

Finin2min

[Labour Publication Series](#)

Labour & Manpower Law Publication Series

Chapter VII - Hours and annual leave

OSHC Code, 2020 | Detailed statutory, Rule, compliance, remedy and evidence guide.

Review date: 2026-07-18 Authors: CA Nikhil Gupta & Kajri Singh Sections: 25-32 Central Rules mapped: 9 Local source-hashed Act text + linked Rules and implementation analysis

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OSHC Code, 2020 Hours and annual leave four-step compliance flowchart

Finin2min decision flow — identify the law, complete the statutory process and preserve evidence.

Publication-source status: Every mapped section of the parent Code is embedded locally from the retained official India Code PDF and carries the source SHA-256. Linked 2026 Central Rules, forms, notifications and operational analysis remain subject to the official Gazette and subsequent amendments.

Chapter decision flow

Classify establishment & person → Fix event date → Apply section and Rule → Complete form/record → Retain evidence & remedy file

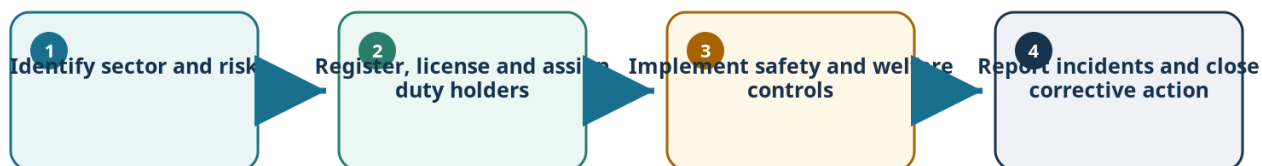
Finin2min Summary - Chapter in 2 Minutes

This chapter turns hours and annual leave into an operational control file. It covers Daily and weekly working hours, leave, etc., Weekly and compensatory holidays, Extra wages for overtime, Night shifts; the practical sequence is to classify coverage and event date, apply the provision and mapped Rule, complete the form/register, calculate the entitlement or exposure, and retain evidence for inspection, claim or appeal.

Chapter VII - Hours and annual leave

FININ2MIN LEGAL FLOW

OSHWC Code, 2020 — Hours and annual leave



Law → trigger → procedure → evidence. Confirm the operative Central/State instrument on the event date.

Use this flow with the chapter provision map, implementation controls, evidence checklist, limitation/forum review and remedy framework. Confirm the operative Central and State instruments on the event date.

Chapter VII - Hours and annual leave

Finin2min implementation explanation

Maintain a controlled implementation file for Chapter VII - Hours and annual leave: coverage and event date, operative Central/State instrument, responsible owner, approval and authority, form/portal step, due date, calculation basis, supporting evidence, exception, escalation and closure proof. Reconcile payroll, HR, finance, contractor and legal records before sign-off.

Practical example

Classify the worker and establishment, identify the operative provision and notified instrument on the event date, compute the entitlement or exposure from source records, obtain approval, complete the filing/payment/action, and retain evidence. Do not use a portal value or payroll label as a substitute for the statutory test.

Calculation / control template

Control calculation: verified population or transaction base $\times$ applicable notified rate/amount $\times$ eligible period, adjusted for statutory inclusions, exclusions, ceilings, interest, compensation and prior payments. Reperform the calculation from retained source data.

Who is covered

Employers, occupiers, contractors, principal employers, workers and sector-specific establishments must identify the establishment type, worker category and appropriate Government.

Main obligations and rights

- 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 30: Restriction on double employment in factory and mine

Key thresholds and timelines

- Use only the threshold, rate and limitation period effective on the event date; verify the Central/State instrument before acting.

Forms, registers and evidence

- Register
- Notice
- Retain classification, calculation, approval, communication, acknowledgement and payment/filing proof.

Employer risk snapshot

Highest practical risks: excess hours, rest-day, spread-over, overtime or leave-record failures.

Employee/worker remedy snapshot

Core protection: statutory hours, rest, overtime and leave protections subject to sector and State conditions. Confirm the authority, limitation and appeal route stated in this chapter.

Old law / transition

Map the event date and savings position against: Factories Act, 1948; Plantations Labour Act, 1951; Mines Act, 1952; Working Journalists laws; Motor Transport Workers Act, 1961.

Five-point professional checklist

1. Freeze the event date, establishment, location and person/worker classification.
2. Identify the controlling section/paragraph, mapped Rule, notification and appropriate Government.
3. Reperform the calculation or decision test and document every exception or approval.
4. Complete the prescribed form/register/portal step and retain acknowledgement, payment and communication evidence.
5. Record the remedy, forum, limitation, appeal path and State variation before sign-off.

Finin2min takeaway: for hours and annual leave, the defensible answer is not a policy label - it is the event-date law, the mapped procedure, the calculation and a complete evidence trail.

[Download one-page Finin2min cheat sheet](#)

Section-by-section provision map

Provision Subject	Implementation focus
Section 25 Daily and weekly working hours, leave, etc.	Trigger, linked Rule/form, evidence, consequence and remedy
Section 26 Weekly and compensatory holidays	Trigger, linked Rule/form, evidence, consequence and remedy
Section 27 Extra wages for overtime	Trigger, linked Rule/form, evidence, consequence and remedy
Section 28 Night shifts	Trigger, linked Rule/form, evidence, consequence and remedy
Section 29 Prohibition of overlapping shifts	Trigger, linked Rule/form, evidence, consequence and remedy
Section 30 Restriction on double employment in factory and mine	Trigger, linked Rule/form, evidence, consequence and remedy
Section 31 Notice of periods of work	Trigger, linked Rule/form, evidence, consequence and remedy
Section 32 Annual leave with wages, etc.	Trigger, linked Rule/form, evidence, consequence and remedy

Section 25: Daily and weekly working hours, leave, etc.

Current statutory text

25. Daily and weekly working hours, leave, etc.— (1) No worker shall be required to do any work, in any establishment or class of establishment for more than—

(a) eight hours in a day; and

(b) the period of work in each day under clause (a) shall be so fixed as to be consistent with such intervals and spread overs , as may be notified by the appropriate authority.

Provided that subject to clause (a) in the case of mines,—

(i) the persons employed below ground in a mine shall not be allowed to do more than such hours as may be notified by the Central Government in any day;

(ii) no work shall be carried on below ground in any mine except in such a manner as may be arranged that the period of work for each shift is not spread over more than eight hours as notified under clause (i);

(iii) no person employed in a mine shall be allowed to be present below ground except during the periods of work shown in respect of him in the schedule under clause (a) of section 33:

Provided further that subject to clause (a) that the hours of work in clause (a) shall include—

(i) the time spent in work done during the running time of the transport vehicle;

(ii) the time spent in subsidiary work; and

(iii) period of mere attendance at terminals of less than fifteen minutes.

Explanation.—For the purposes of this sub-section—

(a) “running time” in relation to a working day means the time from when the transport vehicle starts functioning at the beginning of the working day until it ceases to function at the end of the working day, excluding any period in which the running of the transport vehicle is interrupted for a period exceeding fifteen minutes prescribed by the Central Government during which period the persons employed in the transport vehicle are free to do any other work in connection with the transport vehicle are free to do any other work or are engaged in subsidiary work;

(b) “subsidiary work” means the work in connection with a transport vehicle, other than its load which is done outside the running time of the transport vehicle.

(i) the work in connection with accounts, paying of cash, issuing of tickets, service sheets, the checking of tickets and other similar work;

(ii) taking over and garaging of the transport vehicles;

(iii) travelling from the place where a person signs on to the transport vehicle and from the place where he leaves the transport vehicle signs off;

(iv) work in connection with the upkeep and repair of the transport vehicle;

(v) the loading and unloading of the transport vehicle;

(c) "period of mere attendance" means the period during which a person is present solely in order to reply to possible calls or to resume action at the place where he is engaged;

(2) Notwithstanding anything contained in sub-section (1), the hours of work shall, subject to a maximum of one hundred and forty-four hours of work in any consecutive weeks and a period of not less than twenty-four consecutive hours in any period of seven consecutive days, be such as may be prescribed by the Central Government;

(3) Notwithstanding anything contained in sub-sections (1) and (2), the working journalist,—

(i) in addition to such holidays, casual leave or other kinds of leave as may be granted by the Central Government, shall be granted, if requested for—

(a) earned leave on full wages for not less than one-eleventh part of his service;

(b) leave on medical certificate on one-half of the wages for the period of service;

(ii) may accumulate earned leave up to such maximum limit as may be prescribed by the Central Government;

(iii) shall be entitled for the limit up to which the earned leave has been accumulated at a time by him and the reasons for which such limit may be exceeded shall be prescribed by the Central Government;

(iv) shall,—

(a) when he voluntarily relinquishes his post or retires from service;

(b) when his services are terminated for any reason whatsoever (including punishment),

he shall be entitled to cash compensation, subject to such conditions and restrictions as may be prescribed by the Central Government (including conditions by way of specifying the maximum amount of cash compensation shall be payable), in respect of the earned leave earned by him at the time of termination of service;

(v) who dies while in service, his heirs shall be entitled to cash compensation in respect of the earned leave earned by him and not availed of by him or his heirs shall be paid the cash compensation in respect of any period of earned leave for which he or his heirs, is or are entitled to cash compensation under clause (iv) or clause (v), which shall be an amount equal to the wages payable to him at the time of his death.

(4) Notwithstanding anything contained in this section, the working shall be regulated in accordance with the provisions of the Child and Adolescent (Working Hours and Regulation) Act, 1986 (61 of 1986).

Finin2min clause-by-clause decode

1. This page does not replace the statutory text. It separates the operative legal transaction into controls so that each subsection, proviso, exception and delegated instrument can be checked against the official India Code source before use.
2. Classify the worker, shift, establishment and State/Central sphere before applying hours or welfare conditions.
3. Classify the employee and sector before applying daily, weekly, spread-over, rest and night-work rules.
4. Map daily/weekly limits, spread-over, rest, consent, transport, security, leave and overtime requirements as applicable.
5. Configure rosters so ordinary hours, intervals, weekly rest and compensatory holidays are visible before deployment.
6. Configure roster, attendance and payroll controls so operational scheduling cannot bypass the statutory condition.
7. Authorise and calculate overtime under the Code on Wages and preserve the approval/payment trail.
8. Retain worker consent/communication, risk assessment, facility records, inspections and payment evidence.
9. Prevent overlapping shifts and prohibited double employment through declarations and attendance analytics.
10. Provide a complaint and correction route and test State variations, exemption conditions and consequences.

Applicable Central Rules immediately below the provision

Central Rule 64: Rule 64 — Working Hours

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 65: Rule 65 — Working hours of working journalist

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 66: Rule 66 — Holidays and leaves for sales promotion employees and working journalist

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Practical example

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

Controls and evidence

- Employer: assign owner, configure system and retain approval/payment proof.
- Employee/worker: retain contract, attendance, wage/benefit proof and communication.
- Professional: reconcile the Act, Rule, notification, form, limitation and State overlay.

Consequence, remedy and limitation

Identify the substantive default first, then separately map arrears or benefit, interest/damages, administrative penalty, prosecution, compounding, company/officer liability, forum, appeal and limitation. Do not infer a remedy from the heading alone.

Mapped Rules: Rule 64, Rule 65, Rule 66 | Official source: [section 25](#).

Section 26: Weekly and compensatory holidays

Current statutory text

26. Weekly and compensatory holidays.—(1) No worker shall be allowed to establishment for more than six days in any one week:

Provided that in any motor transport undertaking, an employer may, in order of a motor transport service, require a worker to work on any day of weekly holiday so arranged that the worker does not work for more than ten days in a year for a whole day intervening.

(2) The appropriate Government may, by notification, exempt such worker from the provisions of sub-section (1), subject to such conditions as may be prescribed.

(3) Where, as a result of the passing of an order or the making of a rule under the Code exempting an establishment or the workers therein from the provisions of the Code, a worker is deprived of any of the weekly holidays, the worker shall be allowed, within two months, if the holidays were due or within the two months immediately following that month, an equal number of holidays, so deprived.

Finin2min clause-by-clause decode

1. This page does not replace the statutory text. It separates the operative legal transaction into controls so that each subsection, proviso, exception and delegated instrument can be checked against the official India Code source before use.
2. Identify the covered establishment, worker category, appropriate Government and event date.
3. Classify the employee and sector before applying daily, weekly, spread-over, rest and night-work rules.
4. Convert each statutory condition and proviso into an assigned action with a clear deadline.
5. Configure rosters so ordinary hours, intervals, weekly rest and compensatory holidays are visible before deployment.
6. Map the enabling Rule, form, Schedule, authority and any sector-specific notification.
7. Authorise and calculate overtime under the Code on Wages and preserve the approval/payment trail.
8. Preserve the decision memo, worker communication, register, portal acknowledgement and payment or inspection evidence.
9. Prevent overlapping shifts and prohibited double employment through declarations and attendance analytics.
10. Record exceptions, non-compliance consequences, remedy, appeal forum and limitation period.

Applicable Central Rules immediately below the provision

Central Rule 67: Rule 67 — Weekly holiday

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 68: Rule 68 — Compensatory holidays

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Practical example

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

Controls and evidence

- Employer: assign owner, configure system and retain approval/payment proof.
- Employee/worker: retain contract, attendance, wage/benefit proof and communication.
- Professional: reconcile the Act, Rule, notification, form, limitation and State overlay.

Consequence, remedy and limitation

Identify the substantive default first, then separately map arrears or benefit, interest/damages, administrative penalty, prosecution, compounding, company/officer liability, forum, appeal and limitation. Do not infer a remedy from the heading alone.

Mapped Rules: Rule 67, Rule 68 | Official source: [section 26](#).

Section 27: Extra wages for overtime

Current statutory text

27. Extra wages for overtime.—There shall be paid wages at the rate of two-thirds in respect of overtime work, where a worker works in an establishment or class of establishments more than such hours of work in any day or in any week as may be prescribed by the appropriate Government, and the period of overtime work shall be calculated on a daily basis or weekly basis, whichever is more favourable to such worker:

Provided that a worker shall be required to work overtime by the employer only if such worker for such work:

Provided further that the appropriate Government may prescribe the total number of hours of overtime work which may be required to be worked by a worker in any day or in any week.

Finin2min clause-by-clause decode

1. This page does not replace the statutory text. It separates the operative legal transaction into controls so that each subsection, proviso, exception and delegated instrument can be checked against the official India Code source before use.

2. Identify the covered establishment, worker category, appropriate Government and event date.
3. Classify the employee and sector before applying daily, weekly, spread-over, rest and night-work rules.
4. Convert each statutory condition and proviso into an assigned action with a clear deadline.
5. Configure rosters so ordinary hours, intervals, weekly rest and compensatory holidays are visible before deployment.
6. Map the enabling Rule, form, Schedule, authority and any sector-specific notification.
7. Authorise and calculate overtime under the Code on Wages and preserve the approval/payment trail.
8. Preserve the decision memo, worker communication, register, portal acknowledgement and payment or inspection evidence.
9. Prevent overlapping shifts and prohibited double employment through declarations and attendance analytics.
10. Record exceptions, non-compliance consequences, remedy, appeal forum and limitation period.

Applicable Central Rules immediately below the provision

Central Rule 69: Rule 69 — Wages for overtime

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Practical example

A payroll team tests the employee category, wage period, notified rate, permitted exclusions and documentary proof before releasing payroll. It records the calculation, approval, bank output and wage slip so that every disputed limb can be reconstructed.

Controls and evidence

- Employer: assign owner, configure system and retain approval/payment proof.
- Employee/worker: retain contract, attendance, wage/benefit proof and communication.
- Professional: reconcile the Act, Rule, notification, form, limitation and State overlay.

Consequence, remedy and limitation

Identify the substantive default first, then separately map arrears or benefit, interest/damages, administrative penalty, prosecution, compounding, company/officer liability, forum, appeal and limitation. Do not infer a remedy from the heading alone.

Mapped Rules: Rule 69 | Official source: [section 27](#).

Section 28: Night shifts

Current statutory text

28. Night shifts.—Where a worker in an establishment works on a shift which begins after midnight,—

(a) for the purposes of section 26, a weekly holiday for a whole day or of twenty-four consecutive hours beginning when his shift ends;

(b) the following day for him shall be deemed to be the period of rest when such shift ends, and the hours he has worked after midnight shall be

Finin2min clause-by-clause decode

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2. Classify the worker, shift, establishment and State/Central sphere before applying hours or welfare conditions.
3. Classify the employee and sector before applying daily, weekly, spread-over, rest and night-work rules.
4. Map daily/weekly limits, spread-over, rest, consent, transport, security, leave and overtime requirements as applicable.
5. Configure rosters so ordinary hours, intervals, weekly rest and compensatory holidays are visible before deployment.
6. Configure roster, attendance and payroll controls so operational scheduling cannot bypass the statutory condition.
7. Authorise and calculate overtime under the Code on Wages and preserve the approval/payment trail.
8. Retain worker consent/communication, risk assessment, facility records, inspections and payment evidence.
9. Prevent overlapping shifts and prohibited double employment through declarations and attendance analytics.

10. Provide a complaint and correction route and test State variations, exemption conditions and consequences.

Applicable Central Rules immediately below the provision

Central Rule 64: Rule 64 — Working Hours

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 65: Rule 65 — Working hours of working journalist

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 66: Rule 66 — Holidays and leaves for sales promotion employees and working journalist

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 67: Rule 67 — Weekly holiday

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 68: Rule 68 — Compensatory holidays

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 69: Rule 69 — Wages for overtime

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 70: Rule 70 — Restriction on double employment in mines

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 71: Rule 71 — Notice of periods of work

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Practical example

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

Controls and evidence

- Employer: assign owner, configure system and retain approval/payment proof.
- Employee/worker: retain contract, attendance, wage/benefit proof and communication.
- Professional: reconcile the Act, Rule, notification, form, limitation and State overlay.

Consequence, remedy and limitation

Identify the substantive default first, then separately map arrears or benefit, interest/damages, administrative penalty, prosecution, compounding, company/officer liability, forum, appeal and limitation. Do not infer a remedy from the heading alone.

Mapped Rules: Rule 64, Rule 65, Rule 66, Rule 67, Rule 68, Rule 69, Rule 70, Rule 71
| Official source: [section 28](#).

Section 29: Prohibition of overlapping shifts

Current statutory text

29. Prohibition of overlapping shifts. – (1) The work shall not be carried means of a system of shifts so arranged that more than one relay of worker same kind at the same time.

(2) The appropriate Government or subject to the approval of the appro Inspector-cum-Facilitator, may, by written order and for the reasons speci conditions as may be deemed expedient, any establishment or class of estab or section of an establishment or any category or description of workers t sub-section (1):

Provided that the provisions of this sub-section shall not apply to min

Finin2min clause-by-clause decode

1. This page does not replace the statutory text. It separates the operative legal transaction into controls so that each subsection, proviso, exception and delegated instrument can be checked against the official India Code source before use.
2. Identify the covered establishment, worker category, appropriate Government and event date.
3. Identify the covered establishment, worker category, appropriate Government and sector-specific overlay.
4. Convert each statutory condition and proviso into an assigned action with a clear deadline.
5. Break the provision into trigger, actor, action, timing, evidence and consequence before configuring the process.
6. Map the enabling Rule, form, Schedule, authority and any sector-specific notification.
7. Read the corresponding Central Rule, prescribed form, Schedule and notified authority together.
8. Preserve the decision memo, worker communication, register, portal acknowledgement and payment or inspection evidence.
9. Create a named control owner and maker-checker evidence trail.
10. Record exceptions, non-compliance consequences, remedy, appeal forum and limitation period.

Applicable Central Rules immediately below the provision

Central Rule 64: Rule 64 — Working Hours

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 65: Rule 65 — Working hours of working journalist

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 66: Rule 66 — Holidays and leaves for sales promotion employees and working journalist

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 67: Rule 67 — Weekly holiday

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 68: Rule 68 — Compensatory holidays

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 69: Rule 69 — Wages for overtime

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 70: Rule 70 — Restriction on double employment in mines

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Central Rule 71: Rule 71 — Notice of periods of work

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Practical example

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

Controls and evidence

- Employer: assign owner, configure system and retain approval/payment proof.
- Employee/worker: retain contract, attendance, wage/benefit proof and communication.
- Professional: reconcile the Act, Rule, notification, form, limitation and State overlay.

Consequence, remedy and limitation

Identify the substantive default first, then separately map arrears or benefit, interest/damages, administrative penalty, prosecution, compounding, company/

officer liability, forum, appeal and limitation. Do not infer a remedy from the heading alone.

Mapped Rules: Rule 64, Rule 65, Rule 66, Rule 67, Rule 68, Rule 69, Rule 70, Rule 71
| Official source: [section 29](#).

Section 30: Restriction on double employment in factory and mine

Current statutory text

30. Restriction on double employment in factory and mine.—No worker shall be allowed to work in a mine or factory if he has already been working in an establishment within the preceding twelve hours, save in such circumstances as may be specified in the appropriate Government.

Finin2min clause-by-clause decode

1. This page does not replace the statutory text. It separates the operative legal transaction into controls so that each subsection, proviso, exception and delegated instrument can be checked against the official India Code source before use.
2. Confirm the sector definition, premises, process and statutory person in ultimate control.
3. Classify the employee and sector before applying daily, weekly, spread-over, rest and night-work rules.
4. Map the sector-specific registration, manager/agent/occupier appointment, technical standard and welfare duty.
5. Configure rosters so ordinary hours, intervals, weekly rest and compensatory holidays are visible before deployment.
6. Maintain shift, competence, medical, machinery, inspection and contractor records required for the activity.
7. Authorise and calculate overtime under the Code on Wages and preserve the approval/payment trail.
8. Integrate emergency, accident-reporting and worker-participation controls into site operations.
9. Prevent overlapping shifts and prohibited double employment through declarations and attendance analytics.
10. Test closure, prohibition, improvement direction, appeal and offence exposure against the current Rules and Schedules.

Applicable Central Rules immediately below the provision

Central Rule 70: Rule 70 — Restriction on double employment in mines

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Practical example

Following a workplace event, the incident controller first protects life and the site, then completes statutory reporting, evidence preservation, medical documentation, contractor allocation and root-cause action without waiting for a compensation dispute.

Controls and evidence

- Employer: assign owner, configure system and retain approval/payment proof.
- Employee/worker: retain contract, attendance, wage/benefit proof and communication.
- Professional: reconcile the Act, Rule, notification, form, limitation and State overlay.

Consequence, remedy and limitation

Identify the substantive default first, then separately map arrears or benefit, interest/damages, administrative penalty, prosecution, compounding, company/officer liability, forum, appeal and limitation. Do not infer a remedy from the heading alone.

Mapped Rules: Rule 70 | Official source: [section 30](#).

Section 31: Notice of periods of work

Current statutory text

31. Notice of periods of work.—(1) There shall be displayed and correctly establishment a notice of periods of work, showing clearly for every day t workers may be required to work in accordance with the provisions of this

(2) The form of notice required by sub-section (1), the manner of displ manner in which such notice shall be sent to the Inspector-cum-Facilitator prescribed by the appropriate Government.

(3) Any proposed change in the system of work in any establishment which in the notice referred to in sub-section (1) shall be intimated to the Inspector-cum change is made, and except with the previous sanction of the Inspector-cum shall be made until one week has elapsed since that last change.

Finin2min clause-by-clause decode

1. This page does not replace the statutory text. It separates the operative legal transaction into controls so that each subsection, proviso, exception and delegated instrument can be checked against the official India Code source before use.
2. Identify the covered establishment, worker category, appropriate Government and event date.
3. Classify the employee and sector before applying daily, weekly, spread-over, rest and night-work rules.
4. Convert each statutory condition and proviso into an assigned action with a clear deadline.
5. Configure rosters so ordinary hours, intervals, weekly rest and compensatory holidays are visible before deployment.
6. Map the enabling Rule, form, Schedule, authority and any sector-specific notification.
7. Authorise and calculate overtime under the Code on Wages and preserve the approval/payment trail.
8. Preserve the decision memo, worker communication, register, portal acknowledgement and payment or inspection evidence.
9. Prevent overlapping shifts and prohibited double employment through declarations and attendance analytics.
10. Record exceptions, non-compliance consequences, remedy, appeal forum and limitation period.

Applicable Central Rules immediately below the provision

Central Rule 71: Rule 71 — Notice of periods of work

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Practical example

A multi-location employer prepares a legal classification memo, identifies the appropriate Government, maps the operative provision and Rule, records the decision owner and retains the documents needed to prove compliance during inspection or litigation.

Controls and evidence

- Employer: assign owner, configure system and retain approval/payment proof.
- Employee/worker: retain contract, attendance, wage/benefit proof and communication.
- Professional: reconcile the Act, Rule, notification, form, limitation and State overlay.

Consequence, remedy and limitation

Identify the substantive default first, then separately map arrears or benefit, interest/damages, administrative penalty, prosecution, compounding, company/officer liability, forum, appeal and limitation. Do not infer a remedy from the heading alone.

Mapped Rules: Rule 71 | Official source: [section 31](#).

Section 32: Annual leave with wages, etc.

Current statutory text

32. Annual leave with wages, etc.—(1) Every worker employed in an establishment shall be entitled to leave in a calendar year with wages subject to the following conditions:

- (i) that he has worked one hundred and eighty days or more in such calendar year;
- (ii) that he shall be entitled for one-day leave for every twenty days of his work, and in case of worker employed for less than twenty days, at the rate of one day for every fifteen days of his work, in such calendar year;
- (iii) any period of layoff, maternity leave or annual leave available in such calendar year shall be counted for calculating the period of one hundred and eighty days specified in clause (i), but he shall not earn leave for the period so counted;
- (iv) any holidays falling between the leave availed by such worker (including a prefixed or suffixed holiday) shall be excluded from the period of leave so availed;
- (v) in case of such worker whose service commences otherwise than on 1st January, he shall be entitled to leave with wages at the rate specified in clause (ii) for the period of the total number of days in the remainder of the calendar year;
- (vi) in case such worker is discharged or dismissed from service or becomes superannuated or dies while in service, during the course of the calendar year, or his nominee, shall be entitled to wages in lieu of the quantum of leave to which he is entitled immediately before his discharge, dismissal, quitting of employment or death, as calculated as specified in preceding clauses, even if such worker has not completed the period under this sub-section making such worker eligible to avail such leave.

be made—

(a) where such worker is discharged or dismissed or quits employment, the second working day from the date of such discharge, dismissal or quitting;

(b) where such worker is superannuated or dies while in service, the months from the date of such superannuation or death;

(vii) if such worker does not in any one calendar year take the whole or any part of the leave to which he is entitled under this sub-section and the rules made thereunder, then, any leave not taken shall be carried forward to the leave to be allowed to him in the succeeding calendar year so that the total leave to be allowed to him shall not exceed thirty days;

(a) the total number of days of leave that may be carried forward shall not exceed thirty days; and

(b) such worker, who has applied for leave with wages but has not been granted the same in accordance with this sub-section and the rules made thereunder shall not be entitled to the leave refused without any limit;

(viii) without prejudice to clause (vi) such worker shall be entitled to the leave at the end of calendar year;

(ix) such worker shall be entitled, where his total number of leave exceeds the limit specified in sub-clause (a) of clause (vii), to encash such exceeded leave.

(2) The appropriate Government may, by notification, extend the provisions of this section to any other establishment except railway establishment.

(3) The provisions of sub-section (1) shall not operate to the prejudice of any person employed in a mine who may be entitled under any other law or under the terms of his contract of service:

Provided that if such award, agreement or contract of service, provides for leave with wages higher than that provided in sub-section (1), the quantum of leave, which a person is entitled to, shall be in accordance with such award, agreement or contract of service, but shall not be regulated in accordance with the provisions of sub-section (1) with respect to the quantum of leave under such award, agreement or contract of service:

Provided further that where the Central Government is satisfied that the persons employed in any mine provide benefits which in its opinion are not provided for in sub-section (1) it may, by order in writing and subject to the conditions specified therein exempt the mine from all or any of the provisions of sub-section (1):

CHAPTER VIII

MAINTENANCE OF REGISTERS, RECORDS AND RETURNS

Finin2min clause-by-clause decode

1. This page does not replace the statutory text. It separates the operative legal transaction into controls so that each subsection, proviso, exception and delegated instrument can be checked against the official India Code source before use.
2. Classify the worker, shift, establishment and State/Central sphere before applying hours or welfare conditions.
3. Classify the employee and sector before applying daily, weekly, spread-over, rest and night-work rules.
4. Map daily/weekly limits, spread-over, rest, consent, transport, security, leave and overtime requirements as applicable.
5. Configure rosters so ordinary hours, intervals, weekly rest and compensatory holidays are visible before deployment.
6. Configure roster, attendance and payroll controls so operational scheduling cannot bypass the statutory condition.
7. Authorise and calculate overtime under the Code on Wages and preserve the approval/payment trail.
8. Retain worker consent/communication, risk assessment, facility records, inspections and payment evidence.
9. Prevent overlapping shifts and prohibited double employment through declarations and attendance analytics.
10. Provide a complaint and correction route and test State variations, exemption conditions and consequences.

Applicable Central Rules immediately below the provision

Central Rule 76: Rule 76 — Register of leave with wages

Rule mapping is retained; read the official 2026 Gazette for the exact sub-rule text and forms.

Practical example

A payroll team tests the employee category, wage period, notified rate, permitted exclusions and documentary proof before releasing payroll. It records the calculation, approval, bank output and wage slip so that every disputed limb can be reconstructed.

Controls and evidence

- Employer: assign owner, configure system and retain approval/payment proof.

- Employee/worker: retain contract, attendance, wage/benefit proof and communication.
- Professional: reconcile the Act, Rule, notification, form, limitation and State overlay.

Consequence, remedy and limitation

Identify the substantive default first, then separately map arrears or benefit, interest/damages, administrative penalty, prosecution, compounding, company/officer liability, forum, appeal and limitation. Do not infer a remedy from the heading alone.

Mapped Rules: Rule 76 | Official source: [section 32](#).

Rules, forms, registers, portals and due dates

Rule Subject	Text/control status
64 Rule 64 — Working Hours	Source-controlled mapping
65 Rule 65 — Working hours of working journalist	Source-controlled mapping
66 Rule 66 — Holidays and leaves for sales promotion employees and working journalist	Source-controlled mapping
67 Rule 67 — Weekly holiday	Source-controlled mapping
68 Rule 68 — Compensatory holidays	Source-controlled mapping
69 Rule 69 — Wages for overtime	Source-controlled mapping
70 Rule 70 — Restriction on double employment in mines	Source-controlled mapping
71 Rule 71 — Notice of periods of work	Source-controlled mapping
76 Rule 76 — Register of leave with wages	Source-controlled mapping

Forms and registers must be confirmed from the appended 2026 Central Rules and the live portal applicable to the appropriate Government. A form is not treated as current merely because an earlier law used the same number.

Notifications and effective-date history

Control	Required action
Enactment	Record Act number, assent and Gazette publication.
Commencement	Use the provision-specific commencement notification; the four Codes became broadly operative from 21 November 2025 subject to earlier partial commencement and corrigenda.
Central Rules	Read the applicable 2026 Central Rules from their Gazette date and verify subsequent amendments.
State instrument	Check final State Rules, authority notifications, forms and rates where the State is appropriate Government.

Old-law/new-Code concordance

Predecessor law	Transition control
Factories Act, 1948	Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.
Plantations Labour Act, 1951	Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.
Mines Act, 1952	Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.
Working Journalists laws	Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.
Motor Transport Workers Act, 1961	Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.
Beedi and Cigar Workers Act, 1966	Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.
Contract Labour Act, 1970	Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.
Inter-State Migrant Workmen Act, 1979	Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.
Cine-Workers Act, 1981	

Predecessor law

Dock Workers Act, 1986

BOCW Act, 1996

Transition control

Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.

Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.

Classify the event date, accrued right, saved Rule/ notification and pending proceeding before moving to the Code.

Practical calculations and control file

Calculation sequence

1. Freeze the employee/worker population and event date.
2. Apply the statutory wage/benefit base and notified threshold.
3. Reconcile attendance, service, payroll and contractor records.
4. Calculate principal amount, interest/damages and any statutory compensation separately.
5. Obtain legal/payroll approval and retain the versioned worksheet.

Three-owner sign-off

- **Employer/HR:** facts, classification, communication and workflow.
- **Employee/worker:** notice, records, nomination/claim and acknowledgement.
- **Professional:** source, formula, forum, limitation and evidence reconciliation.

Binding and highly relevant case-law principles

Older cases are included for principles only. Their continued application must be tested against the current Code wording, repeal-and-savings clause and later judgments.

Decision

Consumer Education and Research Centre v. Union of India

J.K. Industries Ltd. v. Chief Inspector of Factories

Principle and present-use caution

Worker health and safety are connected with dignity and life; statutory standards should be treated as minimum controls.

Responsibility attaches to the statutory person in control; internal delegation does not erase legal accountability.

Decision

Vellore Citizens Welfare Forum v. Union of India

Gammon India Ltd. v. Union of India

Principle and present-use caution

Preventive and precautionary controls are relevant where industrial risk affects workers and surrounding communities.

Construction-worker welfare and cess legislation is beneficial and must be applied consistently with the charging and machinery provisions.

State-law variation alerts

- Confirm whether the Central or State Government is the appropriate Government.
- Central Rules do not automatically displace valid State Rules, rates, registers, authorities or portal procedures.
- Minimum-wage rates, holidays, working-hours permissions, licences and local welfare obligations require State-specific verification.
- Record Gazette number, effective date and supersession status in the location compliance register.

Practical transaction application

Apply the chapter to site acquisition, factory/establishment registration, contractor mobilisation, licence conditions, migrant-worker deployment, construction, hazardous process, working hours, welfare, accident response and shutdown planning.

Authority, consent and execution controls

Identify the employer, occupier, manager, principal employer, contractor, safety officer, medical officer and authorised signatory. Verify licences, appointments, delegations and government approvals before mobilisation; contract allocation does not extinguish statutory responsibility.

Stamp duty and registration alerts

Licences and statutory registrations are distinct from stamping/registration of leases, construction contracts, contractor agreements, security instruments and land documents. Check State stamp and registration law for the underlying transaction while separately completing labour-law approvals.

Evidence and document-retention checklist

Retain the operative law/rule version, classification note, approvals, signed instruments, statutory forms, portal acknowledgements, registers, calculations, bank proof, correspondence, inspection records, service proof, decision and appeal file. Apply the longer of the statutory retention rule, litigation hold, tax/audit need and contractual requirement; restrict access to personal and sensitive data.

Performance, delivery and payment controls

Use pre-mobilisation gates for registration, licence, competency, medical fitness, training, PPE, welfare and emergency readiness. Link contractor invoices to attendance, wage payment, contribution proof, safety records and incident closure.

Breach, loss, mitigation and remedy framework

On detecting a breach, stop continuing exposure, preserve evidence, quantify employee and government dues, identify affected persons, make lawful corrective payment/filing, notify the authorised decision-maker, assess self-disclosure or compounding where available, and reserve contractual recovery against responsible vendors without delaying statutory remediation.

Limitation and forum controls

Route inspection, licence, prohibition, penalty and appeal matters to the prescribed authority and court. Preserve inspection records, sampling chain, accident evidence, notices and appeal clocks; contractual dispute forums do not displace regulatory action.

Arbitration and mediation interface

Arbitration or mediation may resolve employer-contractor allocation and indemnity disputes, but cannot bind inspectors, waive safety duties, suppress accident reporting or replace statutory prosecution/appeal channels.

Company, partnership, GST and tax overlays

For a company, align board/delegation and officer-in-default controls; for an LLP or partnership, identify the designated partner/partner and authorised employer representative. Labour dues can affect transaction price, indemnities, director/

partner exposure and insolvency claims. Salary/TDS, perquisite, contractor TDS, GST on outsourced services and accounting provisions must be reconciled without treating tax treatment as proof of labour-law classification.

Finin2min Q&A

Which law and version should be applied?

Use the current text of OSHWC Code, 2020, the commencement notification, the applicable Central or State Rules and any later instrument effective on the event date.

How is the appropriate Government identified?

Classify ownership/control, sector, establishment and contractor relationship before selecting the Central or State authority.

Can a company policy override the statutory protection?

No. A policy may improve a benefit or control, but it cannot contract out of a mandatory statutory floor.

What evidence should be retained?

Retain the classification memo, source instrument, form/portal record, calculation, approval, employee communication, acknowledgement and payment or authority proof.

Do the Central Rules apply to every establishment?

No. They govern the Central sphere. State Rules and State notifications must be checked where the State is the appropriate Government.

How should a historical event be tested?

Apply the law and subordinate instrument effective on the event date, then use the repeal-and-savings provision for pending rights and proceedings.

What happens when portal practice conflicts with the statute?

Record the conflict, follow the higher legal instrument, seek authority clarification where necessary and preserve screenshots and correspondence.

Can criminal and monetary consequences arise together?

They may. Separate wages/benefits, interest, damages, civil penalty, prosecution, compounding and director/officer liability.

Is a contractor arrangement enough to shift liability?

No. Principal-employer and contractor liabilities depend on the specific provision and facts; the contract should allocate evidence and recovery without diluting worker rights.

What is the first professional review step?

Freeze the event date and facts, identify the applicable provision, then map Rules, forms, notification status, authority, limitation and evidence.

What is the operational focus of section 25 - Daily and weekly working hours, leave, etc.?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 26 - Weekly and compensatory holidays?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 27 - Extra wages for overtime?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 28 - Night shifts?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 29 - Prohibition of overlapping shifts?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 30 - Restriction on double employment in factory and mine?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 31 - Notice of periods of work?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

What is the operational focus of section 32 - Annual leave with wages, etc.?

The section must be decomposed into actor, trigger, threshold, procedure, exception, consequence and evidence. Read the full official text and the mapped Rules before applying the Finin2min control summary.

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