

# FORM X

See Rule 53

## Letter of Appointments\*

Name of the shop/establishment \_\_\_\_\_

Address \_\_\_\_\_

Name of shop-keeper/employer \_\_\_\_\_

Registration No. \_\_\_\_\_

Shri/Shrimati \_\_\_\_\_

is appointed as (*describe here the nature of appointment*) \_\_\_\_\_

in this shop/establishment with effect from \_\_\_\_\_

2. His/her appointment is on probationary basis for \_\_\_\_\_ (*insert the period*)/temporary/  
casual basis for \_\_\_\_\_ (*insert the period*)/permanent basis.

3. His/her scale of pay/rate of increment in wages per \_\_\_\_\_ (*insert the period*) shall be

4. He/She will draw a total wages of \_\_\_\_\_ per day/week month  
composed of the following, namely,--

(i) Basic pay of \_\_\_\_\_

(ii) Dearness allowance \_\_\_\_\_

(iii) Other allowances \_\_\_\_\_

Date \_\_\_\_\_

*Signature of shop-keeper/employer.*

**Note:--** Strike out the words which are not applicable.

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\* The government of West Bengal has allowed the employer/shop-keeper to substitute its own appointment letter which substantially contains the particulars specified in Form X and if prior approval is taken from the State Government.