



FORM 'Q2' (See Rule 24 (9A))
Appointment Order

1. Name of the Establishment

2. Address of the Establishment

3. Name of the Employee

4. Emp id

5. His / Her Postal Address

6. His / Her Permanent Address

7. Father's / Husband's Name

8. Date of Birth

9. Date of His / Her entry in to employment

Designation

10. Nature of work entrusted to him

11. His / Her serial number in the Register of Employment (Muster Roll)

12. Rates of wages payable to him / her

i) Basic

ii) VDA

iii) Other Allowances
if any : (BOA)

TOTAL

Place

Signature of the Employer

Date

Acknowledgement by employee with date and signature

Seal of establishment

