

रक्षा मंत्रालय
MINISTRY OF DEFENCE
संयुक्त सचिव एवं मुप्रअ कार्यालय
OFFICE OF THE JS & CAO

IMPLEMENTATION OF LABOUR CODES - Reg.

In pursuance of the provisions under the four comprehensive Labour Codes, namely, (i) the Code on Wages, 2019; (ii) the Code on Social Security, 2020; (iii) the Industrial Relations Code, 2020 and (iv) the Occupational Safety, Health and Working Conditions Code, 2020, a committee with the following composition is hereby constituted to ensure welfare, social security and better working conditions to all contract labour/ workers engaged by O/o JS & CAO:-

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|-----|--|------------|
| (a) | Shri Rajesh Ranjan, Dy CAO (Spl. Proj & Works) | - Chairman |
| (b) | Shri Chandan Kumar Jha, SAO/MM-I | - Member |
| (c) | Shri Ravindra Kumar, SAO/Welfare & OL | - Member |
| (d) | Shri Gyaneshwar, Director, Dharvik Manpower Services Pvt. Ltd
(Service Provider - Services of Canteen Attendants) | - Member |
| (e) | Shri Aman Khan, Manager, M/s Srisainath Associates Pvt. Ltd
(Service Provider - Conservancy services) | - Member |

2. The Committee shall ensure strict compliance and implementation of following provisions for the welfare of contract labour/ workers engaged by O/o JS & CAO as mandated by the Labour Codes :-

- (a) **Timely payment of Wages.** The Code on Wages, 2019, mandates timely payment of wages without unauthorised deductions, thereby ensuring financial stability for workers. The Committee shall ensure that wages are paid timely by the contractors/ service providers to all contract labour/ workers. The time limits for payment of wages for different wage period as per Code on Wages, 2019 are as under :-

Wage Period	Time limit for payment of wages
Daily Wages	End of shift
Weekly	Before weekly Holiday
Fortnightly	Within 2 days of end of fortnight
Monthly	Within 7 days of next month

- (b) **Issuance of Appointment Letters.** The Occupational Safety, Health and Working Conditions Code, 2020, requires employers to issue appointment letters to all employees including contract labour, thereby ensuring formalization of employment. The Committee shall ensure that appointment letters are issued by the contractors/ service providers to the contract labour/ workers as per prescribed proforma attached as Annex-I.

- (c) **Issue of Wage Slip.** As per Code on Wages, 2019, employers are required to issue wage slips to the employees thereby promoting financial transparency and enabling them to verify their wage payments and deductions. The Committee shall ensure that wage slips are issued by the contractors/ service providers to all contract labour/ workers as per prescribed proforma attached as Annex-II.

contd....2/-

(d) **Welfare Facilities.** The Occupational Safety, Health and Working Conditions Code, 2020, mandates principal employers to provide welfare facilities such as clean drinking water, sanitation facilities, first aid box, crèches etc., to improve working conditions and overall well-being of such workers. The Committee shall ensure provisioning of above facilities to all contract labour/ workers.

(e) **Grievance Redressal mechanism for Contract Labour/ Workers.** The Committee shall redress the grievances of contract labour/ workers relating to their health, working conditions, wages etc. within a period of 30 days.

3. In addition to above, Shri Navin Kumar, Dy CAO (FM) shall be the Nodal Officer for all coordination in the matter.
4. The committee will submit a monthly compliance report beginning from 15 Jun 2026.
5. This issues with the approval of JS & CAO.



(Rajeev Sharma)
Dy Director, CAO/Coord
Tele : 2419 9422

All Concerned

MoD, O/o JS & CAO ID No. A/70634/19/CAO/Coord dated 29 May 2026

Copy to :-

PSs to all Directors in CAO's Office
PA to Dy CAO (FM)
CAO/MP-1
CAO/Works
CAO/IT Cell

: For uploading the above note on CAO's website.