

FORM “Q”
(See Rule 24 (9A))
APPOINTMENT ORDER

1.	Name and address of the Establishment	
2.	Name and address of the Employer	
3.	Name of the Employee	
4.	His / Her Postal Address	
5.	His / her Permanent Address	
6.	Father's / Husband's Name	
7.	Date of Birth / Age	
8.	Date of His / Her entry into employment	
9.	Designation	
10.	Nature of work entrusted to him	
11.	His / Her serial number in the Register of Employment	
12.	Rates of Wages payable to him / her as on 7 th of every month	a) Basic+ DA:
		b) VDA: Nil
		c) Other Allowances if any : Nil
		TOTAL : AGC - CTC -

Place: Bengaluru

Accepted by

Date:

Signature of the Employee

Signature of Employer

Seal of the establishment