

FORM Q
[See Rule 24(9A)]
APPOINTMENT ORDER

1. Name & Address of the Establishment.	
2. Name & Address of the Employer.	
3. Name of the Employee.	
4. His /Her Postal Address.	
5. His /Her permanent Address.	
6. Father/Husband Name.	
7. Date of Birth.	
8. Date of his/her entry into employment.	
9. Designation.	
10. Nature of work entrusted to him/her.	
11. His/Her serial number in the Register of employment.	
12. Rates of wages payable to him/her.	<ol style="list-style-type: none">1. Basic2. VDA.3. Other allowances if any/4. Total.
Place.	
Date.	Signature ofr employier.
Acknowledgement by the employee with date & signature.	Seal of the Estalishment.