GOVERNMENT OF INDIA/ (भारत सरकार)
MINISTRY OF RAILWAYS/ (रेल मंत्रालय)
RAILWAY BOARD/ (रेलवे बोर्ड)

No.2026/E(LL)/AT/CNR/5 **Dated: 11.05.2026**

The General Managers,
All Zonal Railways, Production Units,
Metro Railway/Kolkata,
CORE/Prayagraj, RWP/Bela, WPO/Patna,
The Director General, RDSO, Lucknow,
The Director General, NAIR, Vadodara.
The CMDs, Railway PSUs, MD CRIS
Vice Chairman, RLDA, **Director**, All CTIs

Subject: Strict Implementation of Labour Law Provisions for Employees and Contract Labour in all units under Ministry of Railways.

Sir/Madam,

Government of India has introduced major labour reforms and has on 21.11.2025 notified new Labour Codes which have become effective from the date of notification. It is imperative to ensure full compliance with statutory labour law provisions in respect of employees and contract labour engaged across Railways and Railway PSUs. The following key areas require immediate attention and strict implementation:

1. **Timely Payment of Wages**

All contractors must ensure disbursement of wages within the prescribed time limits without any delay. Monitoring mechanisms may be strengthened to prevent instances of wage withholding or irregular deductions. The time limits for payment of wages for different wage periods as per Code on Wages 2019 for all workers and contract workers is as under.

Wages 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

2. **Issuance of Appointment Letters**

Every employee and contract worker should be provided with a formal appointment letter clearly outlining terms and conditions of employment. This promotes transparency and safeguards the rights of workers and this should be ensured by all principal employers as mandated by The Occupational Safety, Health and Working Conditions Code, 2020. A proforma of the appointment letter is enclosed as **Annexure I.**

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Date: 2026.11.23 17:26:44 IST
Reason: IREPS-CRIS
Location: New Delhi

3. **Issuance of Wage Slips**

To ensure accountability and clarity in wage disbursement, wage slips must be issued to all employees and contract labour at the time of wage payment, detailing earnings, deductions, and net payable amount as per Code on Wages, 2019. A proforma Wage Slip is enclosed as **Annexure II**. In case appointment letter and wage slips are being issued with fields mentioned in the above indicated formats, the same may be continued to be used.

4. **Provision of Welfare Facilities by Principal Employer**

The Occupational Safety, Health and Working Conditions Code, 2020 mandates that the principal employer must ensure that statutory welfare facilities such as drinking water, sanitation, rest areas, creche and first aid are adequately provided to all contract labourers at the worksites. The same should be ensured and regular inspections should be conducted to ensure compliance.

5. **Grievance Redressal Mechanism for Contract Labour**

A structured grievance redressal system must be established for contract workers. A committee consisting of representatives of principal employers and contractors may be constituted at appropriate levels to address complaints promptly and ensure fair resolution within a period of 30 days.

All concerned are advised to take necessary steps to ensure strict adherence to the above provisions. Compliance should be reviewed periodically, and any deviations must be addressed without delay. Ministry of Labour and Employment has launched **e-SHRAM Portal**, a national database for unorganized workers. All principal employers are required to ensure that the e-SHRAM Portal and the Shramik Kalyan Portal are updated at all times. Railways/Units are requested to nominate a Nodal Officer for monitoring the implementation of the Labour Codes and to furnish update on action taken in this matter, not later than 29.05.2026.

Aruna Nayar
Director General(HR)
Railway Board

Copy for information and necessary action:-
All Board Members, DGs,
Secretary, Railway Board

Annexure-I

Letter of appointment to employee under clause (f) of sub-section (1) of Section 6 of Occupational Safety, Health and Working Conditions (OSH &WC) Code, 2020

(To be issued in English or Hindi and in local language)

Format for Appointment Letter

i. Name of employee:
ii. Date of birth:
iii. Father's / Mother's name:
iv. Aadhaar number (after obtaining consent):
v. Labour Identification Number (LIN) of the establishment:
vi. Universal Account Number (UAN) and / or Insurance Number (ESIC) (if available):
vii. Designation:
viii. Type of Employment (Regular/Fixed-term-employment/Contractual):
ix. Category of skill:
x. Date of joining:
xi. Wages/Basic/Pay and Dearness Allowance:
xii. Other allowance including accommodation whichever is/are applicable:
xiii. Applicability of social security [Employees' Provident Fund Organization (EPFO) and Employees' State Insurance Corporation (ESIC)] benefits:
xiv. Broad Nature of duties to be performed:
xv. Benefits available under chapter VI (Maternity Benefit) of Code on Social Security, 2020 (in case of women employee):
xvi. Any other information:

Signature / Digital Signature
Employer

Annexure-II

Issuance of Wage Slip under Section 50(3) of Code on Wages, 2019

FORM – VIII-C

(See rule 156)

Format for Wage slip

Date of issue:				
Name of the Establishment				
Address:.....			Period:.....	
1.	Name of the Employee:			
2.	Father's/Mother's/Spouse's Name:			
3.	Designation:			
4.	UAN:			
5.	Bank Account Number:			
6.	Wage period:			
7.	Rate of wages payable	a) Basic	b) D.A.	c) other allowances
8.	Total attendance/unit of work done:			
9.	Overtime wages			
10.	Gross wages payable			
11.	Total deductions	a) PF	b) ESI	c) Others
12.	Net wages paid			
*Employer/Pay-in-charge signature				

***Note: Required in case register is maintained physically.**