**Form ‘Q’**

(*see* rule 26(1))

**MUSTER-ROLL CUM WAGE REGISTER**

Name of the Establishment:

Name of the Employer:

Month :

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.No.(1) | Full Name of the worker (2) | Designation of the worker and nature of work (3) | Age(4) | Sex(5) | Date of entry intoservice (6) | Working hours(7) | Interval for Rest(8) | Date of the Month(9) |
| From | To | From | To | 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Date of the Month (9) | Total Daysworked |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | (10) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minimum rate of wages payable Rs.(11) | Total production in case of piece rate Rs.(12) | Actual Wages Paid Rs.(13) | House Rent Allowance Paid Rs.(14) | Dearness Allowance Paid Rs.(15) | Gross Amount Payable Rs.(16) | Total hours of overtime worked during the month(17) | Overtime earnings Rs.(18) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Deductions | Total Deduction Rs.(27) | Net Payable Rs.(28) |
| Provident Fund Contribution Rs.(19) | Family Pension Rs.(20) | ESIContribution Rs.(21) | Professional Tax Rs.(22) | Income Tax Rs. (if any)(23) | Loan and InterestRs. (24) | Advances Rs.(25) | Other Deductions Rs. (if any)(26) |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Payment(29) | Bank Account Number of Worker(30) | Cheque Number and date/ RTGS/NEFT transfer date(31) | Amount Deposited Rs.(32) | Signature / Thumb Impression of the worker (if required)(33) |
|  |  |  |  |  |
|  |  |  |  |  |

Signature of employer or authorised representative.