(3)]

3. DEFINITIONS:

(a) "Appropriate Government" means.

- (i) in relation to an establishment;
 - a) belonging to, or under the control of, the Central Government,
 - b) having branches in more than one State,
 - c) of a factory belonging to, or under the control of, the Central Government,
 - d) of a major port, mine, oilfield, or railway company, the Central Government.

ii) in any other case, the State Government. [Sec 2(a)]

(b) "Completed year of service" means continuous service for one year, [Sec 2(b)]

(c) "Continuous Service" means uninterrupted service and includes service which is interrupted by sickness, accident, leave, lay-off, strike or a lock-out or cessation of work not due to any fault of the employees concerned, whether such uninterrupted service was rendered before or after the commencement of this Act.

Explanation I: In the case of an employee who is not in uninterrupted service for year, he shall be deemed to be in continuous service if he has been actually employed by an employer during the 12 months immediately preceding the year for not less than-

- i) 190 days, if employed below the ground in a mine, or
- ii) 240 days, in any other case, except when he is employed in a seasonal establishment.

Explanation II: An employee of a seasonal establishment shall be deemed to be in continuous service if he has actually worked for not less than 75% of the number of days on which the establishment was in operation during the year. [Sec 2(b)]

(d) "Controlling Authority" means an authority appointed by an appropriate Government under Sec. 3. [Sec 2(d)].

(e) "Family" in relation to an employee, shall be deemed to consist of-

- i) in the case of a male employee, himself, his wife, his children, whether married or unmarried, his dependant parents and the widow and children of his predeceased son, if any,
- ii) in the case of a female employee, herself, her husband, her children, whether married or unmarried, her dependent parents and the dependent parents of her husband and the widow and children of her predeceased son, if any:
 Provided that if a female employee, by a notice in writing to the controlling authority, expresses her desire to execute her husband from her family, the husband and his dependent parents shall no longer be deemed for the purposes of this Act, to be included in the family of such female employee unless the said notice is subsequently withdrawn by such female employee.

Explanation- Where personal law of an employee permits the adoption by him of a child, any child lawfully adopted by him shall be deemed to be included in his family, and where a child of an employee has been adopted by another person and such adoption is, under the personal law of the person making such adoption, lawful, such child shall be deemed to be excluded from the family of the employee. [Sec 2(h)].

ABSTRACT OF THE CONTRACT LABOUR ACT, 1971

The Act aims at the abolition of Contract Labour in respect of such categories as may be notified by the appropriate Government and at regulating the service conditions of Contract Labour where abolition is not possible.

APPLICABILITY

This Act applies

- to every establishment in which twenty or more workmen are employed or were employed on any day of the preceding twelve months as contract labour [Section 1(4)(a)];
- to every contractor who employs or who employed on any day of the preceding twelve months twenty or more workmen [Section 1(4)(b)].

To whom does it not apply?

- It shall not apply to establishments in which work only of an intermittent or casual nature is performed [Section 1(5)(a)].
 If a question arises whether work performed in an establishment is of an intermittent or casual nature, the appropriate Government shall decide that question after consultation with the Central Board or, as the case may be, a State Board, and its decision shall be final [Section 1(5)(b)].
 For the purpose of this sub-section, work performed in an establishment shall not be deemed to be of an intermittent nature:
- if it was performed for more than one hundred and twenty days in the preceding twelve months; or
 - if it is of a seasonal character and is performed for more than sixty days in year.

Administration

The Act is administered by the Central or State Advisory Boards, as the case may be, whereon the Labour Commissioner will be a member [Sections 3 & 4].

Who is principal employer?

The Head of any office or department of Government or local authority or, in a factory, the owner or occupier of the factory or a person named as the Manager of the factory under the Factories Act, 1948, is the principal employer under the Act [Section 2(g)].

What are 'Wages'?

For the purpose of this Act, the expression 'wages' shall have the same meaning assigned to it under the Payment of Wages Act. Wages will, therefore, comprise Basic Pay (B.P.), Dearness Allowance (D.A.), City Compensatory Allowance (C.C.A.), Overtime Wages (O.W.) and Production Incentive. The term also includes encashment amount of leave, terminal dues, such as, notice pay, retrenchment compensation for Layoff etc., if the contract between the worker and the immediate employer so provide [Section 2(h)].

Who is a 'Workman'?

Workman means any person employed in or in connection with a work of skilled, semi-skilled or unskilled, manual, supervisory, technical or clerical nature for hire or reward, whether terms of the employment are express or implied. The expression 'workman' includes:

- (a) any person employed mainly in a managerial or administrative capacity; or
- (b) a person being employed in a supervisory capacity but draws wages exceeding 500 rupees per mensem or exercises either by the nature of the duties attached to his office or by reason of the powers vested in him, functions mainly of a managerial nature; or
- (c) a person who is a out-worker, that is to say, a person to whom any articles or materials are given out by on behalf of the principal employer to be made up, cleaned, washed, altered, ornamented, finished, repaired, adapted or otherwise processed for sale for the purposes of the trade or business of the principal employer and the process is to be carried out either in the home of the out-worker or in some other premises, not being premises under the control and management of the principal employer [Section 2(i)].

Contractor to make payment of wages

The Contractor shall be responsible for payment of wages to each contract worker employed by him, such amounts as wages and at such intervals as are agreed upon in the contract. The Contractor should ensure that the wages are disbursed in the presence of authorised representative of the principal employer.

The obligations of the principal employer

In case the Contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the Contractor and recover the amount so paid from the Contractor either by deduction from any amount payable to the Contractor under any contract or as a debt payable by the Contractor [Section 21].

Employers' Obligations

Every principal employer of an establishment shall, under this Act, make an application to the Registering Officer in Form 1 for registration of his establishment. If the establishment fails to so register, it is prohibited to employ contract labour after the expiry of the period permitted for making the application [Section 7(1) & (2)].

Licensing of Contractors

No employer shall undertake any work through Contract Labour except under the licence issued by the Licensing Officer [Section 11]. Such licence will contain conditions as to hours of work, fixation of wages and other essential amenities for the contract employees. Such licence shall be valid for a specific period whereafter the employer may apply for renewal [Section 12(2)]. Any appeal against an order of the licensing officer may be made by the employer within thirty days before the Appellate Officer nominated by the Government [Section 15].

Welfare, safety and health measures

Every principal employer governed by this Act is responsible for maintaining such standards of welfare, safety and health of contract labour as prescribed in detail in the Act [Sections 16 to 21].

Registers and records

Registers of contractors: Every principal employer shall maintain in respect of each registered establishment a register of contractors in Form XII [Rule 74 of 1971].

Employment card: (i) Every contractor shall issue an employment card in Form XIV to each worker within three days of the employment of the worker.

(ii) The card shall be maintained up-to-date and any change in the particulars shall be entered therein [Rule 76 of 1971].

Service Certificate: On termination of employment for any reason whatsoever the contractor shall issue to the workman whose service have been terminated a Service Certificate in Form XV [Rule 77].

Master Roll, Wages Register, Deduction Register and Overtime Register: (a) Every contractor shall in respect of each work on which he engages contract labour [Rule 78]:

- maintain a Master Roll and a Register of Wages in Forms XVI and XVII respectively;
- Provided that a combined Register of Wage-cum-Master Roll in Form XVIII shall be maintained by the contractor where the wage period is a fortnight or less;
- maintain a Register of Deductions for damage or loss, Register of Fines and Register of Advances in Form XX, Form XXI and Form XXII respectively;
- maintain a Register of Overtime in Form XXIII recording therein the number of hours of, and wages paid for, overtime work, if any.
- Every contractor shall, where the wage period is one week or more, issue wage slips in Form XD, to the workmen at least a day prior to the disbursement of wages;
- Every contractor shall obtain the signature or thumb impression of the worker concerned against the entries relating to him on the Register of Wages or Master Roll-cum-Wages Register, as the case may be, and the entries shall be authenticated by the initials of the contractor or his authorised representative and shall also be duly certified by the authorised representative of the principal employer in the following manner:

The authorised representative of the principal employer shall record under his signature a certificate at the end of the entries in the Register of Wages or the (Register of Wage-cum-Master Roll), as the case may be, in the following form:

Certified that the amount shown in Column No. _____ has been paid to the workman concerned in my presence on _____ (date) at _____ (place).

Display of the Act

Every contractor shall display an abstract of the Act and rules in English and Hindi and in the language spoken by the majority of workers in such form as may be approved by the Chief Labour Commissioner (Central). The contractor shall also display notices showing rates of wages, hours of work, wage period, dates of payment of wages in conspicuous places at the establishment and the work-site [Rules 80-81(1) & (2)].

Returns

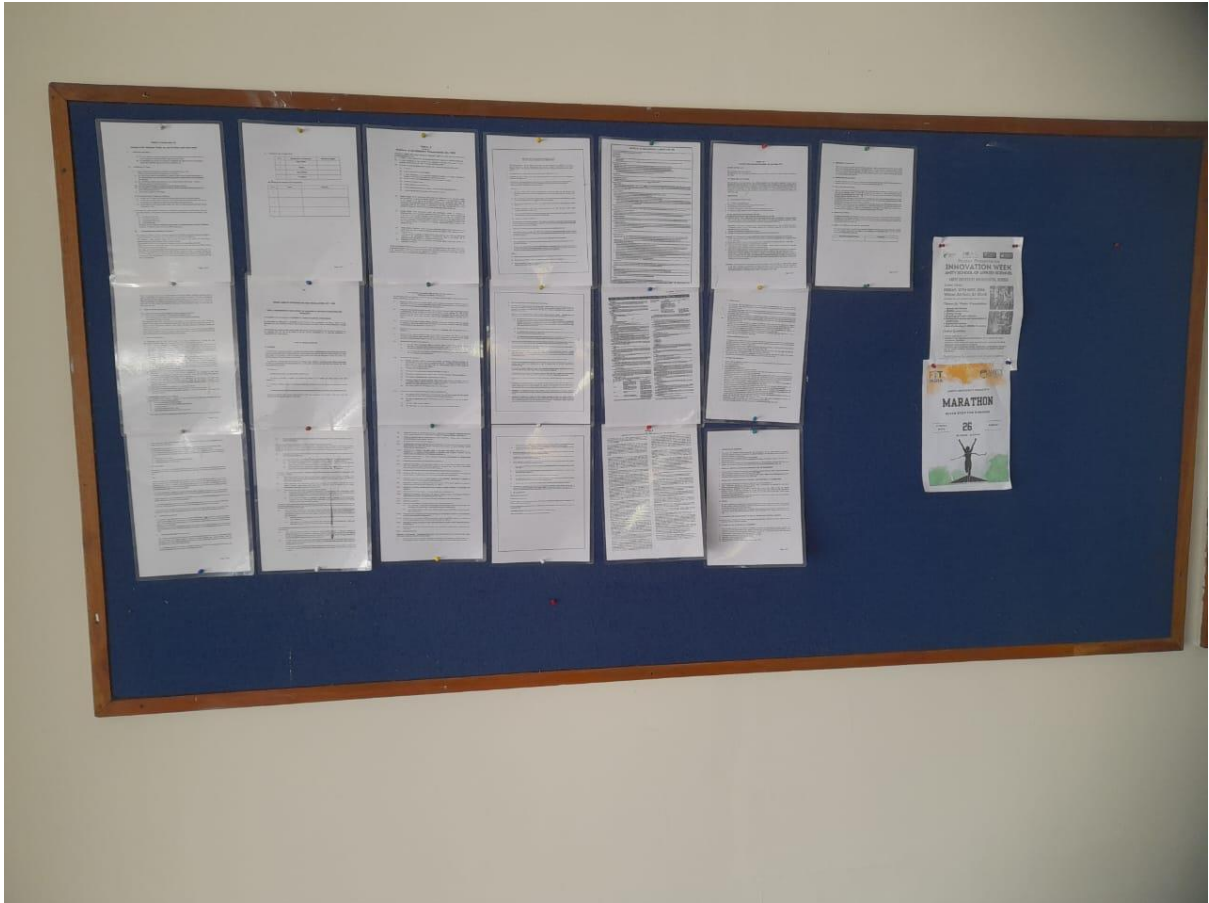
Every principal employer shall, within fifteen days of the commencement or completion of each contract work under each contractor, submit a return to the Inspector, intimating the actual dates of commencement and completion of such contract work in Form VI-B [Rule 81(3)].

Every contractor shall send half yearly returns in Form XXIV (in duplicate) so as to reach the Licensing Officer concerned not later than thirty days from the close of the half year [Rule 82(1)].

Every principal employer of registered establishment shall send annually a return in Form XXV (in duplicate) so as to reach the Registering Officer concerned not later than fifteenth February following end of the year to which it relates [Rule 82(2)].

Penalties

Contravention of provisions of the Act will attract punishment by way of imprisonment or fine or both.



Faculty Accommodation on Campus



