

GOVERNMENT OF TELANGANA
LABOUR, EMPLOYMENT, TRAINING AND FACTORIES DEPARTMENT

CODE ON SOCIAL SECURITY (TELANGANA) RULES, 2026

CHAPTER I
PRELIMINARY

1. Short title and commencement.

- 1) These rules may be called the Code on Social Security (Telangana) Rules, 2026.
- 2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.

- 1) In these rules, unless the subject or context otherwise requires,—
 - a) "Appeal" means an appeal preferred under sub-section (1) of section 99 or sub-section (1) of section 105, as the case may be;
 - b) "Appellate authority" means in State sphere, an officer, senior in rank to the Assessing Officer for the purposes of section 105, appointed by the State Government, as the case may be;
 - c) "Assessing Officer" means a gazetted officer of the State Government or an officer of a local authority holding an equivalent post to a gazetted officer of the State Government, appointed by the State Government for assessment of cess under Chapter VIII of the Code;
 - d) "Authorised Officer for Employees' Compensation" means any officer whom the State Government may designate, either generally or in respect of any area or class of areas, for the purpose of performing the functions assigned to Authorised Officers under these rules;
 - e) "Board" means the Telangana Unorganised Workers' Social Security Board or the Telangana Building and Other Construction Workers' Welfare Board, as the case may be;
 - f) "career centre (regional)" means the career centre as notified by the State Government as having jurisdiction over the area in which the establishments concerned are situated, or over specified classes or categories of establishments or vacancies;
 - g) "cess collector" means an officer appointed by the State Government for the collection of cess under the Code;

- h) "Chairperson" means the Chairperson of the Telangana Unorganised Workers' Social Security Board or the Telangana Building and Other Construction Workers' Welfare Board, as the case may be;
- i) "chartered engineer" means a person having an engineering degree and the corporate membership of The Institution of Engineers (India) or any other engineering institution recognised by the All India Council for Technical Education;
- j) "Code" means the Code on Social Security, 2020 (Central Act No. 36 of 2020);
- k) "competent authority" means an authority appointed under section 91 of the Code for the purpose of Chapter VII of the Code by the State Government;
- l) "contribution" means the amount payable by an unorganised worker, a self-employed person, or other beneficiary as a member of a scheme and includes any amount contributed by the Central Government and the State Government from time to time as per the scheme notified under sub-section (1) of Section 114;
- m) "excluded vacancies" means vacancies excluded from the requirement of reporting to career centres as may be notified by the State Government;
- n) "Form" means a Form appended to these rules;
- o) "Government" means the Government of Telangana;
- p) "Inspector-cum-Facilitator" means a person appointed by the State Government, by notification under section 122;
- q) "nodal officer" means a person designated by the Telangana Building and Other Construction Workers' Welfare Board or the State Government to facilitate the registration, renewal, and updation electronically or otherwise of building workers;
- r) "Scheduled Bank" means a bank included in the Second Schedule to the Reserve Bank of India Act, 1934 (Central Act No. 2 of 1934);
- s) "Section" means a section of the Code;
- t) 'specified' means specified by an order or notification issued by the Government or by such authority as may be authorised by the Government;
- u) 'State' means the State of Telangana;
- v) "State portal" means the web portal of the Labour, Employment, Training and Factories Department, Government of Telangana, as notified from time to time, for the electronic filing of registrations, returns, payments, and other compliances required under the Code;

- w) 'Vice-Chairperson' means the Vice-Chairperson of the Telangana Unorganised Workers' Social Security Board or Telangana Building and Other Construction Workers' Welfare Board, as the case may be; and
 - x) "year" means the financial year commencing on the first day of April and ending on the thirty-first day of March.
- 2) All other words and expressions used herein but not defined, and defined in the Code, shall have the same meanings as respectively assigned to them in the Code.

3. Electronic Governance and State Portal.

- 1) All registrations, renewals, cess payments, contribution payments, returns, applications, claims, nominations, grievances, inspections, notices, approvals and other compliances under the Code may be made electronically through the State Portal.
- 2) The State Government may integrate the State Portal with Aadhaar, e-Shram Portal, Building and Other Construction Workers databases, Career Centres, Common Service Centres, MeeSeva, and any other digital platforms as may be necessary for implementation of the Code.
- 3) Electronic records, digitally signed certificates, online approvals, and electronic communications generated through the State Portal shall be valid and enforceable for all purposes under the Code.
- 4) The Government may issue standard operating procedures and technical protocols for electronic governance under the Code.

4. Appointment of Inspector-cum-Facilitators.

- 1) The State Government may, by notification, appoint such officers of the Labour Department or any other Department as Inspector-cum-Facilitators for such jurisdiction, establishment, class of establishments, or purposes as may be specified.
- 2) The Inspector-cum-Facilitator shall exercise powers and perform functions assigned under the Code and these rules.
- 3) The Inspector-cum-Facilitator shall carry out inspection, inquiry, facilitation, advisory and enforcement functions in accordance with the inspection scheme notified by the Government.
- 4) As far as practicable, inspections shall be conducted through web-based inspection systems and risk-based inspection framework.
- 5) Inspection reports shall be uploaded electronically on the State Portal.

CHAPTER II

SOCIAL SECURITY ORGANISATIONS

PART-A: TELANGANA UNORGANISED WORKERS' SOCIAL SECURITY BOARD

5. Constitution of the Telangana Unorganised Workers' Social Security Board.

- 1) The Telangana Unorganised Workers' Social Security Board shall be constituted under sub-section (9) of Section 6 of the Code by notification in the Official Gazette to exercise the powers and perform the functions assigned to it under the Code.
- 2) The State Government shall nominate seven representatives each from unorganised workers and employers of unorganised workers under sub-clauses (i) and (ii) of clause (d) of sub-section (10) of Section 6 as decided by the State Government.

***Provided that** out of the seven persons nominated, representation shall be given to persons belonging to Scheduled Castes, Scheduled Tribes, Minorities, and Women.*

- 3) The State Government shall nominate two members of the Telangana Legislative Assembly under sub-clause (iii) of clause (d) of sub-section (10) of Section 6.
- 4) The State Government shall nominate five members representing eminent persons from civil society under sub-clause (iv) of clause (d) of sub-section (10) of Section 6.
- 5) The State Government shall nominate ten members under sub-clause (v) of clause (d) of sub-section (10) of Section 6 representing Departments of the State Government concerned with matters relating to the welfare of workers.
- 6) The State Government shall nominate a Member-Secretary by notification under clause (e) of sub-section (10) of Section 6.
- 7) No person shall be chosen as, or continue to be, a member of the Board if such person attracts any provision of Section 8 of the Code.

***Provided that** all members, except the Chairperson, of the Telangana Unorganised Workers' Social Security Board shall be persons of eminence in the field of labour welfare, management, finance, law, or administration.*

6. Term of office and conditions of service of members.

- 1) A member, other than an ex-officio member, shall hold office for a period of three years from the date of nomination and shall be eligible for re-nomination:

***Provided that** a member shall not hold the office for more than two consecutive terms.*

- 2) A non-official member shall be removed by the Government if he ceases to represent the interest for which he was nominated or if he attracts any provision of Section 8 of the Code.
- 3) If the new Board is not reconstituted after the completion of the term of the Board, the existing Board shall continue to discharge its functions until the new Board is reconstituted by the Government through notification.
- 4) A member nominated under sub-clause (iii) of clause (d) of sub-section (10) of Section 6 shall cease to be a member if he ceases to be a member of the Legislative Assembly.

7. Resignation of member.

- 1) A member of the Board, not being an ex-officio member, may resign from office by a letter in writing addressed to the Government.
- 2) The seat of such a member shall fall vacant from the date on which his resignation is accepted or on the expiry of thirty days from the date of receipt of the resignation, whichever is earlier.
- 3) The power to accept the resignation of a member shall vest in the Government, and on accepting the resignation, the Chairperson shall report to the Board at its next meeting.

8. Reconstitution of the Board.

- 1) The State Government shall initiate the process for reconstitution of the Board six months prior to the expiry of the term of the Board.
- 2) If the new Board is not reconstituted after completion of the term, such arrangements as may be decided by the State Government by notification shall be made for discharging the functions of the Board until the new Board is constituted.
- 3) All actions taken pursuant to the arrangement under sub-rule (2) shall have the same effect as if carried out by the Board itself.

9. Filling of vacancies.

When a vacancy occurs or is likely to occur in the Board, the Chairperson shall submit a report to the Government and on receipt thereof, the Government may by notification nominate a person to fill the vacancy:

***Provided that** if the vacancy occurs due to removal or resignation, the person so nominated shall hold office for the remainder of the term of the member in whose place he is nominated.*

10. Allowances to members.

- 1) The travelling allowance of an official member shall be governed by rules applicable to him for journeys performed on official duty and shall be paid by the authority paying his salary.
- 2) Non-official members shall be paid travelling and daily allowances at the rates admissible to Class-I officers of the Government for attending meetings of the Board.

11. Procedure for transaction of business, meetings, and quorum.

- 1) The Board shall meet at such places and times as may be decided by the Chairperson.
- 2) The Board shall meet at least once in every quarter of the calendar year, that is, at intervals not exceeding three months, and as and when required, with notice to all members within a period of fifteen days:

***Provided that** in case of urgency, the Chairperson may call a meeting at shorter notice, informing members of the subject matter and reasons for urgency.*

- 3) The Chairperson shall preside over every meeting and, in his absence, the Vice-Chairperson shall preside.
- 4) No business other than that included in the list circulated for a meeting shall be considered without the permission of the Chairperson.
- 5) Every matter shall be decided by a majority of votes of members present and voting. In case of an equality of votes, the Chairperson shall exercise an additional casting vote.
- 6) The Chairperson may debar any non-official member from taking part in the meetings if such member— (i) absents himself from three consecutive meetings without written consent of the Chairperson; or (ii) has ceased, in the view of the Government, to represent the interest which he purports to represent.

12. Constitution of State Advisory Committees.

- 1) The State Government may, by notification, constitute an Advisory Committee for unorganised workers under sub-section (16) of Section 6 of the Code, consisting of such persons as the State Government may determine, to advise the Telangana Unorganised Workers' Social Security Board on matters relating to the welfare of unorganised workers.
- 2) The State Government may, by notification, constitute an Advisory Committee for building and other construction workers under sub-section (7) of Section 7 of the Code, consisting of such persons as the State Government may determine, to advise the Telangana Building and Other Construction Workers' Welfare Board on matters relating to the welfare of building workers.

- 3) The terms and conditions of service of members of such Advisory Committees shall be as determined by the State Government.

13. Administrative Powers and Procedure of Boards.

- 1) The Telangana Unorganised Workers' Social Security Board and Telangana Building and Other Construction Workers' Welfare Board may regulate their internal procedure consistent with the provisions of the Code and these rules.
- 2) The Board may constitute sub-committees, district committees, technical committees, grievance redressal committees, or advisory groups for effective implementation of welfare schemes and administration.
- 3) The Board may approve digital governance systems, beneficiary management systems, direct benefit transfer systems, audit mechanisms, and integrated welfare delivery systems.
- 4) The Board may issue administrative directions, circulars, and standing instructions for implementation of welfare schemes.

PART-B:

TELANGANA BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE BOARD

14. Constitution of the Telangana Building and Other Construction Workers' Welfare Board.

- 1) The Telangana Building and Other Construction Workers' Welfare Board shall be constituted by notification in the Official Gazette under sub-section (1) of Section 7 of the Code.
- 2) The Board shall consist of the following members, namely:—
 - i) The Minister for Labour, Government of Telangana — ex-officio Chairperson;
 - ii) A member nominated by the Central Government;
 - iii) Not more than four persons representing building and other construction workers, nominated by the Government;
 - iv) Not more than four persons from among employers of building and other construction workers, nominated by the Government;
 - v) The Additional Chief Secretary/Principal Secretary/Secretary to Government, Labour Department — ex-officio Member;
 - vi) The Commissioner of Labour, Government of Telangana — ex-officio Member;

vii) Not more than two official members from the Departments of Factories, Public Works, Rural Development, or Municipal Administration, as notified by the Government;

viii) The Chief Executive Officer of the Board — Member-Secretary.

Provided that one of the members nominated under clause (iii) or clause (iv) shall be a woman.

15. Term of office of nominated members.

A nominated member, other than an ex-officio member, shall hold office for a period not exceeding three years from the date of nomination or until the reconstitution of the Board, whichever is earlier, subject to the pleasure of the Government.

16. Reconstitution.

- 1) The Government shall initiate the process for reconstitution of the Board six months prior to the expiry of its term.
- 2) If the new Board is not reconstituted after completion of the term, such interim arrangements as the State Government may decide by notification shall apply until the new Board is constituted. All actions taken pursuant to such arrangements shall have the same effect as if carried out by the Board itself.

17. Meetings of the Board.

- 1) Subject to any rules made by the Central Government, the Board shall meet at least once in four months or earlier as may be necessary, at such place as may be determined by the Chairperson.
- 2) Members shall be given seven clear days' notice specifying the date, time, place, and business to be transacted.
- 3) (a). The quorum shall be one-third of the total members, including at least one member representing the Government, one representing employers, and one representing workers.

(b) If there is no quorum, the Chairperson shall, after waiting for thirty minutes, adjourn the meeting to a future date and time.

(c) All matters shall be decided by majority of members present and voting. In case of equality of votes, the Chairperson shall have the casting vote.

(d) Votes shall be taken by show of hands and names of persons voting in favour and against shall be recorded only if any member requests the Chairperson to do so.

- (e) The Board shall keep minutes of the proceedings of each meeting and submit a copy to the State Government as soon as confirmed.

18. Allowances to members.

- 1) The travelling allowance of official members shall be governed by the rules applicable to them for journeys performed on official duty.
- 2) Non-official members shall be entitled to travelling and daily allowance as per the Payment of Travelling Allowance to Non-official Members of Committees, Commissions or other Bodies Rules, or as determined by the respective Board.

19. Resignations and filling of vacancies.

- 1) Any member may resign by writing addressed to the Government; his seat shall become vacant on acceptance of resignation.
- 2) Any vacancy arising from death, resignation, disqualification, or removal shall be communicated to the State Government forthwith, and the vacancy shall be filled within ninety days. The person so nominated shall hold office for the remainder of the term of his predecessor.
- 3) If a member changes his address, he shall notify his new address to the Chief Executive Officer or Member-Secretary, as the case may be.

20. Terms and conditions of service of Officers and Employees of the Board.

- 1) The terms and conditions of service of the Secretary, Member-Secretary, other officers and employees of the Board shall be as follows:—
 - i) The Chief Executive Officer of the Telangana Building and Other Construction Workers' Welfare Board shall be an officer not below the rank of Additional Commissioner of Labour, from the Labour Department of the State Government.
 - ii) The Board may, with the approval of the Government, appoint officers, clerical and other staff as may be necessary for carrying out its functions under the Code.
 - iii) The salaries and allowances payable to officers and employees of the Board shall not exceed those admissible to State Government employees of equivalent cadre; and
 - iv) The cadre strength, method of recruitment, promotions, creation of posts, and disciplinary action shall be as determined by the Telangana State and Subordinate Service Rules, 1996 and other relevant rules and regulations.

- 2) The Chief Executive Officer or Member-Secretary shall have the power to conduct day-to-day administration of the Board subject to the provisions of the Code, these rules, and directions of the State Government.
- 3) The Chief Executive Officer or Member-Secretary of the Board shall have full disciplinary powers as a Head of the Department as per the Telangana State Civil Services Rules and the Telangana Civil Services (Classification, Control and Appeal) Rules.
- 4) The Chief Executive Officer/Member-Secretary shall be the Head of Office for the affairs of the Board.
- 5) The official place of business of the Board shall be at Hyderabad.
- 6) The Commissioner of Labour shall have administrative control over the Secretary and other officers of the Board.

21. Welfare schemes for Building Workers.

- 1) The Telangana Building and Other Construction Workers' Welfare Board shall formulate welfare schemes for the benefit of building workers registered under the Code, to include—
 - a) provide immediate assistance to a beneficiary in case of accident;
 - b) group insurance scheme covering death and disability arising out of accidents;
 - c) educational assistance scheme for children of registered building workers;
 - d) medical expenses reimbursement scheme for registered building workers and their dependants;
 - e) pension or ex-gratia scheme for workers who have attained the age of sixty years;
 - f) housing loan or subsidy scheme;
 - g) payment of maternity benefit to female beneficiaries; and
 - h) such other welfare schemes as may be approved by the State Government from time to time.
- 2) The schemes formulated under sub-rule (1) shall be notified by the State Government and shall specify the eligibility conditions, quantum of benefit, mode of delivery, and the source of funding.
- 3) All welfare benefits under this rule shall, to the extent possible, be delivered through Direct Benefit Transfer to the Aadhaar-linked bank accounts of the beneficiaries.

CHAPTER III

EMPLOYEES' STATE INSURANCE COURT

22. Second appeal to the Employees' Insurance Court.

The insured person or the Corporation may file a second appeal to the Employees' Insurance Court by presenting an application in Form-I within ninety days from the date of receipt of the copy of the order of the Medical Appellate Tribunal or the Medical Appeal Tribunal, as the case may be:

Provided that the Employees' Insurance Court may entertain an appeal after the period of ninety days if it is satisfied that the appellant had sufficient cause for the delay.

23. Constitution and procedure of the Employees' Insurance Court.

- 1) The State Government, by notification, shall constitute an Employees' Insurance Court under Section 48 of the Code for such local areas as may be specified.
- 2) The Judge of the Employees' Insurance Court shall be appointed from among persons who hold or have held a judicial office not below the rank of a Civil Judge (Senior Division) or who are qualified to be appointed as such.
- 3) An application under Section 49 shall be presented in triplicate in Form-II and shall contain— (a) the name of the Court; (b) name, age, and occupation of the applicant; (c) if the applicant is a minor, the name and address of his guardian; (d) the cause of action and the date it arose; (e) facts showing the jurisdiction of the Court; and (f) the relief claimed.
- 4) Every application shall be verified in the manner of a pleading in a Civil Court.
- 5) All applications shall be entered in the Register in Form-III maintained by the Court.
- 6) Every application shall be filed within three years of the date on which the cause of action arose.
- 7) The Court shall follow the Code of Civil Procedure, 1908 in respect of summoning of parties, service of summons, framing of issues, recording of evidence, and other related matters.
- 8) The fee payable on an application under Section 49 shall be rupees one hundred, or such enhanced amount as the State Government may notify from time to time.
- 9) All fees and costs shall be collected by way of court fee stamps.

24. Commencement of proceedings before the Employees' Insurance Court.

- 1) Proceedings before the Employees' Insurance Court shall be commenced by application by the Corporation, the aggrieved person, or the employer, as the case may be.
- 2) All proceedings shall be instituted in the Court appointed for the local area in which the insured person was working at the time the question or dispute arose.
- 3) The Court may, with the consent of parties, transfer a matter to another Employees' Insurance Court in the same State if it can be more conveniently dealt with therein.
- 4) The Government may transfer any matter pending before an Employees' Insurance Court in the State to a Court in another State with the consent of the Government of that State.
- 5) The Court to which any matter is transferred under sub-rule (3) or sub-rule (4) shall continue the proceedings as if they had been originally instituted in it.

CHAPTER IV
GRATUITY

25. Investment of gratuity for benefit of minor.

The competent authority shall invest the gratuity amount for the benefit of a minor under the third proviso to sub-section (1) of Section 53 of the Code in a term deposit with the State Bank of India or any nationalised bank:

Explanation.— "Nationalised bank" means a corresponding new bank specified in the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970) or the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (40 of 1980).

26. Nomination.

- 1) A nomination under sub-section (1) of Section 55 shall be made in Form-IV and submitted in duplicate by personal service, registered post with acknowledgement due, or electronically,—
 - i) if already in employment on the date of commencement of these rules, within ninety days of such date; or
 - ii) if completing one year of service after the date of commencement of these rules, within thirty days of completing one year:

Provided that a nomination accepted after the specified period shall not be invalid merely because it was filed late.

- 2) Within thirty days of receipt of the nomination, the employer shall verify the service particulars against establishment records, attest the duplicate copy, and return it to the employee.
- 3) An employee who has no family at the time of making a nomination shall, within ninety days of acquiring a family, submit a fresh nomination in Form-IV.
- 4) A notice of modification of nomination, including where a nominee predeceases an employee, shall be submitted in Form-IV to the employer.
- 5) A nomination shall be signed by the employee or, if illiterate, shall bear his thumb impression in the presence of two witnesses.
- 6) A nomination shall take effect from the date of receipt by the employer.

27. Application for payment of gratuity.

- 1) An employee or nominee, as the case may be, who is eligible to receive gratuity shall apply, ordinarily within thirty days from the date the gratuity became payable, in Form-V, either electronically or by registered post with acknowledgement due or in person, to the employer:

Provided that an application filed after the specified period shall also be entertained if the applicant adduces sufficient cause for the delay.

- 2) A legal heir of an employee who is eligible for payment of gratuity shall apply ordinarily within one year from the date the gratuity became payable to him in Form-V to the employer.
- 3) An application for payment of gratuity filed after the expiry of the periods specified shall also be entertained if the applicant adduces sufficient cause for the delay.
- 4) Within fifteen days of the receipt of an application, the employer shall—
 - i) if the claim is found admissible on verification, issue a notice in Form-VI to the applicant specifying the amount of gratuity payable and fixing a date, not being later than the thirtieth day after the date of receipt of the application, for payment thereof; or
 - ii) if the claim for gratuity is not found admissible, issue a notice in Form-VI to the applicant specifying the reasons why the claim is not considered admissible; in the case of denial, a copy of the notice shall be endorsed to the Competent Authority.
- 5) A notice under sub-section (2) of Section 56 in Form-VI shall be served on the applicant either by personal service or by registered post with acknowledgement due or electronically.

- 6) If the claimant for gratuity is a nominee or a legal heir, the employer may ask for such evidence as may be relevant for establishing his identity.
- 7) Gratuity payable under the Code shall be paid through demand draft or by crediting the bank account of the eligible employee, nominee, or legal heir.

28. Application to competent authority for direction.

- 1) If an employer— (i) refuses to accept a nomination; (ii) issues a notice specifying an amount considered insufficient or rejects eligibility; or (iii) fails to issue notice within the time specified in rule 27(4),— the claimant employee, nominee or legal heir, as the case may be, shall, within one hundred and eighty days of the occurrence of the cause for the application, apply in Form-VII to the competent authority for issuing a direction under sub-section (5) of Section 56.

Provided that the competent authority may condone the delay if sufficient cause is shown.

- 2) **The application under** sub-rule (1) and other documents relevant to such application shall be presented in person or sent by registered post with acknowledgement due or electronically.

29. Procedure for dealing with application for direction.

- 1) On receipt of an application under rule 28, the competent authority shall, by issuing a notice in Form-VIII, call upon the applicant as well as the employer to appear before him on a specified date, time, and place.
- 2) Any person acting on behalf of an employer or employee shall present a letter of authority to the competent authority.
- 3) A party appearing by an authorised representative shall be bound by the acts of such representative.
- 4) After completion of hearing, the competent authority shall record its finding as to whether any amount is payable. A copy shall be given to each party.
- 5) If the employer fails to appear after due service of notice without sufficient cause, the competent authority may proceed ex-parte. If the applicant fails to appear without sufficient cause, the application shall be dismissed.
- 6) If it is found that the applicant is entitled to gratuity, the competent authority shall issue a notice in Form-IX to the employer directing payment within thirty days of receipt of the notice.

30. Appeal.

- 1) The memorandum of appeal under sub-section (8) of Section 56 shall be submitted to the appellate authority with a copy to the opposite party and the competent authority, either in person, by registered post with acknowledgement due, or electronically.
- 2) The memorandum shall contain the facts of the case, the decision of the competent authority, the grounds of appeal, and the relief sought, together with a certified copy of the finding.
- 3) The appellate authority shall record its decision after giving parties a reasonable opportunity of being heard.

31. Application for recovery of gratuity.

Where an employer fails to pay the gratuity due under the Code in accordance with the notice of the competent authority under rule 29(6), the employee concerned, his nominee or legal heir, as the case may be, may apply to the competent authority in duplicate in Form-X for recovery thereof under Section 129 of the Code.

32. Manner of registration of an establishment — approved gratuity fund.

- 1) The State Government shall notify the manner of registration of an establishment by the employer under sub-section (3) of Section 57 in Form-XI.
- 2) The composition of the Board of Trustees of the approved gratuity fund shall be notified by the State Government, subject to the trust management conditions specified in rule 33.
- 3) Any amount directed to be paid under Section 57 shall be recoverable as an arrear of land revenue.

33. Trust management of approved gratuity fund.

- 1) The Board of Trustees of an approved gratuity fund shall be constituted with at least five trustees, of whom not less than half shall be representatives of the employees.
- 2) The Board of Trustees shall meet at least once in every six months. The quorum shall be one-half of the total number of trustees.
- 3) The moneys in the approved gratuity fund shall be invested in:—
 - a) securities issued or guaranteed by the Central or State Government;
 - b) deposits in any scheduled bank or post office savings bank;

- c) units issued by the Unit Trust of India; or
 - d) such other investments as may be approved by the State Government.
- 4) Every approved gratuity fund shall be audited annually by a chartered accountant, and the audit report shall be submitted to the competent authority within six months of the close of the financial year.
- 5) The Board of Trustees shall maintain accounts in the form specified by the State Government.

34. Competent Authority and Appellate Authority.

- 1) The Competent Authority shall be appointed by the State Government by notification as required under Section 58 of the Code.
- 2) The Government may by notification appoint any officer above the rank of the Competent Authority as Appellate Authority for the purpose of Section 56 of the Code.

CHAPTER V

MATERNITY BENEFIT

35. Certificate and notice of claim for maternity benefit.

- 1) a) The fact that a woman is pregnant, has been delivered of a child, has undergone miscarriage, medical termination of pregnancy, or tubectomy operation, or is suffering from illness arising out of pregnancy, delivery, premature birth of a child or miscarriage or medical termination of pregnancy or tubectomy operation shall be proved by production of a certificate in Form-XII from—
 - i) a registered medical practitioner; or
 - ii) an Accredited Social Health Activist; or
 - iii) a qualified Auxiliary Nurse and Midwife.
- b) The fact of confinement may also be proved by a certificate of birth from the municipality or gram panchayat, or extract from a birth register, or a certificate signed by an Accredited Social Health Activist, Auxiliary Nurse and Midwife, Gram Pradhan, Village Administrative Officer, or Authorised Officer of the Municipality.
- c) The fact that a woman has undergone miscarriage may also be proved by the production of a certificate signed by a qualified Auxiliary Nurse and Midwife.
- d) The fact of death of a woman or a child may be proved by a certificate in Form-XII or by a certified extract from a death register maintained under any law for the time being in force.

- 2) a) A woman entitled to maternity benefit shall give notice in Form-XIII to her employer; the employer shall make payment to her, or in case of her death, to the person nominated in the notice in Form-XIII and in case there is no such nominee, to her legal representative:

***Provided that** an application in plain paper or electronically with relevant particulars may be accepted by an employer at his discretion; no claim shall be invalid merely because the claimant failed to submit the notice in the specified form.*

- b) In case of doubt, the maternity benefit shall be deposited by the employer within two months of the date of death of the woman with the competent authority, who shall, after enquiry, pay it to the person entitled.
- c) Whenever payment is made, a receipt shall be obtained by the employer in Form-XIII from the person to whom the payment is made.
- d) The medical bonus shall be paid along with the second instalment of maternity benefit.
- e) The maternity benefit or any other amount payable under Section 63 shall be paid within two months of the date of death of the woman entitled.
- f) The wages payable under Section 65 shall be paid within forty-eight hours of production of the certificate in Form-XIV.

36. Duration of nursing breaks.

- 1) Each of the two breaks under Section 66 shall be of fifteen minutes' duration. In addition, an extra period not exceeding fifteen minutes for the journey to and from the crèche shall be allowed.
- 2) If any dispute arises regarding the extra period, the matter shall be referred to the competent authority for decision.

37. Creche facility.

- 1) In every establishment where fifty or more employees are ordinarily employed, a creche shall be provided and maintained for children under the age of six years.
- 2) The crèche shall be—
- i) located within one kilometre of the establishment and conveniently accessible to employees:

***Provided that** the one kilometre requirement may be relaxed by the competent authority for establishments located within industrial parks or industrial areas*

- notified by the Central Government or the State Government or any Local Authority, where a common crèche facility is provided within such park or area;*
- ii) maintained in a safe and rain-proof building with adequate lighting and ventilation;
 - iii) with accommodation on a scale of at least ten square feet of floor area per child and a suitably fenced play area;
 - iv) open during working hours of employees and may work in shifts;
 - v) in the charge of a qualified crèche attendant, assisted by one female ayah for every ten children where the number exceeds ten;
 - vi) equipped with cots, beds, cotton sheets, rubber sheets, blankets, pillows, toys, and like other things;
 - vii) provided with suitable arrangements for nursing, adequate bathrooms, toilets, soap, a first-aid facility, a kitchen for boiling milk and preparing refreshments, and drinking water and wholesome refreshments for children.
- 3) a) Where there is a sole negotiating union or negotiating council as recognised under Industrial Relations Code, 2020, such negotiating union or negotiating council, as the case may be, may enter into an agreement with the employer that the crèche facility shall be provided, and if not provided, crèche allowance shall be paid monthly.
- b) Where there is no sole negotiating union or negotiating council, the majority of the employees may enter into an agreement with the employer that crèche allowance shall be paid monthly in lieu of the crèche:

Provided that in both cases, the crèche allowance shall not be less than rupees five hundred per month per child, or such amount as notified by the Central Government, and shall be admissible for two children only except where the number exceeds two due to multiple births at second delivery.

38. Gross misconduct.

- 1) The following acts shall constitute gross misconduct for the purposes of the second proviso to sub-section (1) of Section 68:— (i) wilful destruction of employer's goods or property; (ii) assault on a superior or co-employee at the workplace; (iii) criminal offence involving moral turpitude resulting in conviction; (iv) theft, fraud, or dishonesty in connection with the employer's business; and (v) wilful non-observance of safety measures or wilful interference with safety devices or fire-fighting equipment.
- 2) a) An appeal under sub-section (2) of Section 68 shall be preferred to the competent authority in Form-XV.

- b) When an appeal is received, the competent authority shall furnish a copy to the employer, call for his reply, and fix a date for production of documents.
- c) The competent authority shall consider all facts presented and give its decision. In default of reply or production of documents, the competent authority may give its decision ex-parte.

39. Complaint before Inspector-cum-Facilitator and appeal.

- 1) (a) A complaint under sub-section (1) of Section 72 shall be made in writing in Form-XVI to the Inspector-cum-Facilitator having jurisdiction.
- b) On receipt of the complaint, the Inspector-cum-Facilitator shall examine relevant records and persons, and if satisfied that maternity benefit has been improperly withheld or the woman has been discharged or dismissed, shall direct the employer to make payment or pass such order as he deems fit, immediately but not exceeding a period of forty-five days.
- 2) a) An appeal against the decision of the Inspector-cum-Facilitator shall lie to the competent authority in Form-XVII.
- b) When an appeal is received, the competent authority shall call for the record of the case, record statements if necessary, and give its decision based on the evidence.

40. Duties of Inspector-cum-Facilitator.

- 1) a) The competent authority shall be responsible for the administration of these rules within their respective areas notified by the State Government.
- b) Every Inspector-cum-Facilitator shall discharge his duties within the area assigned to him and shall act under the supervision and control of the competent authority.
- c) Every Inspector-cum-Facilitator shall at each inspection see— (i) whether due action has been taken on every notice given under Section 62; (ii) whether the register of women employees is correctly maintained; (iii) whether there have been any cases of discharge or dismissal in contravention of Section 68; (iv) whether the provisions of sub-section (1) of Section 59, sub-sections (5) and (6) of Section 62, Sections 64, 65, 66, 67, 69, and 71 have been complied with; (v) whether there have been any cases of deprivation of maternity benefit or medical bonus; and (vi) how far irregularities pointed out at previous inspections have been remedied.

- d) Where irregularities are observed, the Inspector-cum-Facilitator shall issue a written order to the employer to rectify them within fifteen days.
- 2) The employer shall supply to every woman employed by him, free of cost and on request, copies of Forms-XII, XIII, XIV, and XVI.
- 3) Nothing in sub-rule (1) of rule 35 shall affect the right of a woman entitled to receive maternity benefit if she fails to submit a notice in the specified form.
- 4) The abstract of the provisions of Chapter V of the Code required to be exhibited under Section 71 shall be in Form-XVIII.

CHAPTER VI EMPLOYEES' COMPENSATION

41. Amount towards funeral expenses.

The employer shall deposit a sum not less than rupees twenty-five thousand with the competent authority towards the funeral expenses of a deceased employee, to be paid to the eldest surviving dependant or, where the employee had no dependant or was not living with any dependant, to the person who actually incurred such expenditure:

***Provided that** the State Government may, by notification, enhance this amount from time to time.*

42. Rate of interest on delayed payment of compensation.

- 1) Where any employer is in default in paying any compensation due under the Code and the amount is not paid within one month from the date it fell due, the employer shall, in addition to the amount of arrears, pay simple interest thereon at the rate of twelve per cent per annum or at such higher rate as may be notified by the State Government, for the period of delay.
- 2) The interest payable under sub-rule (1) shall be deposited with the competent authority together with the compensation.

43. Conditions when application for review is made without medical certificate.

Application for review of a half-monthly payment under Section 79 may be made without a medical certificate on the following grounds:—

- a) by the employer, that wages have increased since the right to compensation was determined;
- b) by the workman, that wages have diminished;
- c) by the workman, that the employer, having commenced to pay compensation, has ceased to pay without any change in the workman's condition;

- d) by either party, that the determination was obtained by fraud, undue influence, or other improper means; and
- e) by either party, that there is a mistake or error apparent on the face of the record.

44. Interval for medical examination.

A workman in receipt of a half-monthly payment shall not be required to submit himself for medical examination at a place other than where he is residing more than twice in the first month after the accident or more than once in any subsequent month.

45. Notice book.

A notice book in Form-XIX shall be maintained in all establishments wherein fifty workmen or more are employed, as required under sub-section (4) of Section 82 of the Code.

46. Statement of fatal accidents.

The notice to be sent by the employer under Section 88 of the Code shall be in Form-XX.

47. Memorandum of Agreement.

- 1) A Memorandum of Agreement sent to the competent authority under sub-section (1) of Section 89 shall be in duplicate and in as close conformity as the circumstances admit with Form-XXI-A, XXI-B, or XXI-C, as the case may be.
- 2) The Register of Memoranda shall be maintained in Form-XXI-D.

48. Qualifications of Competent Authority.

Subject to the provisions of Section 91 of the Code, the State Government may, by notification, appoint any Gazetted Officer of not less than five years of experience in the State Labour Department who holds a Diploma in Personnel Management or has been notified as a Conciliation Officer under Section 43 of the Industrial Relations Code, 2020 (Central Act No. 35 of 2020), as the Competent Authority for such area as it thinks fit.

49. Procedure of Competent Authority.

- 1) Every application made to the competent authority under Section 93 of the Code shall be disposed of within six months from the date it is presented.
- 2) The competent authority may authorise a clerk of his office to administer oaths for the purpose of taking evidence or producing documents.

- 3) Any notice, summons, process, or order issued by the competent authority may be served personally, by registered post with acknowledgement due, electronically, or in any other manner as provided under the Code of Civil Procedure, 1908.
- 4) The competent authority shall maintain a register of all applications received and the orders made thereon.

50. Form, manner, and fee for application for claim.

- 1) Every application by a claimant for settlement of a compensation claim under Section 93 shall be made in Form-XXII-A on the State portal or, where electronic access is not possible, in hard copy to the competent authority having jurisdiction.
- 2) The application shall specify— (a) the name, address, and description of the claimant; (b) the name and address of the employer; (c) the circumstances of the accident; (d) the nature and extent of the injury or disablement; and (e) the amount of compensation claimed.
- 3) No fee shall be charged for filing an application under this rule.

51. Manner of transmitting money.

- 1) Where a competent authority transfers a case under the Code to another competent authority in the same State or in another State, the money held by the transferring authority shall be transmitted to the receiving authority.
- 2) Such transmission shall be effected by means of a bank draft or electronic transfer in favour of the receiving competent authority within thirty days of the order of transfer.

52. Transfer of compensation to persons residing outside India.

Where any sum deposited with a competent authority is payable to any person residing or about to reside in another country, the competent authority may order transfer of that sum to that country in the manner provided by the rules made under Section 159 of the Code and in accordance with the guidelines of the Reserve Bank of India.

53. Statements on oath.

Every statement recorded by the competent authority under Section 97 of the Code shall be on oath administered under the Oaths Act, 1969 (Central Act No. 44 of 1969), and the competent authority shall have power to administer such oath.

CHAPTER VII

CESS IN RESPECT OF BUILDING AND OTHER CONSTRUCTION WORKERS

54. Time limit for payment of cess.

Every employer shall pay the cess payable under Chapter VIII of the Code within thirty days from the date of receipt of the assessment order under Section 103.

55. Fee for appeal against assessment order.

An employer aggrieved by an order of assessment or penalty under Sections 103 or 104 of the Code may file an appeal to the Appellate Authority notified by the State Government, together with a non-refundable fee equivalent to one-half per cent, but not exceeding rupees twenty-five thousand, of the amount in dispute or penalty or both, as the case may be.

CHAPTER VIII

FINANCE AND ACCOUNTS

56. Accounts.

- 1) The income and expenditure of the Social Security Organisation shall be maintained in such forms and registers as required by the Telangana Financial Code and the Rules and Notifications made thereunder.
- 2) The budget estimates for every financial year shall be prepared and laid before the Board on or before the 31st day of January of the preceding financial year, and after approval by the Board, forwarded to the State Government for approval on or before the 10th day of February. The State Government shall approve the budget, with such amendments as it considers necessary, before the 28th day of February.
- 3) The budget as amended and approved shall constitute the budget of the Board for the financial year and shall be issued under the seal of the Board.
- 4) An authenticated copy of the approved budget shall be forwarded to the State Government before the 15th day of March.
- 5) The Board shall submit, as soon as may be after the 1st day of April each year and not later than the 31st day of October, an Annual Report in Form-XXII on the working of the Board during the preceding year, together with audited accounts and the Auditor's report.

- 6) The Board may invest moneys not immediately required in any nationalised bank, scheduled bank, or Government securities as it thinks fit.
- 7) The Board may open such accounts in the name of the Chief Executive Officer or Member-Secretary as may be necessary for receipt of fees, subscriptions, cess, or any other source of income.
- 8) All accounts of the Board shall be held in the name of the Chief Executive Officer or Member-Secretary, as the case may be, who shall be the drawing and disbursing officer.
- 9) All expenses for the administration of the Fund, fees and allowances of members, salaries, travelling allowance, and other legitimate expenses of the Board shall be met from the administrative account of the Board.

57. Holding of property by Social Security Organisation.

The conditions to acquire, hold, sell, or otherwise transfer any movable or immovable property, to invest and realise investments, to raise loans and discharge them, and to constitute benefit funds for officers and staff shall be as decided by the Board by a resolution approved by not less than two-thirds majority of members present and voting.

CHAPTER IX**AUTHORITIES, ASSESSMENT, COMPLIANCE AND RECOVERY****58. Maintenance of records and registers.**

- 1) Every employer shall maintain the following registers electronically or otherwise and keep them available at the office of the establishment or the nearest convenient building within the precincts thereof:—
 - i) a combined register in Form-XXIII showing wages paid, leave, leave wages, overtime wages, attendance, employee identification numbers, and statutory deductions;
 - ii) a register in Form-XXIV for number of days for which work is performed and number of hours of work performed and total number of employees;
 - iii) a register in Form-XXV for persons recruited and occupational details;
 - iv) a register in Form-XXVI for dangerous occurrences, accidents, injuries in respect of which compensation is paid, and the amount of compensation paid;
 - v) a register in Form-XXVII for cess paid; and
 - vi) a register in Form-XXVIII for vacancies for which suitable candidates were not available.
- 2) The State Government may by notification prescribe the manner and the form to be displayed by the employer at the workplace from time to time under Section 123(b).

59. Register of Women Employees.

- 1) The employer of every establishment in which women are employed shall prepare and maintain a register of women employees in Form-XXIX electronically or in hard copy and shall enter therein particulars of all women employees.
- 2) The register shall always be available for inspection by the Inspector-cum-Facilitator.
- 3) The employer may enter in the register such other particulars as may be required for any other purpose of the Code.

60. Records — period of preservation.

The records and registers maintained under the provisions of Chapters V and VI of the Code and these rules shall be preserved for a period of five calendar years from the date of their preparation.

61. Annual Returns.

- 1) Every employer to whom the provisions of Chapters V and VI of the Code apply shall, on or before the 1st day of February in each year, upload a unified consolidated annual return in Form-XXX online on the State portal, giving information as to the particulars specified in respect of the preceding year.
- 2) If an employer sells, abandons, or discontinues the working of the establishment, he shall upload online a further unified consolidated annual return in Form-XXX within one month of such sale or abandonment, or within four months of such discontinuance, as the case may be.

62. Inspection Scheme.

- 1) The Government may by notification lay down an inspection scheme which may provide for a web-based inspection, calling of information electronically, risk-based selection of establishments for inspection, and such other related matters for implementing the Code except those under Chapters III and IV.
- 2) The Government may by notification appoint such persons as it thinks fit, for such geographical areas as specified, to be Inspector-cum-Facilitator for the purposes of implementing the provisions of this Code except for Chapters III and IV, under the control and supervision of the Government.

CHAPTER X**OFFENCES AND PENALTIES****63. Appointment of compounding officer.**

The State Government may, by notification in the Official Gazette, appoint an officer of the Labour Department to compound offences under sub-section (1) of Section 138 of the Code, in respect of those provisions for which the State Government is the appropriate Government, for such areas as it thinks fit.

64. Manner of compounding of offences.

- 1) Any accused person intending to compound a compoundable offence may submit an application in Form-XXXI to the compounding officer notified by the Government.
- 2) If prosecution is pending before the Judicial First Class Magistrate Court, the compounding officer shall send an intimation of the receipt of the application for composition to the Court concerned.
- 3) The compounding officer, after due enquiry, on finding that the offence is compoundable, shall issue an order of composition directing deposit of the composition amount within fifteen days from the date of receipt of the order.
- 4) On receipt of the composition amount, the compounding officer shall issue intimation in writing to the Judicial First Class Magistrate Court where prosecution is pending, to discharge the accused.
- 5) If the accused person fails to remit the composition amount within the time prescribed, he shall be liable for a fine under sub-section (7) of Section 138.
- 6) If the accused person fails to remit the composition amount as per sub-rules (3) and (5), the compounding officer shall issue a certificate for that amount to the District Collector, who shall recover the same as arrears of land revenue.
- 7) The provisions of Section 320 of the Code of Criminal Procedure, 1973 shall apply to such compositions.

CHAPTER XI**EMPLOYMENT INFORMATION AND MONITORING****65. Establishment and maintenance of career centres (regional/district).**

- 1) The State Government shall, by notification, establish and maintain career centres (regional/district) in Telangana, specifying their jurisdiction over areas, classes, or categories of establishments or vacancies. The State Government may also modify and declare its already established offices or employment exchanges as career centres (regional/district).
- 2) The career centre (regional/district) shall be under the administrative control of the Director of Employment, Government of Telangana.
- 3) The Director of Employment shall issue guidelines supplementing the guidelines of the Central Government regarding the operation of career centres (regional/district).

66. Reporting of vacancies and filing of returns.

- 1) (a) After the commencement of this Code in the State, every employer in the public sector shall, before filling any vacancy in any employment in that establishment, report such vacancy to such career centre (regional/district) as may be specified by the State Government by notification.

b) Every employer in the private sector or every establishment pertaining to any class or category of establishments in the private sector shall, before filling any vacancy, report that vacancy to such career centre (regional/district) from such date as may be specified by notification.

c) Vacancies shall be reported at least fifteen days before the last date for receipt of applications from prospective candidates.

d) The career centre (regional/district) shall provide a unique vacancy reporting number within three working days of receipt of the vacancy report.
- 2) An employer shall also report the result of selection in respect of each vacancy reported to the career centre (regional/district) within thirty days of completion of the selection process.
- 3) Where any vacancy is also required to be reported to a career centre (central) as per the Central rules, the employer shall comply with both reporting requirements.
- 4) An employer shall furnish to the concerned career centre (regional/district) a yearly return in Form EIR (Form-XXXII) within thirty days of the 31st day of March each year, electronically or otherwise as specified by the State Government.
- 5) The Director of Employment shall declare in writing an officer looking after the work of career centres as 'Assistant Commissioner cum Executive Officer' for each district for the purpose of enforcement of Chapter XIII of the Code.
- 6) The Director of Employment or an officer of equivalent or above rank shall be the competent authority to approve the institution of proceedings for levy of penalty under Section 133 of the Code.

CHAPTER XII

MISCELLANEOUS

67. Social Security Fund — sources and administration.

- 1) There shall be established a Social Security Fund by the State Government for the welfare of the unorganised workers under sub-section (5) of Section 141 of the Code, to be named as the Telangana Unorganised Workers' Social Security Fund.
- 2) In addition to sources specified in clause (i) of sub-section (5) of Section 141, the following amounts shall be credited to this Fund:—
 - i) amounts given by the State Government for the establishment of the Fund;
 - ii) grants given by the Central Government, the State Government, and other statutory bodies and authorities;
 - iii) amounts received for registration or renewal of beneficiaries and their contributions;
 - iv) amounts received for implementation of schemes notified by the Central Government;
 - v) amounts received for implementation of schemes notified by the State Government;
 - vi) contributions, donations, or financial support from employers, their associations, or from Corporate Social Responsibility (CSR) funds as determined by the State Government;
 - vii) funds received under sub-section (1) of Section 115 of the Occupational Safety, Health and Working Conditions Code, 2020 relating to the State Government; and
 - viii) any other source approved by the State Government by notification.
- 3) The State Government shall identify other sources for funding or replenishing the Social Security Fund from time to time.
- 4) The Fund shall be administered by the State Government through the Telangana Unorganised Workers' Social Security Board.
- 5) The Telangana Unorganised Workers' Social Security Board may engage any institution for the administration of the Fund, in the manner notified by the State

Government, and in such case directions of the State Government shall be complied with by such institution.

- 6) The statement of accounts of the Social Security Fund shall be maintained by the Telangana Unorganised Workers' Social Security Board, or the institution engaged by it, in the form and manner specified by the State Government and shall be submitted to the State Government from time to time.
- 7) The accounts of the Social Security Fund shall be audited by the Accountant General, Telangana.

68. Power to issue guidelines.

The Government may issue guidelines, circulars, standing orders, notifications, standard operating procedures or clarifications not inconsistent with the provisions of the Code and these rules for effective implementation and administration of the Code.

SCHEDULE**FORMS PRESCRIBED UNDER THE CODE ON SOCIAL SECURITY
(TELANGANA) RULES, 2026***(All forms, as applicable, may be filed electronically on the State portal)*

Form No.	Rule Reference	Subject
Form-I	Rule 22	Second Appeal to Employees' Insurance Court
Form-II	Rule 23(3)	Application to Employees' Insurance Court
Form-III	Rule 23(5)	Register of Applications — Employees' Insurance Court
Form-IV	Rules 26(1) to 26(4)	Nomination / Fresh Nomination / Modification of Nomination (Gratuity)
Form-V	Rules 27(1) and (2)	Application for Gratuity by Employee / Nominee / Legal Heir
Form-VI	Rule 27(4)	Notice for Payment / Rejection of Claim for Gratuity
Form-VII	Rule 28(1)	Application for Direction to Competent Authority (Gratuity)
Form-VIII	Rule 29(1)	Notice for Appearance before Competent Authority (Gratuity)
Form-IX	Rule 29(6)	Direction for Payment of Gratuity by Competent Authority
Form-X	Rule 31	Application for Recovery of Gratuity
Form-XI	Rule 32(1)	Application for Registration of Establishment under Section 57
Form-XII	Rules 35(1)(a) and (d)	Certificate of Medical Officer for Confinement / Miscarriage / Tubectomy

Form-XIII	Rules 35(2)(a) and (c)	Notice of Claim for Maternity Benefit and Payment thereof
Form-XIV	Rule 35(2)(f)	Certificate of Illness arising out of Pregnancy
Form-XV	Rule 38(2)(a)	Appeal against Deprivation of Maternity Benefit — Gross Misconduct
Form-XVI	Rule 39(1)(a)	Complaint to Inspector-cum-Facilitator (Maternity Benefit)
Form-XVII	Rule 39(2)(a)	Appeal against Decision of Inspector-cum-Facilitator
Form-XVIII	Rule 40(4)	Abstract of Provisions of Chapter V — Maternity Benefit
Form-XIX	Rule 45	Notice Book (Establishments with fifty or more Workmen)
Form-XX	Rule 46	Statement of Fatal Accident under Section 88
Form-XXI-A	Rule 47(1)	Memorandum of Agreement — Lump Sum Settlement
Form-XXI-B	Rule 47(1)	Memorandum of Agreement — Half-Monthly Payment
Form-XXI-C	Rule 47(1)	Memorandum of Agreement — Compensation to Dependents of Deceased Workman
Form-XXI-D	Rule 47(2)	Register of Memoranda of Agreement
Form-XXII	Rule 56(5)	Annual Report of the Board
Form-XXII-A	Rule 50(1)	Application for Settlement of Compensation Claim (Section 93)
Form-XXIII	Rule 58(1)(i)	Combined Register of Wages, Leave, Attendance and Deductions

Form-XXIV	Rule 58(1)(ii)	Register of Days, Hours and Total Number of Employees
Form-XXV	Rule 58(1)(iii)	Register of Persons Recruited and Occupational Details
Form-XXVI	Rule 58(1)(iv)	Register of Dangerous Occurrences, Accidents, Injuries and Compensation
Form-XXVII	Rule 58(1)(v)	Register of Cess Paid
Form-XXVIII	Rule 58(1)(vi)	Register of Vacancies for which Suitable Candidates Not Available
Form-XXIX	Rule 59(1)	Register of Women Employees
Form-XXX	Rules 61(1) and (2)	Unified Consolidated Annual Return
Form-XXXI	Rule 64(1)	Application for Compounding of Offences
Form-XXXII	Rule 66(4)	Employment Information Return — Yearly Return to Career Centre (Form EIR)

FORM-I*[See rule 22]***SECOND APPEAL TO THE EMPLOYEES' INSURANCE COURT**

To,

The Presiding Officer, Employees' Insurance Court, _____

I, _____ (name in full), the undersigned, employee / the Corporation (strike out whichever is not applicable), feel aggrieved by the order of the Medical Appellate Tribunal / Medical Appeal Tribunal dated _____, for the reasons stated hereunder, and prefer this second appeal under clause (b) of sub-section (7) of Section 37, and request that the said order be set aside / modified as stated below:

Reasons for appeal:

Relief sought: _____

A certified copy of the order appealed against is enclosed.

Date: _____

Place: _____

Signature or thumb impression of the Appellant

FORM-II*[See rule 23(3)]***APPLICATION TO THE EMPLOYEES' INSURANCE COURT**

In the Employees' Insurance Court at _____ Applicant:
_____ (Name, address and cause of action) Opposite Party:
_____ (Name and address)

Particulars of Application as required by rule 23(3):

- (a) Name of the Court: _____
- (b) Name, age and occupation of applicant: _____
- (c) If the applicant is a minor or person of unsound mind, name, age, and address of guardian: _____
- (d) Facts constituting the cause of action and the date when it arose: _____
- (e) Facts showing jurisdiction of the Court: _____
- (f) Relief claimed: _____

Verification:

I, the applicant, do hereby verify that the statements of fact contained in this application are true to the best of my knowledge and belief and nothing has been concealed.

Documents appended: _____

Date: _____

Signature of Applicant: _____

FORM-III*[See rule 23(5)]***REGISTER OF APPLICATIONS TO THE EMPLOYEES' INSURANCE COURT**

Name of Court: Employees' Insurance Court, _____

Sl. No.	Application No. & Date	Name of Applicant	Opposite Party	Nature of Claim	Date of Filing	Order / Remarks

FORM-IV*[See rule 26(1) to 26(4)]***NOMINATION / FRESH NOMINATION / MODIFICATION OF NOMINATION (For
Payment of Gratuity — Strike out words not applicable)**

To, _____ (Name or description of establishment with full address)

I, Shri/Shrimati/Kumari _____ (Name in full), whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount of gratuity shall be paid in the proportion indicated against the name(s) of the nominee(s).

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

Details of Employee:

1. Name: _____

2. Date of Birth: _____

3. Father's/Husband's Name: _____

4. Department/Branch: _____

5. Date of Appointment: _____

6. Permanent Address: _____

7. Bank Account No. for payment: _____ IFSC: _____

Signature/Thumb-impression of the Employee: _____ Date: _____

Witnesses: 1. _____ 2. _____

CERTIFICATE BY THE EMPLOYER

Certified that the particulars of the above nomination have been verified and recorded in this establishment. Employer's Reference No., if any: _____

Signature of the Employer/Authorised Officer: _____

Designation: _____

Date: _____

Name and address of the establishment or rubber stamp thereof.

FORM-V*[See rule 27(1) and (2)]***APPLICATION FOR GRATUITY BY AN EMPLOYEE / NOMINEE / LEGAL HEIR**

To, _____ (Name or description of establishment with full address)

I, _____ (Name of employee / nominee / legal heir), wish to apply for payment of gratuity to which I am entitled under Section 53 of the Code on Social Security, 2020, on account of— (a) superannuation / retirement / resignation after completion of not less than five years of continuous service / total disablement due to accident or disease; or (b) death of the aforesaid employee while in service. (Strike out as applicable)

S.No.	Particulars	Details
1.	Name of Employee	
2.	Department / Branch	
3.	Post held	
4.	Date of Appointment	
5.	Date and Cause of Termination	
6.	Total Period of Qualifying Service	
7.	Last Wages drawn (Basic + DA)	Rs.
8.	Total Gratuity payable (calculated)	Rs.
9.	Bank Account No. (for DBT)	
10.	IFSC Code	
11.	Aadhaar No. (last 4 digits)	XXXX-XXXX-

Date: _____

Place: _____

Signature / Thumb-impression of Applicant: _____

FORM-VI*[See rule 27(4)]***NOTICE FOR PAYMENT / REJECTION OF CLAIM FOR GRATUITY (Strike out paragraph not applicable)**To (Name and address of the applicant employee / nominee / legal heir):
_____**(a) Your claim for payment of gratuity is NOT admissible for the following reasons:**Reasons: _____

(A copy of this notice is being sent to the Competent Authority.)

OR**(b) A sum of Rs. _____ (Rupees _____) is payable to you as gratuity and you are requested to call at _____ on _____ at _____ O'clock for collecting the payment / the amount will be credited to your bank account.****Brief Statement of Calculation:**(i) Date of Appointment: _____ (ii) Date of Termination/Superannuation: _____

(iii) Total qualifying service: _____ years _____ months

(iv) Last wages drawn (Basic + DA): Rs. _____

(v) Amount of gratuity payable: Rs. _____

(Strike out paragraph not applicable)

Date: _____

Signature of the Employer / Authorised Officer

Name or description of establishment or rubber stamp thereof.

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

FORM-VII*[See rule 28(1)]***APPLICATION FOR DIRECTION (Before the Competent Authority under Chapter IV of the Code)**

Application No. _____ Date: _____

BETWEEN

Applicant (Name in full and full address): _____

AND

Employer (Name in full and full address): _____

The applicant is an employee / nominee / legal heir and is entitled to payment of gratuity under Section 53 of the Code. The employer has— (tick whichever applies):

- ☐ (i) Refused to accept the nomination under rule 26.
- ☐ (ii) Issued a notice rejecting the claim / specifying an amount less than what is payable.
- ☐ (iii) Failed to issue notice within the time specified in rule 27(4).

The applicant therefore prays that the Competent Authority may be pleased to determine the amount of gratuity payable and direct the employer to pay the same.

Documents enclosed: _____

Date: _____

Place: _____

Signature / Thumb-impression of Applicant

FORM-VIII*[See rule 29(1)]***NOTICE FOR APPEARANCE BEFORE THE COMPETENT AUTHORITY**

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

WHEREAS _____ has filed an application under rule 28 for direction regarding payment of gratuity;

YOU ARE HEREBY called upon to appear before the undersigned Competent Authority at _____ on _____ (date) at _____ O'clock.

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

Date: _____

Competent Authority under the Code on Social Security, 2020

Office Seal:

FORM-IX*[See rule 29(6)]***DIRECTION FOR PAYMENT OF GRATUITY BY COMPETENT AUTHORITY**

To (Name and address of the employer): _____

WHEREAS Shri / Smt. / Kumari _____ has filed an application under Section 56 of the Code on Social Security, 2020 before me; and WHEREAS after hearing the matter and examining the evidence, I have come to the finding that the said Shri / Smt. / Kumari _____ is entitled to payment of gratuity as under:

Particulars	Amount / Details
Amount of gratuity as determined	Rs. _____
Interest, if any	Rs. _____
Total amount payable	Rs. _____

NOW THEREFORE, I hereby direct you to pay the said sum of Rs. _____ (Rupees _____) to the said Shri / Smt. / Kumari _____ within THIRTY DAYS from the date of receipt of this notice.

Date: _____

Competent Authority under the Code on Social Security, 2020 (Seal)

Copy to: Applicant / Appellate Authority

FORM-X*[See rule 31]***APPLICATION FOR RECOVERY OF GRATUITY**

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

Application No. _____ Date: _____

BETWEEN

Applicant (Name in full and full address): _____

AND

Employer (Name in full and full address): _____

You were pleased to direct the said employer in your notice dated _____ to pay a sum of Rs. _____ as gratuity. The applicant submits that the said employer has failed and neglected to pay the said amount within the time directed.

The applicant therefore prays that a certificate may be issued under Section 129 of the Code for recovery of the said sum as arrears of land revenue.

Documents enclosed: Copy of Direction in Form-IX.

Date: _____

Signature / Thumb-impression of Applicant

FORM-XI*[See rule 32(1)]***APPLICATION FOR REGISTRATION OF AN ESTABLISHMENT UNDER SUB-SECTION (3) OF SECTION 57 OF THE CODE (Approved Gratuity Fund)****A. Establishment Details:**

1. Name of Establishment: _____
2. Location and complete address: _____
3. LIN / Registration Number: _____
4. Total No. of employees: Direct: _____ Contract: _____ ISMW: _____
5. Ownership Type / Sector: _____
6. Principal activity as per NIC Code: _____

B. Employer / Authorised Signatory Details:

1. Name and Address: _____
2. Designation: _____
3. PAN: _____
4. Mobile No. / Email: _____

C. Details of Approved Gratuity Fund:

1. Name of Fund / Trust: _____
2. Date of establishment: _____
3. Registration No. of Trust (if registered): _____
4. Total Corpus of the Fund (Rs.): _____
5. Mode of investment: _____
6. Name of insurer, if any insurance obtained: _____

I declare that the information furnished is true and correct.

Signature / E-sign of Employer: _____ Date: _____

Seal: Enclosures: (a) Trust Deed (b) Last 3 years' audited accounts (c) List of Trustees

FORM-XII*[See rule 35(1)(a) and (d)]***CERTIFICATE OF MEDICAL OFFICER / MEDICAL PRACTITIONER For
Confinement / Miscarriage / Medical Termination of Pregnancy / Tubectomy Operation
(Strike out unnecessary portions)**

This is to certify that—

(a) I examined _____, wife / daughter of _____, a woman employee in _____ (Name of establishment) on _____ (date) and found that she is pregnant and is expected to be delivered of a child within _____ months / days from the above date / has undergone miscarriage / medical termination of pregnancy / tubectomy operation / has been delivered of a child on _____ / is suffering from _____ arising out of pregnancy / delivery / premature birth / miscarriage / MTP / tubectomy.

(b) Smt. _____, wife / daughter of _____, employed in _____ (Name of establishment) expired on _____. The child died on _____ / survives her.

(c) The fact of death of _____ is certified on the basis of _____
(Strike out unnecessary portions)

Signature, qualifications, and designation of Medical Officer / Medical Practitioner / ASHA / ANM

Date: _____ Registration No. with Medical Council: _____

FORM-XIII*[See rule 35(2)(a) and (c)]***NOTICE OF CLAIM FOR MATERNITY BENEFIT AND PAYMENT THEREOF
(Under Sections 62 and 63 of the Code on Social Security, 2020)**

To, _____ (Name of establishment and address)

PART I — NOTICE:

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

For the purpose of Section 63, I hereby nominate _____ (Name and complete address of nominee) to receive maternity benefit and / or any other amount due to me under the Code in case of my death.

Bank Account No. for Direct Benefit Transfer: _____ IFSC: _____

Date: _____ Signature or thumb impression of Woman Employee / Attester:

PART II — RECEIPT OF MATERNITY BENEFIT:

I _____, the undersigned, woman employee / nominee / legal representative in _____ (name of establishment), received the following amounts:

Description	Amount (Rs.)	Date of Payment
1st instalment of Maternity Benefit (pre-natal)		
2nd instalment of Maternity Benefit (post-natal)		
Medical Bonus under Section 64		
Wages for leave period (Section 65): _____ to _____		
Any other amount due under the Code		

Date: _____ Signature or thumb impression of Recipient: _____

FORM-XIV*[See rule 35(2)(f)]***CERTIFICATE OF ILLNESS ARISING OUT OF PREGNANCY**

This is to certify that _____, wife / daughter of _____, a woman employee in _____ (Name of establishment), is suffering from illness arising out of pregnancy / delivery / premature birth of a child / miscarriage / medical termination of pregnancy / tubectomy operation, and is entitled to leave with wages under Section 65 of the Code on Social Security, 2020 for a period of _____ days from _____ to _____.

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

Date: _____ Registration No. with Medical Council: _____

FORM-XV*[See rule 38(2)(a)]***APPEAL AGAINST DEPRIVATION OF MATERNITY BENEFIT / MEDICAL
BONUS ON GROUND OF GROSS MISCONDUCT (Under sub-section (2) of Section
68 of the Code)**

To, The Competent Authority, _____

I _____, woman employee of
_____ (Name and full address of establishment), feel
aggrieved by the order dated _____ of the employer depriving me of maternity
benefit / medical bonus on the ground of gross misconduct.

I prefer this appeal under sub-section (2) of Section 68 and request that the said order be set
aside and the employer be directed to pay the maternity benefit / medical bonus due to me.

Grounds of appeal: _____

A copy of the employer's order is enclosed.

Date: _____

Signature or thumb impression of Woman Employee: _____

Full Address: _____

FORM-XVI*[See rule 39(1)(a)]***COMPLAINT TO THE INSPECTOR-CUM-FACILITATOR (Under sub-section (1) of
Section 72 of the Code)**

To, The Inspector-cum-Facilitator, _____

I _____ (name of woman / nominee / legal representative)
employed in / nominee or legal representative of a woman employed in
_____ (Name and full address of establishment), having
fulfilled the conditions laid down in the Code on Social Security, 2020 and the rules
thereunder, am entitled to:

☐ Rs. _____ being maternity benefit which has been improperly withheld.

☐ Rs. _____ being medical bonus which has been improperly withheld.

☐ Rs. _____ being wages for leave under Section 65 which has not been paid.

☐ I have been discharged / dismissed during or on account of my absence from work in
contravention of Section 68.

I request that the employer be directed to pay the amount due / to set aside the discharge or
dismissal.

Date: _____

Signature or thumb impression of Complainant: _____

Full Address: _____

FORM-XVII*[See rule 39(2)(a)]***APPEAL AGAINST DECISION OF INSPECTOR-CUM-FACILITATOR (Under sub-section (3) of Section 72 of the Code)**

To, The Competent Authority, _____

I _____, the undersigned (woman employee / employer) of /
in _____ (Name and full address of establishment), feel
aggrieved by the order of the Inspector-cum-Facilitator dated _____ and prefer this
appeal.

Grounds of appeal: _____

(a) The employer be ordered to pay the above-mentioned amount to me; OR*(b) The order of the Inspector-cum-Facilitator directing the employer to pay maternity
benefit / other amount / to set aside my discharge or dismissal, may be set aside.***(Strike out whichever is not applicable)*

A copy of the order of the Inspector-cum-Facilitator is enclosed.

Date: _____

Signature or thumb impression of Appellant: _____

Full Address: _____

FORM-XVIII*[See rule 40(4)]***ABSTRACT OF PROVISIONS OF CHAPTER V OF THE CODE ON SOCIAL SECURITY, 2020 AND THE CODE ON SOCIAL SECURITY (TELANGANA) RULES, 2026 (To be displayed conspicuously in the Establishment under Section 71)**

S.No.	Provision	Key Summary	Section / Rule
1.	Prohibition during six weeks after delivery	No employer shall knowingly employ a woman during the six weeks immediately following delivery or miscarriage.	Section 59
2.	Entitlement to maternity benefit	Every woman who has worked for not less than eighty days in an establishment is entitled to maternity benefit.	Section 60
3.	Rate of maternity benefit	Maternity benefit shall be paid at the rate of average daily wages for the period of absence — up to 26 weeks (12 weeks for a woman with 2 or more children).	Section 60(3)
4.	Medical bonus	Every woman entitled to maternity benefit shall also be entitled to a medical bonus of rupees three thousand five hundred.	Section 64
5.	Leave with wages	A woman suffering from illness arising out of pregnancy is entitled to leave with wages for a maximum of one month.	Section 65
6.	Nursing breaks	Every woman who has a child below fifteen months of age shall be allowed two breaks of fifteen minutes each per day for nursing.	Section 66
7.	Crèche	In every establishment with fifty or more employees, a crèche shall be provided within one kilometre.	Section 67 / Rule 37
8.	Protection against dismissal	No employer shall dismiss or discharge a woman employee on account of maternity.	Section 68

9.	Filing complaints	Complaints regarding non-payment of maternity benefit may be filed in Form-XVI with the Inspector-cum-Facilitator.	Section 72 / Rule 39
----	-------------------	--	----------------------

Inspector-cum-Facilitator having jurisdiction: _____ Office: _____

Phone: _____

Date of display: _____ Signature of Employer / Manager: _____

Seal:

FORM-XIX*[See rule 45]***NOTICE BOOK (For use in establishments employing fifty or more workmen)**

Name of Establishment: _____

LIN / Registration No.: _____

Address: _____

Date of Accident	Name & Address of Workman	Nature of Injury	Circumstances	Notice given by	Date of Notice	Action taken

FORM-XX*[See rule 46]***STATEMENT OF FATAL ACCIDENT UNDER SECTION 88 OF THE CODE**

S.No.	Particulars	Details
1.	Name, address and description of the Employer	
2.	LIN / Registration No.	
3.	Date and time of accident	
4.	Place of accident	
5.	Name, address and occupation of the deceased workman	
6.	Cause of death	
7.	Circumstances leading to the accident	
8.	Monthly wages of deceased (Basic + DA)	Rs.
9.	Names and ages of surviving dependants	
10.	Whether any prior notice of the accident was received	
11.	Details of compensation paid or proposed	

Signature of Employer or Manager: _____

Date: _____

Place: _____

Copy to: Competent Authority / Inspector-cum-Facilitator

FORM-XXI-A

[See rule 47(1)]

**MEMORANDUM OF AGREEMENT — LUMP SUM PAYMENT IN SETTLEMENT
(Under sub-section (1) of Section 89 of the Code)**

Agreement between _____ (Employer) and
 _____ (Workman / Dependant) for settlement of claim for
 compensation arising out of accident on _____ at _____.

S.No.	Particulars	Details
1.	Name and address of workman	
2.	Name and address of dependant (if deceased)	
3.	Date, time and place of accident	
4.	Nature and extent of injury / disablement	
5.	Percentage of disablement (if partial permanent)	
6.	Monthly wages at time of accident (Basic + DA)	Rs.
7.	Compensation computed under the Code	Rs.
8.	Amount agreed as lump sum settlement	Rs.
9.	Mode of payment	

Signature of Employer: _____ Date: _____

Signature of Workman / Dependant: _____ Date: _____

FOR OFFICE USE BY COMPETENT AUTHORITY:

Received and registered. Case No.: _____

Date: _____

Signature and Seal of Competent Authority

FORM-XXI-B*[See rule 47(1)]***MEMORANDUM OF AGREEMENT — HALF-MONTHLY PAYMENT (Under sub-section (1) of Section 89 of the Code)**

Agreement between _____ (Employer) and
 _____ (Workman) for payment of half-monthly compensation
 arising out of accident on _____ at _____.

S.No.	Particulars	Details
1.	Name and address of workman	
2.	Date and nature of injury (temporary disablement)	
3.	Monthly wages at time of accident	Rs.
4.	Rate of half-monthly payment (60% of wages / 26×15)	Rs.
5.	Date of commencement of half- monthly payments	
6.	Mode of payment	

Signature of Employer: _____ Date: _____

Signature of Workman: _____ Date: _____

FOR OFFICE USE BY COMPETENT AUTHORITY:

Received and registered. Case No.: _____ Date: _____

FORM-XXI-C*[See rule 47(1)]***MEMORANDUM OF AGREEMENT — COMPENSATION TO DEPENDANTS OF
DECEASED WORKMAN (Under sub-section (1) of Section 89 of the Code)**

Agreement between _____ (Employer) and the dependant(s)
of the deceased workman for settlement of claim for compensation on account of death in
accident on _____ at _____.

S.No.	Particulars	Details
1.	Name and address of deceased workman	
2.	Date and place of accident	
3.	Cause of death	
4.	Monthly wages of deceased (Basic + DA)	Rs.
5.	Compensation computed under the Code	Rs.
6.	Total amount agreed upon	Rs.
7.	Distribution among dependants (if more than one)	(Attach list)
8.	Mode of payment	

Signature of Employer: _____

Date: _____

Signature of Dependant(s): _____ Date: _____

FOR OFFICE USE BY COMPETENT AUTHORITY:

Received and registered. Case No.: _____ Date: _____

FORM-XXI-D*[See rule 47(2)]***REGISTER OF MEMORANDA OF AGREEMENT (Employees' Compensation —
Section 89)**

Office of the Competent Authority: _____

Sl. No.	Case No.	Date of Regn.	Name of Workman / Dependant	Name of Employer	Nature (A/B/C)	Amount Agreed (Rs.)	Status / Remarks

Note: Nature — A: Lump Sum; B: Half-Monthly; C: Dependants of Deceased

FORM-XXII*[See rule 56(5)]***ANNUAL REPORT OF THE BOARD For the Year ending 31st March 20_____**

S.No.	Particulars	Details
1.	Name of the Board	
2.	Period covered by the Report	01.04.20__ to 31.03.20__
3.	Number of Board meetings held during the year	
4.	Total number of workers registered / covered (as on 31.03)	
5.	New registrations during the year	
6.	Renewals during the year	
7.	Total income during the year (Rs.)	
8.	Total expenditure during the year (Rs.)	
9.	Cess collected during the year (BOCW Board) (Rs.)	
10.	Schemes implemented and beneficiaries covered	
11.	Status of investments made	
12.	Audit observations, if any	
13.	Any other relevant information	

Certified that the information furnished is true and correct.

Chief Executive Officer / Member-Secretary Date: _____

Place: Hyderabad

Seal:

FORM-XXII-A*[See rule 50(1)]***APPLICATION FOR SETTLEMENT OF COMPENSATION CLAIM (Under Section 93 of the Code on Social Security, 2020) (No fee is charged for this application)****PART A — Particulars of Claimant**

S.No.	Particulars	Details
1.	Name of Claimant	
2.	Claimant's capacity (Workman / Dependant / Legal Representative)	
3.	Complete address	
4.	Mobile No. / Email	
5.	Bank Account No. for Direct Benefit Transfer	
6.	IFSC Code	

PART B — Particulars of Employer:

S.No.	Particulars	Details
1.	Name and address of Employer	
2.	Name of Establishment	
3.	LIN / Registration No.	

PART C — Details of Accident and Claim:

S.No.	Particulars	Details
1.	Date and time of accident	
2.	Place of accident	
3.	Circumstances of accident	

4.	Nature and extent of injury / disablement	
5.	Monthly wages at time of accident (Basic + DA)	Rs.
6.	Amount of compensation claimed	Rs.
7.	Whether any amount has been paid by employer	
8.	Relief sought	

I declare that the statements made herein are true and correct to the best of my knowledge.

Signature / Thumb-impression of Claimant: _____ Date: _____ Place:

FORM-XXIII*[See rule 58(1)(i)]***COMBINED REGISTER OF WAGES, LEAVE, ATTENDANCE AND DEDUCTIONS
(Under Section 123 of the Code on Social Security, 2020)**

Name of Establishment: _____ LIN: _____ Month /
Year: _____

Sl. No.	Emp. Name & ID	Days Worked	Basic Wages (Rs.)	DA (Rs.)	OT Wages (Rs.)	Leave Wages (Rs.)	Gross (Rs.)	PF Ded. (Rs.)	ESI Ded. (Rs.)	Net Paid (Rs.)

This register shall be preserved for five calendar years from the date of last entry.

FORM-XXIV*[See rule 58(1)(ii)]***REGISTER OF DAYS WORKED, HOURS WORKED AND TOTAL NUMBER OF EMPLOYEES**

Name of Establishment: _____ Month / Year: _____

Sl. No.	Employee Name & ID	No. of Days Work Performed	No. of Hours Worked	OT Hours	Total Employees on Roll (Date-wise)

FORM-XXV*[See rule 58(1)(iii)]***REGISTER OF PERSONS RECRUITED AND OCCUPATIONAL DETAILS**

Name of Establishment: _____ Year: _____

Sl. No.	Name of Employee	Father's / Husband's Name	Date of Recruitment	Nature of Employment	Occupation / Designation	Remarks

FORM-XXVI*[See rule 58(1)(iv)]***REGISTER OF DANGEROUS OCCURRENCES, ACCIDENTS, INJURIES AND
COMPENSATION PAID**

Name of Establishment: _____

Sl. No.	Date	Name of Workman	Nature of Accident / Injury	Fatal / Non- Fatal	Compensation Paid (Rs.)	Date of Payment	Remarks

FORM-XXVII*[See rule 58(1)(v)]***REGISTER OF CESS PAID (Building and Other Construction Workers)**

Name of Establishment: _____ LIN: _____

Sl. No.	Assessment Order No. & Date	Name & Location of Work	Cess Assessed (Rs.)	Advance Cess Paid (Rs.)	Balance Cess Paid (Rs.)	Date of Payment	Challan / Receipt No.

FORM-XXVIII*[See rule 58(1)(vi)]***REGISTER OF VACANCIES FOR WHICH SUITABLE CANDIDATES WERE NOT AVAILABLE**

Name of Establishment: _____ Year: _____

Sl. No.	Designation / Post	Qualifications Required	No. of Vacancies	Date Reported to Career Centre	Vacancy Reporting No.	Reason for Non-filling	Remarks

FORM-XXIX*[See rule 59(1)]***REGISTER OF WOMEN EMPLOYEES (Under Chapter V of the Code on Social Security, 2020)**

Name of Establishment: _____ LIN: _____

The following particulars shall be entered for each woman employee:

- 1) Name of woman and her father's (or husband's) name.
- 2) Date of appointment.
- 3) Nature of work / designation.
- 4) Dates on which she is employed, laid off, or not employed.
- 5) Date on which she gives notice under Section 62.
- 6) Date of discharge / dismissal, if any.
- 7) Date of production of proof of pregnancy under Section 62.
- 8) Date of birth of child.
- 9) Date of production of proof of delivery / miscarriage / MTP / tubectomy / death / adoption.
- 10) Date of production of proof of illness referred to in Section 65.
- 11) Date with amount of maternity benefit paid in advance of expected delivery.
- 12) Date with amount of subsequent payment of maternity benefit.
- 13) Date with amount of medical bonus paid under Section 64.
- 14) Date with amount of wages for leave under Section 65.
- 15) Name of person nominated under Section 62.
- 16) If the woman dies: date of death, name of person to whom benefit paid, amount, and date of payment.
- 17) Signature of employer authenticating entries.
- 18) Remarks column for use of Inspector-cum-Facilitator.

FORM-XXX*[See rule 61(1) and (2)]***UNIFIED CONSOLIDATED ANNUAL RETURN For the Year ending 31st March 20____ (To be uploaded online on the State portal on or before 1st February each year)**

S.No.	Particulars	Details
1.	Name of Establishment	
2.	Unique ID / LIN / Registration Number	
3.	Address of Establishment	
4.	Period of Return	01.04.20__ to 31.03.20__
5.	Total Number of Employees: Men ____ Women ____ Transgender ____ Total ____	
6.	Number of women availing maternity leave during the year	
7.	Total maternity benefit paid during the year (Rs.)	
8.	Number of accidents / injuries (Fatal ____ / Non-Fatal ____)	
9.	Total compensation paid during the year (Rs.)	
10.	Cess paid (for BOCW establishments) (Rs.)	
11.	Details of contractors engaged	
12.	Welfare amenities provided (crèche / first aid / drinking water, etc.)	
13.	Status of compliance with Chapter V (Maternity Benefit)	

14.	Any pending proceedings / liabilities	
-----	---------------------------------------	--

Certified that the information furnished above is true and correct to the best of my knowledge and belief, and nothing material has been concealed.

Signature of Employer / Authorised Officer: _____ Designation: _____

Name: _____ Date: _____ Seal: _____

FORM-XXXI*[See rule 64(1)]***APPLICATION FOR COMPOUNDING OF OFFENCES (Under sub-section (1) of
Section 138 of the Code on Social Security, 2020)**

To, The Compounding Officer notified by the Government, _____

S.No.	Particulars	Details
1.	Name of applicant	
2.	Father's / Husband's name	
3.	Address of applicant	
4.	Mobile No. / Email	
5.	Name and address of establishment (Registration No.: _____)	
6.	Provision of Code / Rule violated	
7.	Nature of offence alleged	
8.	Period of default	
9.	Whether any prosecution is pending before Court	
10.	If yes, name of Court, Case No. and next date of hearing	
11.	Whether this is a first offence	
12.	Amount tendered with this application (Rs.)	

I pray for the compounding of the offences as stated above. I undertake to pay the compounding amount as directed.

Date: _____ Applicant (Name and Signature): _____

FORM-XXXII*[See rule 66(4)]*

FORM EIR — EMPLOYMENT INFORMATION RETURN Yearly Return to be submitted to the Career Centre (Regional) For the Year ended 31st March 20_____

(To be furnished within thirty days of 31st March electronically or otherwise as specified by the State Government)

PART A — Employer Details:

Particulars	Details
Name and complete address of the Employer	
Name and address of Establishment	
Establishment Registration No. / LIN	
Type of Establishment (Public / Private sector)	
Nature of business / Principal activity (NIC Code)	
Name of Career Centre (Regional) to which return is submitted	

PART B — Employment Strength:

Category	Men	Women	Transgender	Total
On last working day of the year (31.03)				
On last working day of previous year				
Persons with Disabilities (out of above)				
New employees recruited during the year				

Employees who left during the year				
------------------------------------	--	--	--	--

PART C — Vacancies:

Particulars	Men	Women	Transgender	Total
Vacancies that occurred during the year				
Vacancies reported to Career Centre (Regional)				
Vacancies filled during the year				
Vacancies filled from Career Centre referrals				
Vacancies remaining unfilled at year end				

PART D — Estimated Manpower Requirement for Next Financial Year:

Occupation / Designation	Minimum Qualification Required	Estimated No. Required

Signature, Name and Designation of Authorised Signatory with Seal and Date

To: The Career Centre (Regional), _____

Government of Telangana | Labour, Employment, Training and Factories Department