Name and address of the Establishment
ejWtdjjtd bgaUk Kfthtak

FORM Q

See Rule (1) of Rule 16 of TN Shops and Establishment Rules, 1948)

Register of Employment

WO - Weekly Holiday CL - Casual Leave
SL - Sick Leave ML - Maternity Leave
SH - Substituted Holiday HW - Holiday with wages
NH - National Festival Holiday

S.No / t/vz	Emp No / bjhflhsjaid/vz	Employee Name / bjhflyhsjaid bgah	Date of Join / ntiyajy nrhej ehs	Age / Date of Birth taJ / gjwej njjj	Designation / Nature of work / gzjaid bgah	Leave credit at the begining of the month			Leave availed during the month			Leave Balance			Daily Hours of work including overtime jtdrhj ntiy braj tjgu'fs Wage period : Week / Fortnight / Month :																													Total Hours of overtime worked	Total Hours of Work done during the month	Total Hours of Maternity Leave
						Casual Leave	Sick Leave	Leave with wages	Casual Leave	Sick Leave	Leave with wages	Casual Leave	Sick Leave	Leave with wages	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
1	2	3	4	5	6	7			8			9			10																													11	12	13
0																																													0.00
Days on which overtime work is done extent of such overtime on each occassion																																													