

Orissa Shops and Commercial Establishments Rules, 1958

FORM 8

[See Rule 15(1)]

DAILY RECORD OF WORK AND ORDERS RELATING TO COMPENSATORY LEAVE AND DEDUCTION FROM WAGES

Name of employer/establishment _____

For the month of _____ 20____

Registration Certificate No. _____

Name of employee _____

Adult, male, female or child _____

Date	Hours worked						Normal rate of wages	Amount of overtime wages	Deductions from wages ordered		Date of compensatory leave	signature or thumb impression of employee	Signature of employer	Remarks
	From	To	From	To	Total Hours	Overtime out of (6)			Nature	Amount				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Instruction for maintenance of the register to be pasted on the reverse page:

- (i) Sufficient number of pages shall be allotted for each employee to record his hours of work during a period of at least 3 months.
- (ii) The pages in the register should be numbered and an index of the contents showing the name of the employee and pages relating to him shall be made at the opening page of the register.
- (iii) The date in Col.(1) which happens to be a holiday shall be indicated in red and the date of compensatory granted under the provision of Section 12(3) shall be entered in Col. (12) against the date of holiday on which the employee was made to work.
- (iv) The entries relating to a day shall be made on that day only and shall be signed and dated by the employer.