Tamil Nadu Shops And Establishments Rules FORM Q

See sub rule (1) of Rule 16

Register of Employment For Shops and Establishments

Name and Address of Establishment	Month	Year		

					Leave Credit at beginning of month		
SI. No.	Name of the person employed	Date of entry into service	Age/Date of Birth	Designation	Sick Leave	Casual Leave	Holidays with wages
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Leave availed during the month		Leave Balance							
Sick Leave	Casual Leave	Holidays with wages	Sick Leave	Casual Leave	Holidays with wages	Daily Hours of Work including overtime (if any) (1,2,330,31)	Total Hours of Overtime Worked	Total Hours of Work done during the month	Total number of maternity leave availed
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

N.B. The leave to be credited to the account shall also be included in this column under the respective heads. The Holidays with wages (privilege leave) balance at the end of the year is to be carried forward to next year. The national holiday or approved festival holiday occurring in the month shall be indicated on top against the respective dates.