**Form B**

**[See Sec. 4(L) Proviso (B) (I)]**

**Register Of Wages Required To Be Maintained By Small Establishments**

**(To Be Maintained Within Seven Days Of The Expiry Of The Wage Period)**

Name of establishment…………… Name and address of employee……………

Address (Local)…………………. Name of work…………………………….

(Permanent)……………………… Wage period………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| Serial Number | Name of the employee | Sex | Designation |
| 1 | 2 | 3 | 4 |

|  |  |  |
| --- | --- | --- |
| Classification Whether per- anent/temporary/Casual/part-time or worked | Father’s or husband name | Total Days/number of unit |
| 5 | 6 | 7 |

**Wages earned**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Basic allowance | Wage Statutory Minimum rate | Dear-ness | Over-time Actual | Bonus Gratuity Or exgratia |
| 8 | 9 | 10 | 11 | 12 |

|  |  |  |  |
| --- | --- | --- | --- |
| Maternity benefits | Any other allowance | Total amount | Advance |
| 13 | 14 | 15 | 16 |

**Wages earned**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fine due to damage or loss by neglect or default | |  |  |  |  | | --- | --- | --- | --- | | Provident fund | | Employees state Insurance | | | Employers contribution | Employees contribution | Employers contribution | Employees contribution | | | | | Other deductions indicating the nature |
| 17 | 18 | 19 | 20 | 21 | 22 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total deductions | Net amount payable | Signature or thumb impression of employee with date | Signature of Inspector with date | Remarks |
| 23 | 24 | 25 | 26 | 27 |

**NOTES:** 1. In case of deduction of any advance taken by an employee, the employer shall also indicate therein the number of instalments paid/total instalments paid/total instalments 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 or 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.

Signature of the employer with full name in capitals.

Date……………….

Place………………