

# Form Q

[See Rule 24(9A)]

## APPOINTMENT ORDER

1. Name & Address of 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. Rate of wages payable to him / her.	1. Basic 2. VDA 3. Other Allowances if any 4. Total
Place.	
Date.	Signature of Employer.
Acknowledgement by the employee with Date and signature.	Seal of the Establishment.