



New Labour Codes & Protection of Audio Visual workers in Cine Industry

Labour Department, Government of Maharashtra

1 May 2026

OSH Code: Audio-Visual Industry

Challenges

Issues before the Code

- Work was of informal nature
 - ✓ irregular hours
 - ✓ lack of Contracts
 - ✓ Insecure wages
 - ✓ Unsafe environment, and
 - ✓ Overtime/ Rest norms
- Verbal deal and easy to ignore/ cheat workers
- No clear term of payment
- No guarantee of safety

As a result, there was exploitation of workers on large scale.

In order to **solve these issues** and provide **Legal protection** for Audio-Visual Workers, **Section 66** was brought in OSH Code 2020

- **Verbal assurances/ informal deals end.**
- **No more 'we will see /later promises'**

Solution

Objectives

- Protect one of the most unorganised sectors
- Increase professionalism in the industry
- Ensure transparency between producer and worker
- Promote dignity of labour in the industry
- Reduce exploitation and harassment
- Ensure proper wages / working hours
- Mandatory written contract to prevent disputes
- Safety rules to reduce accidents on sets

To whom is it Applicable

- It regulates working conditions of Audio-Visual Workers across Films, Television, Digital OTT Contents, Advertising Films, Documentaries, Music, Videos, Animation and Studio Productions

What does it Mandate

- Mandatory written agreements between workers and Producers
- Defined rights and obligations
- Timely wage payment
- Safe and Healthy Working Conditions
- Regulated Working Hours



Whom does it Protect

- Section 66 protects a wide range of workers including Actors, Dancers, Technicians, Camera Crew, Makeup Artists, Support Staff and Stunt Performers

Comparative Chart of OSH Code 2020 and Old Labour Laws

Clause /Section	Key Points	Benefits or Effect
1	There were multiple laws, so there was separation Registration in each law	New Code OSH --Registration under new code2020 is mandatory. It will be a single Registration.
2	No such provision was there.	Appointment letter mandatory
3	Sending of notice to the Authorities of such diseases was there but separate notice in each act/ law which is now consolidated in one Code so only one notice	If employee suffers any of disease mentioned in SCHEDULE III, then notice to be given to the Authorities
4	No such right was there. Employee if require, can request the Employer	Rights of Employee -- related to health & Safety -- can be claimed to Employer
5	No such Board was there	National Occupational Safety & Health Advisory Board --This Board advises Central Government on health & safety issues of employees
6	For 500 workers one Welfare Officer who will take care of health & safety of workers	Welfare Officer -- In any Factory, Mine or Establishment 250 workers are there then one Welfare Officer
9	No such provision was there	Over time provision -- Overtime is always with the consent of worker & not by force/ compulsion
10	Separate Register of compliance in different laws -- Difficult to maintain	Register -- Single Register to be maintained by consolidating all information/ parameters-- Easy to maintain

Comparative Chart of OSH Code 2020 and Old Labour Laws

Clause /Section	Key Points	Benefits or Effect
11	No such provision -- permissible at the mercy of employer	Encashment of Leaves: 30days leave - can be encased at end of year
12	Validity of licence period was 1 year & no provision for inter state work by contract labour	license of Contract labour -- Is issued for 5 years -- contract labour can work in one state or inter state
13	Core activity by contract labour was allowed unless prohibited	Core activity: not allowed for contract labour but allowed in exceptional cases
14	Though nature of work according to the Age was given in the Child & Adolescent Act but it is not given in details	16 to 18 years Child - can be Apprentice or Trainees who will work under supervision of Manager
15	Though Cinematography Act 1981 was there but no concept of audiovisual workers & audio-visual production as introduced in new code was there	Audio visual workers- Proper Agreement must be registered-- Provisions are made considering increase in number of cinematography industry & basic rights of workers not to be violated
16	Punishment was light These are the changes made in New Code on OSH & are shown in Comparative Chart	Penalty - enhanced like imprisonment from 3 months in Old law raised to 6 months & fine amount raised to Rs 50000 to 100000. For Repeaters punishment is double the amount of fine & imprisonment

Key Features of Section 66

Clause /Section	Key Points	Benefits or Effect
Sec 66(1): Mandatory-Agreement	No audiovisual worker can start work without a written and signed agreement	Before any audiovisual work begins, the producer, production house, director or any employer must sign a written agreement with the audiovisual worker to ensure: - No verbal or informal hiring - Worker is fully aware of rights - Producer cannot deny payment
Sec 66(2): Contents of Agreement	Must include parties' details, work type (Role, Task, Responsibilities), duration, working hours and schedule (including breaks, leaves, overtime rules), wages/payment terms (how and when), safety measures, termination, and compensation for delay/cancellation.	Everything should be written clearly to avoid confusion later.
Sec 66(3): Registration	Agreement must be registered with the government-notified authority.	If production house signs a contract but does not register it, under Section 66 - agreement is incomplete - employer is liable for penalty - worker gains protection
Sec 66(4): No Work without Agreement	Work cannot begin unless agreement is signed and registered.	This helps to avoid - non-payment - Overwork, long hours, late night shoots, unpaid overtime - last-minute cancellation - Exploitation
Safety and Working Conditions	Producer must ensure clean and safe workplace, proper equipment and lighting, medical aid, safe stunts, fire safety, and prevent harassment including sexual harassment, liable for negligence	Producer is legally responsible for any injury caused by negligence
Protection against Unfair Practices	Workers cannot be unfairly or suddenly removed, denied payment, forced into overtime, exposed to unsafe conditions, or faces any harassment or abuse, complaints can be filed with authorities.	Worker can file complaint with: - Labour officer - OSH authority

Key Features of Section 66

Section 2(e) Audio-Visual Production

- Audio-Visual Produced wholly or partly in India and includes---
- Animation, Cartoon, Depiction, Audio-Visual Advertisement
- Digital Production or any of the activities in respect of making thereof, and
- Features Films, Non-Features Films, Television, Web Based Serials, Talk Shows, Reality
- Shows and Sport Shows

Section 2(f) – Audio-Visual Workers

- A person employed, directly or through any contractor.
- In or in connection with the Audio-Visual production.
- To work as an artist including.
- Actor, Musician, Singer, Anchor, News Reader, Dancer, Dubbing Artist or Stunt Person or to do any work,
- Skilled, Unskilled, Manual, Supervisory, Technical, Artistic or Otherwise,
- His remuneration with respect to such employment in or in connection with the production of Audio- visual does not exceed such amount as may be notified by the Central Government, where remuneration is by way of monthly wages or by way of lump sum

Section 2(1)(m)- Contract Labour

- A Worker employed by or through a contractor in an establishment in or in connection with the work.
- With or without the Knowledge of the principle employer and
- Includes inter-state migrant worker but does not include
- A worker (other than part time employee) who is regularly employed by the contractor for any activity of his establishment and his employment is govern by mutually accepted standards of the conditions of employment (Including engagement on permanent basis),
- And gets periodical increment in the pay, Social Security Coverage and other Welfare Benefits in accordance with the law for the time being in force in such employment.

Section 2(1)(n)- Contract Labour

In relation to an establishment, means a person who-

- Undertakes to produce a given result for the establishment, other than a mere supply of goods or articles of manufacture to such establishment, though contract labour; or
- Supplies contract labour for any work of the establishment as mere human resource and includes a subcontractor.

Key Features of Section 66

Clause /Section	Key Points
Section 2(1)(p)- Core Activity of an establishment	▪ This section defines the core activity of an establishment:
Section 2(1)(t)- Employee	▪ This section defines the Employee under this Code
Section 2(1)(u)- Employer	▪ This section defines the Employer under this Code
Section 2(1)(v)- Establishment	▪ This section defines the Establishment under this Code
Section 2(1)(x)- Family	▪ This section defines the Family under this Code
Section 2(1)(ze)- Inspector–cum- Facilitator	▪ Means an Inspector-cum-Facilitator appointed under sub-section (1) of section 34
Section 2(1) (zf)- Inter-State Migrant Worker	▪ It define Inter-State Migrant Worker
Section 2(1)(zj)- Medical Officer	▪ Means the medical officer appointed under sub-section (1) of section 42.
Section 2(1)(zza)- Producer	▪ It defines the Producer in relation to audio-visual production
Section 2(1)(zzg)- "serious bodily injury"	▪ It defines serious bodily injury
Section 2(1)(zzj)- Wages	▪ Definition of Wages
Section 2(1)(zzl)-Woker	▪ Definition of Worker
Section 23	▪ Responsibility of employer for maintaining health, safety and working conditions
Section 24	▪ Welfare facilities in the establishment, etc.
Section 25	▪ Daily and weekly working hours, leave, etc
Section 26	▪ Weekly and compensatory holidays
Section 27	▪ Extra wages for overtime
Section 28	▪ Night shifts
Section 29	▪ Prohibition of overlapping shifts
Section 31	▪ Notice of periods of work
Section 32	▪ Annual leave with wages, etc.

Maharashtra OSH Rules 2026

Clause /Section	Key Points
Rule 41	▪ Agreement for audio-visual worker under clause (a) of sub-section (2) of section 66.- (1) ▪ FORM-XIX: Agreement between Producer and Audio-visual worker
Rule 42	▪ Procedure for reference of disputes to a Conciliation Officer or a Tribunal under sub-section (1) section 66
Rule 4	▪ Notice of commencement or cessation of operation under section 5 ▪ FORM-IV: Notice of Commencement of work/Cessation of work Establishment:
Rule 17	▪ Form-X (C): Wage slip
Rule 6	▪ Form VII: Format of Appointment Letter

Penal Clause

Maharashtra OSH Rules 2026	Key Points
Rule 94	▪ General penalty for offences
Rule 95	▪ Punishment for causing obstruction to Chief Inspector-cum-Facilitator or Inspector-cum-Facilitator, etc.
Rule 96	▪ Penalty for non-maintenance of register, records and non-filing of returns, etc.
Rule 97	▪ Punishment for contravention of certain provisions
Rule 98	▪ Punishment for contravention of certain provisions
Rule 99	▪ Penalty for omission to furnish plans, etc.
Rule 103	▪ Punishment for contravention of provisions of duties relating to safety provisions resulting in an accident
Rule 106	▪ Offences by employees
Rule 109	▪ Offences by Companies
Rule 110	▪ Limitation of prosecution and cognizance of offences
Rule 111	▪ Power of officers of appropriate Government to impose penalty in certain cases
Rule 112	▪ Jurisdiction of court for entertaining proceedings, etc., for offence
Rule 114	▪ Composition of certain offences
Rule 120	▪ Effect of law and agreements inconsistent with Code
Rule 121	▪ Power of appropriate Government to direct inquiry in certain cases
Rule 126	▪ Protection of action taken in good faith

Comparative Chart of Wage Code 2019 and Old Labour Laws

Clause /Section	Key Points	Benefits or Effect
1	Applies to Scheduled employment under Min. Wages Act 1948	It Applies to- All employees i.e. organised and unorganised sector
2	-	Central Government has setup floor of Minimum Wages All States will be given liberty to fix Minimum Wages according to the cost of living in their geographical area
3	Claim of wages – limitation is 6 months under Minimum Wages Act 1948	Claim of wages- Limitation is 3 years
4	Bonus Act – It is 8.33% to 20% -Eligibility is Rs- 21000/- per month salary and below ceiling	- Threshold not decided - Appropriate Government will decide 8.33% of Wages or Rs 100 whichever is higher
5	- Wages Limit was Rs 24000/- - All employees earning below Rs 24000/- are covered under the Payment of Wages Act	There is no Wage limit described – So all employees are protected
6	Accounting year was not prescribed here It could be changed by the employer	Accounting year is from 1 st April to 31 st March
7	Disqualification for Bonus Fraud, Misbehaviour Misappropriation, Theft	Sexual Harassment is added here
8	Bonus – In cash to employees	Mode of Payment of bonus is through bank account of employees
9	Bonus – Dispute – no Forum is prescribed	Bonus- Dispute before Industrial Tribunal and in that event calculation will be at 8.33% only
10	Equal Remuneration Act- Gender Discrimination prohibited only in wage payment	Equal remuneration Act – Gender discrimination prohibited in - Wage payment - Recruitment
11	Territorial Jurisdiction of Inspector - It was made area wise	Territorial Jurisdiction of Inspector- Decided by appropriate Government

Code on Wages: Audio-Visual Industry

- *Under Code on Wages, 2019, all general wage, payment, and working conditions provisions apply to audio-visual workers, including minimum wages, payment timelines, deductions, bonus, work hours, and dispute mechanisms*

Applicability to Contract Workers	Many AV workers work through production houses, line producers, and contractors. The Code applies regardless of: ▪ Contractual nature of employment ▪ Freelance vs. project-based work ▪ Whether engaged directly or through a contractor ▪ Definitions of "contractor" and "employee" cover such workers
Minimum Wages – Chapter II	Key provisions that apply: ▪ Section 5: Payment of minimum rate of wages ▪ Section 6: Fixation of minimum wages ▪ Section 7: Components of minimum wages ▪ Section 8: Procedure for fixing and revising minimum wages ▪ Section 9: Floor wage (Central Government)
Payment of Wages – Chapter III	Covers how audio-visual workers must be paid: ▪ Section 15: Time limit for payment of wages ▪ Section 17-25: Rules regarding deductions, fines, damage/loss, advances, loans
Working Hours & Overtime	Covers how audio-visual workers must be paid: ▪ Section 13: Fixing hours of work for a normal working day ▪ Section 14: Wages for overtime work ▪ <i>These provisions apply to all employees including project-based or contract-based workers typical in the AV industry.</i>

Code on Wages: Audio-Visual Industry

Equal Remuneration

This is important for roles like actors, technicians, editors, cinematographers, etc.

- **Section 3:** No gender discrimination in wages or recruitment for same or similar work

Bonus – Chapter IV

Applicable if eligibility conditions are met

- **Section 26:** Eligibility for bonus
- **Section 27-39:** Computation and payment rules

Claims & Disputes – Chapter VI

Audio-visual workers can file wage-related claims under:

- **Section 43-49:** Payment of dues, claims procedure, appeals

Social Security Code: Audio-Visual Industry

Social Security Code	Details	Remarks
Section 2(4): Audio-Visual Worker Definition	It includes feature and non-feature films, TV & web-based serials, animation, digital production, advertisements, talk shows, reality shows, sports shows	It is foundation that brings audio-visual workers under the Social Security Code.
Chapter III: Sections 14–23: Employees' Provident Fund (EPF)	- Section 14 – Appointment of Officers - Section 15 – Framing of EPF Schemes - Section 16 – Provident Fund - Section 17 – Contribution for employees & contractors - Section 19 – Priority of PF dues	EPF applies to production houses meeting eligibility criteria (usually 20+ workers).
Chapter IV: Sections 28–40: ESIC (Insurance & Medical)	- Section 28 – All employees to be insured - Section 29 – Contributions - Section 32 – Benefits (sickness, maternity, disability, defendants' benefit) - Section 36 – Occupational disease - Section 38 – Dependents' benefit - Section 39 – Medical benefit - Section 40 – Medical treatment by State/Corporation	Since many audio-visual workers face physical risk (stunts, outdoor shoots), Sections 36–40 are directly relevant.
Section 45: Scheme for Unorganized Workers, Gig Workers & Platform Workers	- This section enables national + state-level social security schemes covering: - health insurance - life and disability coverage - maternity benefits - old-age and pension schemes	This may include AV freelancers, technicians, editors, animators, musicians, etc.
Chapter V: Gratuity	- Section 53 – Payment of gratuity - Section 54 – Continuous service rules	Including fixed-term workers
Chapter VI: Maternity Benefits	- Maternity leave - Nursing breaks	Female workers
Compensation sections	Compensation for Injury	Stunts/tech crew
Coverage of Cine-Workers Welfare Fund	It brings health camps, insurance welfare funding under new unified code.	Replaces Cine-Workers Welfare Fund Act, 1981.

Agreement between Producer and Audio-visual worker

This agreement is made on this day..... month.....years.....between Messers having office at..... (hereinafter referred to as the-Producer) on the first part and Shri/Smt/Kum.....son/daughter/wife of Shri.residing at

(herein after referred to as the-audio-visual worker) on the second part. The terms Producer and audio-visual worker shall include their heirs, successors, administrators and legal representatives:

Now, therefore this agreement is made as follows:

1. That both the parties agree that the duration of this agreement shall be from the date hereof till the completion of the audio-visual and this period shall not exceed consecutive months.
2. That the audio-visual worker agrees to attend studio, location or workplace, as the case may be, subject to the requirement of his previous engagement and on his confirmation, to his respective job punctually as and when he shall be required by a written intimation by the Producer or the person duly authorized by him in writing.
3. That inconsideration of the audio-visual worker services, as aforesaid, the Producer agrees to pay, and the audio-visual worker agrees to receive a sum of Rs. (Rupees.....) payable as advance on signing of this agreement and the balance of Rs..... payable in equal installments.
4. That in the event of the audio-visual production being not complete within the stipulated period and the Producer still needing the services of the audio-visual worker to complete the audio-visual production, the producer agrees to pay and the audio-visual worker agrees to receive additional remuneration on pro-rata basis, payable in the same manner as stated in Clause 3 above, till the completion of the production.
5. That in case the assignment of the audio-visual worker is completed earlier than the period stipulated in Clauses 1 and 4 above, the producer shall settle the account of the audio-visual worker and pay the remaining balance of the agreement amount in full before the commencement of re-recording work/censor of the production, whichever is earlier.
6. That the audio-visual worker shall, if so required,
 - (a) attend the studios, location or work-place, as the case may be, earlier than the a scheduled time of the shift, for preparatory work, and in that case, he/she shall be paid by the Producer extra wages at the rate of Rs per hour or part thereof for such early attendance.
 - (b) continue to work beyond the working day, with one hour break and in that case, he/she shall be paid by the Producer extra wages at the rate of Rs for the work during the extended hours and refreshments, and Transport facilities.
7. That the Producer shall provide transport and food or pay traveling allowances to and fro to report to duty and food allowance while on duty as are customary or fixed by bilateral arrangements between the Producer's and audio-visual worker's representative organizations.
8. That the Producer shall also pay for all travelling and accommodation expenses, fares, cost of food and such other allowances as are customary when the audio-visual worker is required to work on location outdoors.
9. That the Producer shall get the audio-visual worker insured for any injury or damage to his/her person including death caused by accident arising out of or in the course of his/her employment and/or during the period of his/her assignment under this agreement.
10. That where the Producer is prevented from proceeding with the production of the audio-visual by reason of fire, riot, natural calamity, order of the public authority or any other reason beyond his control:-(a) he shall be entitled to suspend the operation of this agreement during the period of suspension of production in case the production is suspended. The producer shall serve notice in writing of such suspension on the audio-visual worker and shall pay all his/her dues up to the date of service of such notice. Upon resumption of work on the film, this agreement shall revive and shall remain valid for the period stipulated in Clause I excluding the period of suspension there from; or

(b) he shall be entitled to suspend the operation of this agreement during the period of suspension of production in case the production is suspended. The producer shall serve notice in writing of such suspension on the audio-visual worker and shall pay all his/her dues up to the date of service of such notice. Upon resumption of work on the film, this agreement shall revive and shall remain valid for the period stipulated in Clause I excluding the period of suspension there from; or

11. That in case if the Producer desires to terminate this agreement before the expiry of its term for reasons other than misconduct in relation to performance of the audio-visual worker's duties or of his/her unwillingness to perform the services required under this agreement, the producer shall be entitled to do so only upon payment of the balance of the stipulated amount of the agreement. Only after such payment to the audio-visual worker, the Producer shall be titled to employ another audio-visual worker in his/her place.

12. That the Producer shall have the right to terminate this agreement on ground of misconduct on the part of the audio-visual worker in relation to performance of his/her duties or his/her unwillingness to perform the service required under the agreement, upon payment to the audio-visual worker of the amount due at the time of termination, calculated taking into consideration the audio-visual worker's total work in the audio-visual and the work he/she has completed till the date of termination of this agreement. Termination under this clause shall not be made unless the charges of the Producer against the audio-visual worker are proved before a forum comprising equal number of representatives of the Producers Organisation and the audio-visual worker's Organisation to which the Producer and the audio-visual worker respectively may belong. The decision of the forum shall be binding on both the parties. The producer can engage another audio-visual worker for the job towards this agreement only after the forum has given a decision in favor of such termination and the audio-visual worker has been paid all his dues.

13. That in case of premature termination of this agreement, it shall be the option of the Producer whether or not to retain the work of the audio-visual worker in the audio-visual and at the same time, it shall be option of the audio-visual worker whether or not to allow his/her name to go on the credit titles of the film.

14. That the Producer shall have the right to decide the manner of representing the audio-visual worker's personality on the screen, his/her clothes, make-up and hair-style and the audio-visual worker shall fully and willingly comply with the direction of the Producer in this regard, provided that the requirements of the Producer in this respect have been notified to the audio-visual worker and accepted by him/her.

15. That the audio-visual worker agrees that he/she shall render his/her services to the best of his/her ability in such manner as the Producer or, at his instance, the Director of the audio-visual may direct and shall comply with all reasonable instructions that he may give for the production of the film.

16. That the Producer shall also pay for all traveling and accommodation expenses, fares, cost of food and such other allowances as are customary when the audio-visual worker is required to work on location outdoors.

17. That the Producer shall get the audio-visual worker insured for any injury or damage to his/her person including death caused by accident arising out of or in the course of his/her employment and/or during the period of his/her assignment under this agreement.

18. That where the Producer is prevented from proceeding with the production of the audio-visual by reason of fire, riot, natural calamity, order of the public authority or any other reason beyond his control:-

- a. he shall be entitled to suspend the operation of this agreement during the period of suspension of production in case the production is suspended. The producer shall serve notice in writing of such suspension on the audio visual worker and shall pay all his/her dues up to the date of service of such notice. Upon resumption of work on the film, this agreement shall revive and shall remain valid for the period stipulated in Clause I excluding the period of suspension there from or
- b. he shall be entitled to terminate this agreement as form the cessation of production, in case the production ceases completely. The producer shall serve a notice in writing of such cessation on the audio-visual worker and make payment of all the amount due to the audio-visual worker at the time of termination.

19. That in case if the Producer desires to terminate this agreement before the expiry of its term for reasons other than misconduct in relation to performance of the audio-visual worker's duties or of his/her unwillingness to perform the services required under this agreement the producer shall be entitled to do so only upon payment of the balance of the stipulated amount of the agreement. Only after such payment to the audio-visual worker, the Producer shall been titled to employ another audio-visual worker in his/her place.

hat the Producer shall have the right to terminate this agreement on ground of misconduct on the part of the o-visual worker in relation to performance of his/her duties or his/her unwillingness to perform the

service required under the agreement, upon payment to the audio-visual worker of the amount due at the time of termination, calculated taking into consideration the audio-visual worker's total work in the audio-visual and the work he/she has completed till the date of termination of this agreement. Termination under this clause shall not be made unless the charges of the Producer against the audio-visual worker are provide before a forum comprising equal number of representatives of the Producers Organisation and the audio-visual worker's Organisation to which the Producer and the audio-visual worker respectively may belong. The decision of the forum shall be binding on both the parties. The producer can engage another audio-visual worker for the job towards this agreement only after the forum has given a decision in favor of such termination and the audio-visual worker has been paid all his dues.

21. That in case of premature termination of this agreement, it shall be the option of the Producer whether or not to retain the work of the audio-visual worker in the audio-visual and at the same time, it shall be option of the audio-visual workers whether or not to allow his/her name to go on the credit titles of the film.

22. That the Producer shall have the right to decide the manner of representing the audio-visual worker's personality on the screen, his/her clothes, make-up and hair-style and the audio-visual worker shall fully and willingly comply with the direction of the Producer in this regard, provided that the requirements of the Producer in this respect have been notified to the audio-visual worker and accepted by him/her.

23. That the audio-visual worker agrees that he/she shall render his/her services to the best of his/her ability in such manner as the Producer or, at his instance, the Director of the audio-visual may direct and shall comply with all reasonable instructions that he may give for the production of the film.

24. That the audio-visual worker shall comply with all the regulations of the studio, location or work place as the case maybe.

25. That the Producer shall not without the consent in writing of the audio-visual worker, assign or transfer the benefit of this agreement to any other person.

26. That the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 shall be applicable to this agreement.

27. That the Producer shall not utilize the work of the audio-visual worker in any film, other than the audio-visual under this agreement, without prior permission of the audio-visual worker.

The parties have put their hands to this agreement on the date, month and year said above in the presence of each other and in the presence of the witnesses.

1. Witness Producer Name Address

2. Witness audio-visual worker Name Address

Wage Slip

Form-X (C)
Wage slip
(See rule 17)

Name of Establishment.....				
Address:.....			Period:	
1	Name of Employee:			
2	Father's/ Spouse's Name:			
3	Designation:			
4	UAN:			
5	Bank Account Number:			
6	Wage period:			
7	Rate of wages payable	a) Basic	b) D.A.	C) other allowances
8	Total attendance/ unit of work done:			
9	Overtime Wages			
10	Gross wages payable			
11	Total deductions	a) PF	b) ESI	c) Others
12	Net wages paid			

Format for Appointment Letter

Form VII

(See rule 6)

Format of Appointment Letter

- i. Full Name of Employee:
- ii. Father's Husband's name:
- iii. Aadhaar card Number:
- iv. Labour Identification Number (LIN) of the establishment:
- v. Universal Account Number (UAN) (PF Number) or Insurance Number(ESIC) if available:
- vi. Designation:
- vii. Category of skill:
- viii. Date of joining:
- ix. Wages, Basic Pay & Dearness Allowance:
- x. Other allowance including accommodation whichever is/are applicable:
- xi. Avenue for achieving higher wages/higher position:
- xii. Applicability of social security EPFO and ESIC benefits applicable:
- xiii. Health check-up:
- xiv. Broad Nature of duties to be performed:

**Signature/E-Signature/
Digital Signature**

of Employer

Thank you

