



GV LAW CHAMBER
LLP

Haryana Labour Compliance

Statutory Forms Library · 2026 Edition

A CLIENT DELIVERABLE

A reference companion to the Haryana Labour Compliance Checklist 2026



— HOW TO USE THIS DOCUMENT

Every statutory form, *in one place.*

This document is a structured reference to the principal statutory forms an industrial or commercial employer in Haryana is required to maintain or file. It is intended as a companion to our *Haryana Labour Compliance Checklist 2026*.

For each form we have set out three things — the official designation, what the form is for, and the frequency at which it must be maintained or filed. At the end of each section, we have identified the authoritative source from which the latest prescribed version of the form can be downloaded.

A note on forms, formats, and authority

Statutory forms are issued and periodically revised by the central or state government. The prescribed format of any form is the one notified by the relevant authority — not any template circulated in private compilations. We therefore strongly recommend that any form used for actual statutory filing be downloaded directly from the official source listed at the end of each section. This document is a roadmap; the authoritative source is always the gazetted version.

How the form numbering works

Each Act has its own series of forms, beginning at Form 1 (or Form A). Numbering does not cross between Acts — *Form 22 under the Factories Act* is unrelated to *Form 22 under the Code on Wages Rules*. We have therefore organised this Library by parent Act.

Sections in this Library

1. Factories Act, 1948 — Haryana Factories Rules
2. Punjab Shops & Commercial Establishments Act, 1958 (as adopted by Haryana)
3. Contract Labour (Regulation & Abolition) Act, 1970
4. Employees Provident Funds & Miscellaneous Provisions Act, 1952
5. Employees State Insurance Act, 1948
6. Payment of Wages, Minimum Wages & Bonus — Wage Code, 2019
7. Payment of Gratuity Act, 1972
8. Punjab Labour Welfare Fund Act, 1965 (Haryana LWF)
9. Maternity Benefit Act, 1961
10. Industrial Disputes Act & Standing Orders Act
11. Sexual Harassment of Women at Workplace (POSH) Act, 2013



— SECTION 1

Factories Act, 1948

Applies to every factory in Haryana employing 10 or more workers with power, or 20 or more without power. Administered by the Chief Inspector of Factories, Haryana. Forms are prescribed under the Haryana Factories Rules, 1952.

| Form | Purpose / Description | When / Frequency |
|----------------|--|---|
| Form 1 | Application for approval of factory site and building plan | Pre-commencement One-time |
| Form 2 | Application for registration and grant or renewal of factory licence | Notice of occupation One-time |
| Form 3 | Form of licence | Issued by the inspector |
| Form 3A | Application for amendment of licence | When manager changes As required |
| Form 4 | Application for renewal of factory licence | Before expiry of licence Annual |
| Form 11 | Register of compensatory holidays | Maintained at the factory Continuous |
| Form 14 | Register of leave with wages | Maintained at the factory Continuous |
| Form 15 | Leave with wages book (per worker) | Issued to each worker Continuous |
| Form 17 | Notice of period of work for adult workers | Displayed at workplace Continuous |
| Form 21 | Half-yearly return | Filed with Chief Inspector 15 Jul / 15 Jan |



| | | |
|----------------|---|--|
| Form 22 | Annual return | Filed with Chief Inspector 31 January |
| Form 25 | Muster Roll | Daily attendance register Continuous |
| Form 26 | Notice of accident causing death or disablement | On occurrence As required |

Official source

Labour Department, Haryana — e-Governance portal: hrylabour.gov.in

Factory licence applications, renewals, returns and form templates are accessed through this portal. The latest gazetted forms are available there.



— SECTION 2

Punjab Shops & Commercial Establishments Act, 1958

Adopted by Haryana from Punjab. Applies to all shops and commercial establishments — including offices, retail outlets, restaurants, hotels, hospitals, and similar non-factory establishments. Registration is mandatory within 30 days of commencement of business. Administered by the Labour Inspector / Labour Officer of the area.

| Form | Purpose / Description | When / Frequency |
|---------------|---|--|
| Form A | Application for registration of establishment | Within 30 days of commencement One-time |
| Form B | Registration certificate | Issued by the authority |
| Form C | Application for renewal of registration | Before expiry of certificate Periodic |
| Form D | Notice of closure of establishment | Within 15 days of closure As required |
| Form E | Register of employment (per worker) | Maintained at workplace Continuous |
| Form F | Register of wages | Maintained at workplace Continuous |
| Form G | Register of leave | Maintained at workplace Continuous |
| Form H | Visit book / Inspection book | Maintained at workplace Continuous |
| Form J | Notice of working hours | Displayed at workplace Continuous |

Official source



Labour Department, Haryana — e-Governance portal: hrylabour.gov.in/shop

Shop and establishment registration is now fully online. Renewal applications, employer logins, and form templates are all accessed through this portal.

— SECTION 3

Contract Labour (Regulation & Abolition) Act, 1970

Applies to every establishment and every contractor engaging 50 or more contract workmen (threshold raised from 20 under the new Code). Principal employer must register; contractor must obtain a licence. Both maintain separate registers and file returns.

| Form | Purpose / Description | When / Frequency |
|------------------|--|---|
| Form I | Application for registration of principal employer | Pre-engagement of contract workers One-time |
| Form II | Certificate of registration (issued) | Granted by Registering Officer |
| Form IV | Application for contractor licence | Pre-commencement One-time |
| Form V | Form of certificate by principal employer | For contractor licence application As required |
| Form VI | Licence (issued to contractor) | Granted by Licensing Officer |
| Form VII | Application for renewal of contractor licence | Before expiry Annual |
| Form XI | Register of contractors (by principal employer) | Maintained continuously Continuous |
| Form XII | Register of workmen employed by contractor | Maintained continuously Continuous |
| Form XIII | Muster roll for contract workers | Daily attendance Continuous |
| Form XVI | Register of wages (contract workers) | Maintained continuously Continuous |



| | | |
|-------------------|---|--|
| Form XVII | Register of deductions for damage or loss | Maintained continuously Continuous |
| Form XVIII | Register of fines | Maintained continuously Continuous |
| Form XIX | Register of advances | Maintained continuously Continuous |
| Form XX | Register of overtime | Maintained continuously Continuous |
| Form XXIV | Return by contractor (half-yearly) | Filed by contractor 15 Jul / 15 Jan |
| Form XXV | Annual return by principal employer | Filed with Registering Officer 15 February |

Official source

Labour Department, Haryana — Contract Labour Section: hrylabour.gov.in/contract

All registrations, licences and returns under CLRA are processed online through this portal.



— SECTION 4

Employees Provident Funds Act, 1952

Applies to every establishment employing 20 or more persons. Administered by the Employees Provident Fund Organisation (EPFO). Most operational forms are now filed electronically through the EPFO Unified Portal.

| Form | Purpose / Description | When / Frequency |
|-----------------|---|---|
| Form 5A | Particulars of ownership / management | Within 15 days of any change As required |
| Form 11 | Self-declaration by employee on first appointment | On joining Per employee |
| Form 2 | Nomination form (declaration by employee) | On joining and on changes Per employee |
| Form 13 | Transfer of PF account | On change of employment As required |
| Form 19 | Claim for final PF settlement | On retirement / separation As required |
| Form 10C | Withdrawal benefit / scheme certificate (pension) | On separation As required |
| Form 10D | Pension claim | On retirement As required |
| Form 31 | PF advance / partial withdrawal | As permitted As required |
| ECR | Electronic Challan-cum-Return (consolidated) | Monthly contribution + member details Monthly · 15th |



| | | |
|-----------------|--|------------------------------------|
| Form 12A | Statement of monthly contribution | Now subsumed within ECR Monthly |
| Form 3A | Annual statement of contributions (per member) | Now subsumed within ECR Annual |
| Form 6A | Consolidated annual return of contributions | Now subsumed within ECR Annual |

Official source**EPFO Unified Member Portal:** unifiedportal-emp.epfindia.gov.in**EPFO Forms Page:** epfindia.gov.in/site_en/Forms.php

All ECR uploads, member registrations, and claim forms are processed through the EPFO portal. PF establishment registration is also done through the **Shram Suvidha Portal:** shramsuvudha.gov.in

— SECTION 5

Employees State Insurance Act, 1948

Applies to factories with 10 or more workers and shops/establishments with 10 or more workers (area-notified). Wage ceiling for ESIC coverage: Rs. 21,000/month (Rs. 25,000 for persons with disabilities). All Haryana minimum-wage workers fall below this ceiling and are mandatorily covered. Administered by the Employees State Insurance Corporation (ESIC).

| Form | Purpose / Description | When / Frequency |
|-----------------|---|--|
| Form 01 | Employer registration form | Pre-commencement One-time |
| Form 01A | Form of annual information | Annual update Annual |
| Form 1 | Declaration form (by insured person) | On enrolment Per employee |
| Form 1A | Family declaration | On enrolment and updates Per employee |
| Form 3 | Return of declarations | Submitted with contribution Monthly |
| Form 5 | Return of contributions | Now filed electronically Half-yearly |
| Form 6 | Register of employees | Maintained continuously Continuous |
| Form 7 | Register of accidents | Maintained at workplace Continuous |
| Form 9 | Claim for sickness or temporary disablement benefit | On occurrence As required |
| Form 12 | Accident report | Within 24 hours of accident As required |



| | | |
|----------------|---|--------------------------------|
| Form 14 | Claim for permanent disablement benefit | On occurrence As required |
| Form 15 | Claim for dependants benefit | On worker death As required |
| Form 22 | Funeral expenses claim | On worker death As required |
| Form 23 | Life certificate (for benefit recipients) | Periodic Annual |

Official source**ESIC Employer Portal:** esic.gov.in**Haryana ESIC Forms Page:** hryesi.gov.in/forms

Contributions, employer returns, and claim forms are processed through the ESIC portal.

— SECTION 6

Code on Wages, 2019 — Wage, Minimum Wage & Bonus Forms

The Code on Wages, 2019 (notified into force 21 November 2025) consolidates the Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act, and Equal Remuneration Act. Operational detail is being settled through state rules. Until full state notification, several legacy forms under the older Acts remain in operational use. Below are the principal forms.

| Form | Purpose / Description | When / Frequency |
|-------------------------------|---|--|
| Wage Register | Particulars of wages paid to each worker | Maintained at workplace Continuous |
| Wage Slip | Individual pay slip | Issued with each wage payment Monthly |
| Muster Roll | Daily attendance and overtime record | Maintained at workplace Continuous |
| Register of Fines | Particulars of fines imposed | Maintained continuously Continuous |
| Register of Deductions | Particulars of deductions for damage/loss | Maintained continuously Continuous |
| Register of Advances | Particulars of advances given | Maintained continuously Continuous |
| Form A (Bonus) | Computation of allocable surplus | Annual Annual |
| Form B (Bonus) | Set-on and set-off of allocable surplus | Annual Annual |
| Form C (Bonus) | Bonus due and paid to each employee | Annual Annual |



Form D Annual return of bonus paid
(Bonus)

Filed with Labour
Inspector
30 December

Official source

Ministry of Labour & Employment: labour.gov.in

Haryana Labour Department: hrylabour.gov.in

The Code on Wages (Central) Rules, 2020 prescribe the consolidated forms. State-specific variations under the Haryana Wages Rules should be obtained directly from the Labour Department.

— SECTION 7

Payment of Gratuity Act, 1972

Applies to every establishment with 10 or more employees. Eligibility is generally 5 years of continuous service — reduced to **1 year** for fixed-term employees under the new Social Security Code. Maximum gratuity payable: Rs. 20 lakh.

| Form | Purpose / Description | When / Frequency |
|---------------|--------------------------------------|---|
| Form A | Notice of opening (by employer) | Within 30 days of becoming applicable One-time |
| Form B | Notice of change | On any change As required |
| Form C | Notice of closure | On closure of establishment As required |
| Form F | Nomination by employee | On completion of one year Per employee |
| Form G | Fresh nomination | On change in family status Per employee |
| Form H | Modification of nomination | When required Per employee |
| Form I | Application for gratuity by employee | Within 30 days of separation As required |
| Form J | Application by nominee for gratuity | On employee death As required |
| Form K | Application by legal heir | On employee death As required |



| | | |
|---------------|--|---|
| Form L | Notice for payment of gratuity by employer | Within 15 days of receipt of claim As required |
| Form M | Notice rejecting claim for gratuity | When claim is contested As required |
| Form N | Application to Controlling Authority for direction | When dispute arises As required |
| Form U | Abstract of the Act and Rules | Displayed at workplace Continuous |

Official source

Office of the Controlling Authority under the Payment of Gratuity Act, Haryana. Form templates are available through the Labour Department, Haryana: hrylabour.gov.in and the Ministry of Labour & Employment portal: labour.gov.in

— SECTION 8

Punjab Labour Welfare Fund Act, 1965 (Haryana LWF)

Adopted by Haryana from Punjab. Contribution: Rs. 31 (employee) + Rs. 62 (employer) per worker per month — verify current rates with Haryana Labour Welfare Board before remittance. Administered by the Haryana Labour Welfare Board.

| Form | Purpose / Description | When / Frequency |
|-----------------------------|--|---|
| Form A | Employer registration with Welfare Board | On becoming applicable One-time |
| Form B | Monthly statement of contribution | Filed with monthly remittance Monthly · 23rd |
| Form C | Register of employees and contributions | Maintained continuously Continuous |
| Form D | Annual return of contributions | Filed with Welfare Board Annual |
| Welfare Scheme Forms | Employee benefit applications — education, marriage, medical, scholarships | As required by worker Per benefit |

Official source

Haryana Labour Welfare Board — through the Labour Department portal: hrylabour.gov.in. Welfare scheme application forms are also available at hrylwb.gov.in

— SECTION 9

Maternity Benefit Act, 1961

Applies to every establishment with 10 or more employees. Provides 26 weeks paid maternity leave for women workers, and mandates creche facilities for establishments with 50 or more employees.

| Form | Purpose / Description | When / Frequency |
|---------------|---|--|
| Form A | Notice of confinement / claim for maternity benefit | Submitted by woman worker As required |
| Form B | Notice of payment of maternity benefit | By employer As required |
| Form K | Application for medical bonus | By worker As required |
| Form L | Register of maternity benefit | Maintained continuously Continuous |
| Form M | Muster roll of women workers | Maintained continuously Continuous |
| Form N | Annual return | Filed with Inspector 21 January |
| Form O | Receipt of payment of maternity benefit | On payment As required |

Official source

Labour Department, Haryana: hrylabour.gov.in. Maternity benefits for ESIC-covered women are paid through **ESIC:** esic.gov.in

— SECTION 10

Industrial Disputes Act & Standing Orders

Industrial Disputes Act (and the new Industrial Relations Code, 2020) governs lay-off, retrenchment, closure, and dispute resolution. Standing Orders Act applies to industrial establishments with 100+ workers (raised to

300+ under the IR Code).

| Form | Purpose / Description | When / Frequency |
|----------------------------------|--|---|
| Form Q-1 / Q-2 | Notice of strike or lock-out | Min 14 days advance notice As required |
| Form QA | Application for permission for lay-off (100+ workers) | Pre-action As required |
| Form QB | Application for permission for retrenchment (100+ workers) | Pre-action As required |
| Form QC | Application for permission for closure (100+ workers) | Pre-action As required |
| Form O | Notice of retrenchment under Section 25F | 3 months notice or pay in lieu As required |
| Form P | Notice of change in service conditions (Section 9A) | 21 days advance notice As required |
| Standing Orders — Form I | Draft standing orders for certification | Within 6 months One-time |
| Standing Orders — Form II | Notice of modification | When required As required |

Official source

Office of the Labour Commissioner, Haryana — hrylabour.gov.in. Industrial Tribunal-cum-Labour Courts in Haryana: Faridabad (3), Gurgaon (2), Rohtak, Hisar, Panipat, Ambala.

— SECTION 11

Sexual Harassment of Women at Workplace (POSH) Act, 2013

Applies to every employer with 10 or more workers, irrespective of sector. Mandates the constitution of an Internal Complaints Committee (ICC), display of provisions, sensitisation, and annual reporting. Frequently overlooked — a critical compliance gap.

| Form | Purpose / Description | When / Frequency |
|-------------------------------|---|--|
| ICC Constitution Order | Internal Complaints Committee composition | On becoming applicable One-time |
| Complaint Form | Written complaint by aggrieved woman | Within 3 months of incident As required |
| Inquiry Report | ICC report on inquiry findings | Within 90 days of complaint As required |
| Annual Report | Annual report to District Officer | To be filed annually Annual |
| Display Notice | Statement of policy on workplace | Continuous display Continuous |

Official source

Ministry of Women & Child Development: wcd.nic.in

SHe-Box (online complaint portal): shebox.wcd.gov.in

Forms and rule templates under POSH are not prescribed in a centralised form library; the Act and Rules themselves prescribe the structural requirements. We typically draft establishment-specific ICC orders, complaint mechanisms, and annual report templates for clients.



— ACCESSING THE FORMS

Where to find each form, *authoritatively*.

The latest prescribed version of every form listed in this document can be obtained from one of the following authoritative sources. We strongly recommend downloading from the official source for any actual statutory filing.

| Source | Forms Covered | URL |
|--|---|--|
| Labour Department, Haryana | Factories, Shops, Contract Labour, LWF, Wages, ID Act | hrylabour.gov.in |
| Shram Suvidha (Unified Portal) | EPF & ESIC registration; consolidated returns | shramsuvudha.gov.in |
| EPFO Unified Member Portal | PF compliance, ECR, member services | unifiedportal-emp.epfindia.gov.in |
| EPFO Main Site | PF forms reference page | epfindia.gov.in |
| ESIC Employer Portal | ESIC contributions, returns, employer services | esic.gov.in |
| Ministry of Labour and Employment | Central acts, gazette notifications | labour.gov.in |
| SHe-Box | POSH Act complaint mechanism | shebox.wcd.gov.in |
| Haryana Labour Welfare Board | LWF welfare schemes | hrylwb.gov.in |

— ENGAGE COUNSEL

Complex matters, *resolved precisely*.

GV Law Chamber LLP advises industrial and commercial enterprises across India on labour compliance, statutory filings, regulatory clearances, and the litigation that occasionally follows. We routinely prepare returns, maintain registers, and represent clients before the Labour Commissioner, Industrial Tribunals, and the courts. For assistance with any form in this Library, the first consultation is confidential and without obligation.

Telephone +91 76009 01700

Correspondence Info@gvlawchamber.com

Chamber Office No. 112, 2nd Floor, SS Omnia Mall, Sector 86, Gurugram, Haryana 122004

Online gvlawchamber.com



Disclaimer

This document is a reference compendium prepared for the convenience of clients and contacts of GV Law Chamber LLP. It is not legal advice and should not be relied upon as such. Form designations, numbers, and prescribed formats are subject to change through amendment, notification, or the operational rollout of the four labour codes. The authoritative version of any form is the one prescribed and published by the relevant Government authority. For advice on a specific matter, please engage counsel formally.

Bar Council of India rules permit lawyers to provide objective and educational information about the law. This document is published in that spirit and not for solicitation of work.