

Labour and Employment

FORM B

[See Section 4(i) Proviso (b) (i)]

Register of Wages Required to be maintained by Small Establishments

TO BE MAINTAINED WITH IN SEVEN DAYS OF THE EXPIRY OF THE WAGE PERIOD

Name of Establishment _____ Name and Address of the Employer _____

Address (Local) _____

(Permanent) _____ Wages Period _____

SL. No.	Name of the employee	Sex	Designation	Classification, whether permanent / temporary / casual part time or any other	Father's or husband's name	Total days number of units worked
1.	2.	3.	4.	5.	6.	7.

Wages Earned

Basic Wages		Dearness Allowance	Over Time	Bonus or Excreta	Maternity Benefits	Gratuity	Any other allowance	Total Amount
Statutory Minimum Rate	Actual							
8.	9.	10.	11.	12.	13.	14.	15.	16.

Deductions

		Provident Fund		Employees' State Insurance	
Advances	Fines due to damage or loss by neglect or default	Employer's Contribution	Employees' Contribution	Employer's Contribution	Employees' Contribution
17.	18.	19.	20.	21.	22.

Deductions

Other Deductions indicating the nature	Total Deductions	Net Amount Payable	Signature of thumb impression of employee with date	Signature of Inspector with date	Remarks
23.	24.	25.	26.	27.	28.

Notes: 1. In case of deduction of any advance taken by an employee, the employer shall also indicate therein the number of installments paid / total installments by which advance is to be repaid such as "5/20, 6/20" etc. The purpose of advance shall also be mentioned in the Remarks column.

2. In case of imposition of fines or deduction for damage of loss, the specific act or omission for which the penalty has been imposed has to be indicated in the Remarks Column. A certificate shall also be recorded in the said column to the effect that an opportunity to show cause was given to the employee concerned before imposition of fine or deduction.

Date

Place

Signature of the Employer
with full name in Capitals