

MANIPUR GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 102-E-76.Imphal, Tuesday, 3rd October, 1961 (Asvina 11,1883)

MANIPUR ADMINISTRATION
SECRETARIAT: LAW & HOME BRANCH

NOTIFICATION
Imphal, the 1st May, 1961
Vaisakh 11, 1883

No. 347/2/60/Lab.- In exercise of the powers conferred by sub-section (1) of section 30 of the Minimum Wages Act, 1948 (XI of 1948) read with the Government of India, late Ministry of States, Notification No. 104-J, dated the 24th August, 1950 the Chief Commissioner, Manipur hereby makes the following rules after previous publication of the draft of the said Rules in the Manipur Gazette in Labour & Employment Branch Notification No. 347/2/60 – Lab/I, dated the 9th January, 1961 for carrying out the purposes of the aforesaid Act:-

RULES

CHAPTER-I
Preliminary

1. Short title and extend:
 - (1) These rules may be called **the Manipur Minimum Wages Rules, 1961.**
 - (2) These Rules shall come into force with immediate effect.
2. Interpretation.- In these rules unless the context otherwise required :-
 - (a) "Act" means the Minimum Wages Act, 1948;
 - (b) "Authority" means the authority appointed under sub section (1) of section 20;
 - (c) "Board" means the Advisory Board appointed under section 7;
 - (d) "Chairman" means the Chairman of the Advisory Board or the committee as the case may be, appointed under section 9;
 - (e) "Chief Commissioner" means the Chief Commissioner of Manipur;
 - (f) "Committee" means a committee appointed under clause (a) of sub-section (1) of section 5 and includes a sub-committee appointed under that section;
 - (g) "day" means a period of twenty four hours beginning at midnight;
 - (h) "form" means a form appended to these Rules;
 - (i) "Inspector" means a person appointed as Inspector under section 19;
 - (j) "Registered Trade Union" means a trade union registered under the Indian Trade Union Act, 1926;
 - (k) "Section" means a section of the Act; and
 - (l) All other words and expressions used herein and not defined shall have the meaning respectively assigned to them under the Act.

Chapter II

MEMBERSHIP, MEETINGS AND STAFF OF THE BOARD AND COMMITTEE.

3. Term of office of the members of the committee: The term of office of the members of the committee shall be such as in the opinion of the Chief Commissioner is necessary for completing the enquiry into the scheduled employment concerned and the Chief Commissioner

may, at the time of the constitution of the committee, fix such terms and may from time to time, extend it as circumstances may require.

4. Terms of office of members of the Board.-

(1) Save as otherwise expressly provided in these rules, the term of office of a non-official member of the Board, shall be two years commencing from the date of his nomination.

Provided that such member shall, notwithstanding the expiry of the said period of two years, continue to hold office until his successor is nominated.

(2) A non-official member of the Board nominated to fill a casual vacancy shall hold office for the remaining period of the term of office of the member in whose place he is nominated.

(3) The official members of the board shall hold office during the pleasures of the Chief Commissioner.

5. Nomination of substitute members.- If a member is unable to attend a meeting of the committee or the Board, the Chief Commissioner or the Body which nominated him may, by notice in writing signed on its behalf and by such members and addressed to the Chairman of the said Committee or the Board, nominate a substitute in his place to attend the meeting. Such a substitute member shall have all the rights of a member in respect of that meeting.

6. Travelling allowance.- A non-official member of the committee, of the Board shall be entitled to draw travelling and halting allowances for any journey performed by him in connection with his duties as such member at the rates and subject to the conditions applicable to a Government servant of the first class under the appropriate rules of the Central Government.

7. Staff.-

(1) The Chief Commissioner may appoint a secretary to the committee or the Board and such other staff as it may think necessary, and may fix the salaries and allowances payable to them and specify their conditions of service.

(2) (i) The secretary shall be the Chief Executive Officer of the Committee or the Board as the case may be. He may attend the meetings of such Committee or the Board but shall not be entitled to vote at such meeting.

(ii) The Secretary shall assist the Chairman in convening meetings and shall keep a record of the minutes of such meeting and shall take necessary measures to carry out the decisions of the Committee, or the Board as the case may be.

8. Eligibility for renomination of the members of the committee and the Board.- An out-going member shall be eligible for renomination for the membership of the Committee or the Board, of which he was a member.

9. Resignation of the Chairman and members of the Committee and the Board and filling casual vacancies.-

(1) A member of the Committee or the Board, other than the Chairman may, by giving notice in writing to the Chairman, resign his membership. The Chairman may resign by a letter addressed to the Chief Commissioner.

(2) A resignation shall take effect from the date of communication of its acceptance or on the expiry of 30 days from the date of resignation, whichever is earlier.

(3) When a vacancy occurs or is likely to occur in the membership of the Committee or the Board, the Chairman shall submit a report to the Chief Commissioner immediately. The Chief Commissioner shall take steps to fill the vacancy.

10. Cessation and restoration of membership.-

(1) If the member of the Committee or the board fails to attend three consecutive meetings, he shall subject to the provisions of the sub-rules (2) , cease to be a member thereof.

(2) A person, who ceases to be a member under sub-rule (1) shall be given intimation of such cessation by a letter sent to him by registered post within fifteen days from the date of such cessation. The letter shall indicate that if he desires restoration of his membership, he may apply therefore within thirty days from the received of such letter. The application for restoration of membership, if received within the said period, shall be placed before the Committee or the Board, as the case may be, and if a majority of the members present at the next meeting is satisfied that the reason for failure to attend three consecutive meetings are adequate, the member be restored to membership immediately after a resolution to that affect is adopted.

11. Disqualification.-

(1) A person shall be disqualified for being nominated as, and for being a member of the committee or the Board, as the case may be:

- (i). If he is declared to be of unsound mind by a competent court; or
- (ii). If he is undischarged insolvent; or
- (iii). If before or after the commencement of the Act, he has been convicted of an offence involving moral turpitude.

(2) If any question arises whether a disqualification has been incurred under sub-rule (1) the decision of Chief Commissioner thereon shall be final.

12. Meetings.- The Chairman may, subject to the provisions of rules 13, call a meeting of the Committee or the Board, as the case may be, at any time he thinks fit.

Provided that on a requisition in writing from not less than one half of the members the Chairman shall call a meeting within fifteen days from the date of the receipt of such requisition.

13. Notice of meetings.- The Chairman shall fix the date, time and place of every meeting. And a notice in writing containing the aforesaid particulars along with a list of business to be conducted at the meeting shall be sent to each member by registered post at least fifteen days before the date fixed for such meeting.

Provided that in case of an emergent meeting, notice of seven days only may be given to every member.

14. Chairman.-

(1) The Chairman shall preside at the meeting of the Committee or the Board, as the case may be.

(2) In the absence of the Chairman at any meeting the members shall elect from amongst themselves by a majority of votes, a member, who shall preside at such meeting.

15. Quorum.- No business shall be transacted at any meeting unless at least one-third of the members are present.

Provided that if at any meeting less than one-third of the members are present, the Chairman may adjourn the meeting to a date not later than seven days from the date of the original meeting and it shall thereupon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members present.

16. Disposal of business.- All business shall be considered at a meeting of the Committee, or the Board, as the case may be, and shall be decided by a majority of the votes of members present and voting. In the event of an equality of votes the chairman shall have a casting vote.

Provided that the Chairman may, if he thinks fit direct that any matter shall be decided by the circulation of necessary papers and by securing written opinion of the members.

Provided further that no decision on any matter under the proceeding proviso shall be taken, unless supported by not less than a two-third majority of the members.

17. Method of voting.- Voting shall ordinarily be by show of hand but if any member asks for voting by ballot, or if the Chairman so decides, the voting shall be by secret ballot and shall be in such manner as the Chairman may decide.

18. Proceedings of the meeting.-

- (1) The proceeding of each meeting showing inter alia the names of the members present there, it shall be forwarded to each member and to the Chief Commissioner as soon as after the meeting as possible and in any case, not less than seven days before the next meeting.
- (2) The proceedings of each meeting shall be confirmed with such notification, if any, as may be considered necessary at the next meeting.

CHAPTER III

SUMMONING OF WITNESSES BY THE COMMITTEE AND THE BOARD AND PRODUCTION OF DOCUMENTS

19. Summoning of witnesses and production of documents.-

- (1) A Committee or the Board may summon any person to appear as a witness in the course of an enquiry. Such summons may require a witness to appear before it on the date specified therein and to produce any books, papers or other documents and things in his possession or under his control relating in any manner to the enquiry.
- (2) A summon under sub-rule (1) may be addressed to an individual or an organization of employers or a registered trade union of workers.
- (3) A summon under this rule may be served-
 - (i). In the case of an individual by being delivered or sent to him by registered post; and
 - (ii). In the case an employers' organization or a registered trade union of workers, by being delivered or sent by registered post to the secretary or principal officer of the organization or union, as the case may be.
- (4) The provisions of the Code of Civil Procedure, 1908, relating to the summoning and enforcement of the appearance of witnesses and the production of documents shall, so far as may be, apply to proceedings before a committee or the Board.

20. Expenses and witnesses.- Every person who is summoned and appears as a witness before the committee or the Board shall be entitled to an allowance for expenses by him in accordance with the scale for the time being in force for payment of such allowances to witnesses appearing in Civil courts in the Union Territory of Manipur.

CHAPTER IV

COMPUTATION AND PAYMENT OF WAGES, HOURS OF WORK AND HOLIDAYS

21. Mode of computation of the cash value of wages.- The retail prices at the nearest market shall be taken into account in computing the cash value of wages paid in kind and of essential commodities supplies at concession rates. This computation shall be made in accordance with such directions as may be issued by the Chief Commissioner from time to time.

22. Time and condition of payment of wages and the deductions permissible from wages.-

- (1) (i) The wages of a worker in any scheduled employment shall be paid on a working day -
 - (a) In the case of establishments in which less than one thousand persons are employed before the expiry of the seventh day; and
 - (b) In the case of other establishments before the expiry of the tenth day after the last day of the wages period in respect of which the wages are payable.

- (ii) Where the employment of any person is terminated by or on behalf of the employer, the wages earned by him shall be paid before the expiry of second working day after the day on which his employment is terminated.
- (iii). The wages of an employed person shall be paid to him without deduction of any kind except those authorized by or under these rules.

Explanation.-

- (1) Every payment made by the employed person to the employer or his agent shall, for the purpose of these rules, be deemed to be deduction from wages.
- (2) Deduction from the wages of a person employed in scheduled employment shall be of one or more the following kinds, namely:-

- (i). fines in respect of such acts and omissions on the part of employed persons as may be specified by the Chief Commissioner by general or special order in this behalf;
- (ii). Deductions for absence from duty;
- (iii). Deduction for damage to or loss of goods expressly entrusted to the employed person for custody, or for loss of money for which he is required to account, where such damage or loss is directly attributable to his neglect to default;
- (iv). Deduction for house accommodation supplied by the employer or by the Government or any authority constituted by the Chief commissioner for providing housing accommodation;
- (v). Deduction for such amenities and services supplied by the employer as the Chief Commissioner may by general or special order authorized.
Explanation.- The word 'amenities and services' in this clause do not include the supply of tools and protective required for the purpose of employment;
- (vi). Deductions for recovery of advances for adjustment of over payments of wages.
- (vii). Provided that such advances do not exceed an amount equal to wages for two calendar months of the employed person and, in no case, shall the monthly installment of deduction exceed one-fourth of the wages earned in the month;
- (viii). Deduction of Income Tax payable by the employed person,
- (ix). Deduction required to be made by order of a court or other competent authority;
- (x). Deduction for subscriptions to, and for repayment of advances from any provident fund to which the Provident Fund Act, 1925 applies or any recognized Provident Fund as defined in section 58-A of the Indian Income Tax Act, 1922 or any provident fund approved in this behalf by the Central Government during the continuance of such approval.
- (xi). Deductions for payment to co-operative societies or deduction made with the written authorization of the person employed, for payment of any premium on his life insurance policy to the Life Insurance Co-operation of India established under the Life Insurance Act, 1956 (31 of 1956), and
- (xii). Deduction for recovery or adjustment of amounts other than wages, paid to the employed person in error or in excess of what is due to him.

Provided that the prior approval of the Inspector or any other officer authorized by the Chief commissioner in this behalf is obtained in writing before making the deduction, unless the employee gives his consent in writing to such deductions.

- (3) Any person desiring to impose a fine on an employed person or to make a deduction for damage or loss caused by him shall explain to him personally and also in writing the act or omission or the damage or loss in respect of which the fine or deduction is proposed

to be imposed or made and give him an opportunity to offer any explanation in the presence of another person. The amount of the said fine or deduction shall also be intimated to him.

- (4) The amount of fine or deduction mentioned in sub-rule (3) shall be such as may be specified by the Chief Commissioner. All such deductions and all realization thereof shall be recorded in the register maintained in forms I, II and III, as the case may be. A return in form III shall be submitted annually by the employer.
 - (5) The amount of fine imposed under sub-rule (3) shall be utilized only for such purposes beneficial to the employees as are approved by the Chief Commissioner.
 - (6) Nothing in this rule shall be deemed to affect the provisions of the Payment of Wages Act, 1936.
23. Publicity to the minimum wages fixed under the Act:- Notices inform IX-A containing minimum rates of wages fixed together with extracts from the Act, the rules made thereunder and the name and address of the Inspector shall be displayed in English and in a language understood by the majority of the workers in the employment at such place as may be selected by the Inspector and shall be maintained in a clean and legible condition. Such notices shall also be displayed on the notice boards of all sub-divisional and District Offices.
24. Weekly Holidays.-
- (1) Unless otherwise permitted by the Chief Commissioner no worker shall be required or allowed to work in a scheduled employment on the first day of the week (hereinafter referred to as the said day) except whom he has or will have holiday for the whole day on one of five days immediately before or after the said day for which he shall receive payment equal to his average daily wages during the proceeding week.
Provided that the weekly holidays may be substituted by another day.
Provided further that no substitution shall be made which will result in any worker working for more than ten days consecutively without a holiday for a whole day.
 - (2) Where in accordance with provisions of sub-rule (1) any worker works on the said day and has had a holiday on one of the five days immediately proceeding it, the said day shall for the purposes of calculating his weekly hours of work, be included in the proceeding week.
Explanation:- For the purposes of this rule, 'Week' shall mean a period of seven days beginning at midnight on Sunday night.
25. Number of hours of work which shall constitutes a normal working day.-
- (1) The number of hours which shall constitute a normal working day shall be :-
 - (a). In the case of adult 9 hours; and
 - (b). In the case of child $4\frac{1}{2}$ hours.
 - (2) The working day of an adult worker shall be so arranged that inclusive of the intervals for rest, if any, it shall not spread over more than twelve hours on any day.
 - (3) The number of hours of work in the case of an adolescent shall be the same as that of an adult or a child according as he is certified to work as an adult or a child by a competent medical practitioner approved by the Chief Commissioner.
 - (4) The provision of sub-rules (1) to (3) shall in the case of workers in agricultural employment is subject to such modifications as may, from time to time, be notified by the Chief Commissioner.
 - (5) No child shall be employed or permitted to work for more than $4\frac{1}{2}$ hours on any day.
 - (6) Nothing in this rule shall be deemed to affect the provisions of the Factories Act, 1948.

26. Night Shifts.- Where a worker in a schedule employment works on a shift which extends beyond midnight:-

- (a). A holiday for the whole day for the purposes of rule 24 shall in his case mean a period of twenty four consecutive hour beginning from time when his shift ends; and
- (b). The following day in such a case shall be deemed to be the period of twenty four hours beginning from the time when such shift ends, and the hour after midnight during which such worker was engaged in work shall be counted towards the previous day.

27. Extra wages for overtime.-

- (1). When a worker works in an employment for more than nine hours on any day or for more than forty eight hours on any day in any week he shall, in respect of overtime work, be entitled to wages.
 - (a). In the case of employment in agriculture, at one and a half time the ordinary rate of wages, and
 - (b). In the case of another scheduled employment at double the ordinary rates of wages.

Explanation:- The expression 'ordinary rate of wages' means the basic wages plus such allowances including the cash equivalent of the advantages accruing through the concessional sale to the person employed of food grains and other articles as the person employed is for the time being entitled to but does not include a bonus.

- (2). A register showing overtime payment shall be kept in Form IV.
- (3). Nothing in this rule shall be deemed to affect the provisions of the Factories Act, 1948.

28. Forms of register and records.-

- (1). A register of wages shall be maintained by every employer at the work spot in such form as may be notified by the Chief Commissioner and shall include the following particulars:-
 - (a). the minimum rate of wages payable to each person employed;
 - (b). the number of days for which each employed person work overtime for each wage period;
 - (c). the gross wages of each person employed for each wages period;
 - (d). all deductions made from wages with an indication, in each case of the kinds of deductions mentioned in sub-rule (2) of rule 22; and
 - (e). the wages actually paid to each person employed for each wages period and the date of payment.
- (2). Wages slips containing the aforesaid particulars and such other particulars as may be notified by the chief commissioner shall be issued by every employer to every person employed by him at least a day prior to the disbursement of wages.
- (3). Every employer shall got the signature or thumb impression of every person employed on the wages book and wages slip;
- (4). Entries in the wage books and wage slips shall be authenticated by the employer or any person authorized by him in this behalf;
- (5). A Muster Roll shall be maintained by every employer at the work spot and kept in Form V.

CHAPTER V

CLAIMS UNDER THIS ACT

29. Applications.- An application under sub-section (2) of section 20 or sub-section (1) of section of section 21, by or on behalf of an employed person or a group of employed persons shall be made in duplicate in form VI or VII, as the case may be.

30. Authorisation. - The authorization to act on behalf of an employed person or persons under sub-section (2) of section 20 or sub-section (1) of section 21 shall be given in form VIII by any instrument which shall be presented to the Authority hearing the application and shall form part of the record.

31. Appearance of parties.-

- (1). If an application under sub section (2) of section 20 or section 21 or entertained , the authority shall serve upon the employer by a registered post a notice in form IX to appear before him on a specified date with all relevant documents and witnesses, if any, and shall inform the applicant of the date so specified.
- (2). If the employer or his representative fails to appear on the specified date, the authority may hear and determine the application exparte.
- (3). If the applicant or his representatives fail to appear on the specified date, the authority may dismiss the application.
- (4). An order passed under sub-section(2) or sub-section (3) may be set aside on sufficient cause being shown by the defaulting party within one month of the date of the said order, and the application shall be reheard after service on notice on the opposite party of the date fixed for re-hearing in the manner specified in sub-rule (1).

CHAPTER VI

SCALE OF COSTS IN PROCEEDINGS UNDER THE ACT

32. Cost.-

- (1). The Authority, for reasons to be recorded in writing, may direct that the cost of any proceeding pending before it shall not be follow the event.
- (2). The costs which may be awarded shall include:-
 - (i). expenses incurred on account of court-fees;
 - (ii). pleader's fee to the extent of ten rupees;Provided that the Authority in any proceeding may reduce the fees to a sum not less than five rupees or for reasons to be recorded in writing increase it to a sum not exceeding twenty five rupees.
- (3). Where there are more than one pleader or more than one applicant or opponent the Authority may, subject as aforesaid, award to the successful party or parties such costs as it may deem proper.

33. Court fees.- The court payable in respect of proceedings under section 20 shall be:-

- (i). For every application to summon a witness – one rupee in respect of each witness; and
- (ii). For every application made by or on behalf of an individual –one rupee.

Provided that the Authority may, if in its opinion, the applicant is a pauper exempt him wholly or partly from the payment of such fees;

Provided further that no fee shall be chargeable :-

- (a). from persons employed in Agriculture; or
- (b). in respect of an application made by an Inspector.

CHAPTER VIII

MISCELLANEOUS

34. Savings.- These rules shall not apply in relation to any Scheduled employment in so far as there are in force rules applicable to such employment which is the opinion of the Chief Commissioner make equally satisfactory provisions for the matters dealt with by these Rules and such opinion shall be final.

FORM I
Register of Fines
(Rule 22(4))
Employer –

Sl. No	Name	Father's/husband's Name	Sex	Department	Nature & date of the offence for which fine imposed	Whether workman showed cause against fine or not . If so enter date.	Rates of wages	Date & amount of fine imposed	Date on which fine realized.	Remarks
1	2	3	4	5	6	7	8	9	10	11

FORM IV
 (Rule 27(2))
 Overtime Register for Workers
 Month ending.....

Sl No.	Name	Father's/husband's Name	Sex	Designation & Department	Date on which overtime worked	Extent of overtime on each occasion	Total overtime worked or deduction in care of piece workers	Normal Hours	Normal Rate	Overtime Rate	Normal earnings	Overtime earnings	Total earnings	Date on which overtime payment made
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

FORM II
(Rule 22(4))

Register of Deductions for damage or loss caused to the employer by the neglect of default of the employed person.

Employer:

SI No	Name	Father's/husband's Name	Sex	Department	Damage or loss caused with date.	Whether worked showed cause against deduction, if so, enter date	Date & amount of deduction imposed	No. of installments if any	Date on which total amount realized	Remarks
1	2	3	4	5	6	7	8	9	10	11

FORM V
(RULE 28(5))
MUSTER ROLL

Name of the Establishment

SI No.	Name	Father's/husband's Name	Sex	Nature of work	For the period ending					Remarks
					1	2	3	4	5	

FORM VI

(FORM OF APPLICATION BY AN EMPLOYEE UNDER SECTION 20(2))

In the court of the Authority appointed under the Minimum Wages Act, 1948.

Area Application No.....of

- (1).
- (2).
- (3).

Applicant(s)

Through A legal Practitioner Official
 Union which is a
 registered Trade Union,
 Address

Versus

- (1).
- (2).
- (3).

Opponents

Address

The applicant(s) above named beg(s) respectively to submit as follows:-

- (a). that
- (b). that

The applicant(s) has(have) been paid wages that less than minimum rates of wages.

The applicant(s) estimate (s) the value of the relief sought by him (the at the sum of Rs.

The applicant(s) pray(s) that a direction may be issued under sub-section(3) of section 20 for:-

- (a). Payment of the difference between the wages due according to the minimum rates of wages fixed by Government and the wages actually paid, and
- (b). Compensation amounting to Rs

The applicant(s) beg(s) leave to amend or add to or make alterations in the application if any and when necessary.

- Signature or thumb impression of the employee(s) legal practitioner or official of a registered trade union duly authorised.

Date

The applicant(s) do (es) solemnly declared that what is stated above is true to the best of his (their) knowledge, belief and information.

This verification is signed at on day of

-
- Signature or thumb impression of the employee(s) legal practitioner or official of a registered trade union duly authorised.

When the application is by a group of employees the thumb impression or signature of the two of the applicants need to be put to the application and a full list of applicants should be attached to the application.

FORM VII

(FORM OF APPLICATION BY AN INSPECTOR OF PERSON ACTING WITH THE PERMISSION OF THE
AUTHORITY UNDER SECTION 20(2))

In the court of the authority appointed under the Minimum Wages Act, 1948,
for area

Application No..... of

(1).
Address : Applicant.

Versus

(1).
Address: Opponent.

The applicant above named begs respectfully to submit as follow

(1). that

(2). That

The opponant is bound to pay wages at the minimum rates of wages fixed by
Government but he has paid less wages to the following employees

(1).

(2).

(3).

The applicant estimates the value of the relief sough for the employees at a sum of
Rs.

The applicant preys that a direction may be issued under sub-section(30 of section
20 for:-

(a). Payment of the difference between the wages due according to the minimum rates
of wages fixed by Government and the wages actually paid, and

(b). Compensation amounting to Rs

(c). The applicant begs leave to amend or add to or made alteration in the application if
and when necessary.

Date

Signature

The applicant does solemnly declare that what is stated above is true to the best of his
knowledge, belief and information. This verification is signed at on

Signature.

FORM VIII

(FORM OF AUTHORITY IN FAVOR OF LEGAL PRACTITIONER OR ANY OFFICIAL OF A REGISTERED TRADE UNION REFERRED TO IN SECTION 20(2))

In the court of the authority appointed under the Minimum Wages Act, 1948,
for area

- (1).
- (2).
- (3).

Applicant(s)

Versus

- (1).
- (2).
- (3).

Opponent(s)

I hereby authorised shri, a legal practitioner/an official of the registered trade union of to appear and act on my behalf in the above described proceeding to appear and act on my behalf in the above described proceeding and to do all things incidental to such appearing and action.

Date

Signature or thumb impression of the employee.

FORM IX

(FORM OF SUMMONS TO THE OPPONENT TO APPEAR BEFORE THE AUTHORITY WHEN AN APPLICATION UNDER SUB-SECTION (2) OF SECTION 20 OR UNDER SECTION 21 IS ENTERTAINED)
(Title of the application)

To

(name, description and place of residence)

Whereas , has made the above said application to me under the Minimum Wages Act, 1948, you are, hereby, summoned to appear before me in person or by a duly authorised agent, and able to answer all material questions relating to the application, or who shall be accompanied by some person able to answer all such question on the day of , at o'clock in the noon , to answer the claim, and as the day fixed for the appearance is appointed for the final disposal of the application, you must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defence.

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

Date

Seal of the Authority

Signature of the authority