

**¹[SCHEDULE
[FORM A
[SEE RULE 3]**

FORM OF APPLICATION FOR THE REFERENCE OF AN INDUSTRIAL DISPUTE TO A BOARD OF CONCILIATION/COURT OF ENQUIRY/ LABOUR COURT/TRIBUNAL/ NATIONAL TRIBUNAL UNDER SECTION 10(2) OF THE INDUSTRIAL DISPUTES ACT, 1947.

Whereas an industrial dispute ** is apprehended /exists between and and it is expedient the dispute/investigation and settlement the matters specified in the enclosed statement which are connected with or relevant to the dispute should be referred for **enquiry/adjudication by a Board of Conciliation/a Court of Enquiry/ a Labour Court/ a Tribunal/ a National Tribunal an application is hereby made under sub-section (2) of section 10 of the Industrial Disputes Act, 1947, that the **said matters/said dispute should be referred to **a Board of Conciliation/ a Court of Enquiry/a Labour Court/ a Tribunal/ a National Tribunal.

This application is made by the undersigned who have/has been duly authorised to do so by virtue of a resolution (copy enclosed) adopted by a majority of the members present at a meeting of theheld on the20.....

A statement giving the particulars required under rule 3 of the Industrial Disputes (Central) Rules, 1957, is attached.

Dated the.....

Signature of employer**
or agent.....
or manager.....
or principal officer of the Corporation.....

Signature of the President of the trade union **.....
Secretary of the trade union

Or

**Signature of five representatives duly authorised (vide resolution enclosed).....

²[Or

**Signature of the workman

Or

**Signature of the workman in the same establishment duly authorised (vide authorisation enclosed).....]

To
The Secretary to the Government of India.
Ministry of Labour

1 Subs.by G.S.R. 302, dated April, 1958.
2 Ins. by G.S.R. 1059, dated 30th May, 1968.

Statement required under rule 3 of the Industrial Disputes (Central) Rules, 1957, to accompany the form of application prescribed under sub-section (2) of section 10 of the Industrial Disputes Act, 1947:

- (a) Parties to the dispute including the name and address of the establishment or undertaking involved.
- (b) Specific matters in dispute.
- (c) Total number of workmen employed in the undertaking affected.
- (d) Estimated number of workmen affected or likely to be affected by the dispute.
- (e) Efforts made by the parties themselves to adjust the dispute.

¹[Copy to—

- (i) The Assistant Labour Commissioner (Central).....
[here enter office address of the Assistant Labour Commissioner (Central) in the local area concerned];
- (ii) The Regional Labour Commissioner (Central);
- (iii) The Chief Labour Commissioner (Central), New Delhi.]

**Delete whichever is not applicable.

FORM B
[SEE RULE 6]

Whereas an industrial dispute has arisen/is apprehended between andand it is expedient to refer the said dispute under section 10 of the Industrial Disputes Act, 1947 to a Board of Conciliation for the purpose of investigating the same and for promoting a settlement thereof, you are hereby required to intimate to the undersigned not later than the..... the name(s) and address(es) of one (two) person(s) whom you wish to recommend for appointment as your representative(s) on the said Board.

If you fail to make the recommendation by the date specified above, the Central Government will select and appoint such person(s) as it thinks fit to represent you.

Secretary to the Government of India
Ministry of Labour

²[FORM C
[SEE RULE 7]
AGREEMENT

[Under section 10A of the Industrial Disputes Act, 1947]

Names of the Parties.

Representing employers:

Representing workmen/workman.

It is hereby agreed between the parties to refer the following dispute to the arbitration of (here specify the name(s) and address(es) of the arbitrator(s):

- (i) Specific matters in dispute.
- (ii) Details of the parties to the dispute including the name and address of the establishment or undertaking involved.
- (iii) Name of the workman in case he himself is involved in the dispute or the name of the union, if any, representing the workman or workmen in question.
- (iv) Total number of workmen employed in the undertaking affected.

1 Ins. by G.S.R. 811, dated 3rd July, 1959.
2 Subs. by G.S.R. 1059, dated 30th May, 1968.

- (v) Estimated number of workmen affected or likely to be affected by the dispute.

*We further agree that the majority decisions of the arbitrator(s) be binding on us/in case the arbitrators are equally divided in their opinion, that they shall appoint another person as umpire whose award shall be binding on us.

The arbitrator(s) shall make his (their) award within a period of[here specify the period agreed upon by the parties) ¹[from the date of publication of this agreement in the Official Gazette by the appropriate Government] or within such further time as is extended by mutual agreement between us in writing. In case the award is not made within the period aforementioned, the reference to arbitration shall stand automatically cancelled and we shall be free to negotiate for fresh arbitration.]

Signature of the parties.
Representing employer.

**Workman/Representing workman/workmen.

Witnesses.

- (1)
- (2)

Copy to:

- (i) The Assistant Labour Commissioner (Central), (here enter office address of the Conciliation Officer in local area concerned).
- (ii) The Regional Labour Commissioner (Central).
- (iii) The Chief Labour Commissioner (Central), New Delhi.
- (iv) The Secretary to the Government of India, Ministry of Labour, Employment and Rehabilitation (Department of Labour and Employment), New Delhi.

* Where applicable.

** Delete whichever is not applicable.]

FORM D
[SEE RULE 17]
SUMMONS

Whereas an industrial dispute between.....and..... has been referred to this Board of Conciliation for investigation and settlement, Court of Enquiry for investigation/Labour Court/Tribunal/National Tribunal for adjudication, under section 10 of the Industrial Disputes Act, 1947, you are hereby summoned to appear before the Board/Court/Labour Court/Tribunal/National Tribunal in person on the.....day of.....at.....o'clock in the.....noon to answer all material questions relating to the said dispute and you are directed to produce on that day all the books, papers and other documents and things in your possession or under your control in any way relating to the matter under investigation by this Board/Court/Labour Court/Tribunal/National Tribunal
Dated

Board of Conciliation.
Chairman/Secretary,
Court of Enquiry.
Labour Court.

1 Ins. by G.S.R. 1157, dated, 11th October, 1974

Tribunal
Presiding Officer/Secretary,
National Tribunal

**¹[FORM E
[SEE RULE 34]
Notice of Change of Service Condition Proposed by an Employer**

Name of employer.....

Address

Dated theday of20

In accordance with section 9A of the Industrial Disputes Act, 1947. I/We hereby give notice to all concerned that it is my/our intention to effect the change/changes specified in the annexure, with effect from.....in the conditions of service applicable to workmen in respect of the matters specified in the Fourth Schedule to the said Act.

Signature.....
Designation.....

**ANNEXURE
(HERE SPECIFY THE CHANGE/CHANGES INTENDED TO BE EFFECTED)**

Copy forwarded to:

- (1) The Secretary of registered trade union, if any;
- (2) Assistant Labour Commissioner (Central).....[here enter office address of the Assistant Labour Commissioner (Central) in the local area concerned];
- (3) Regional Labour Commissioner (Central)..... Zone;
- (4) Chief Labour Commissioner (Central), New Delhi.]

**FORM F
[SEE RULE 36]
REPRESENTATION OF PARTIES**

Before

(Here mention the authority concerned)

In the matter of.

Reference No.of.....

.....workmen

Versus

.....Employer

I/We hereby authorise Shri/Sarvashree.....to represent me/us in the above matter.

Dated this..... day of..... 20.....

Signature of person(s) nominating the representative(s)
Address

Accepted
Signature of representative(s)
Address

¹ Subs. by G.S.R. 402, dated 31st March, 1960.

FORM G
[SEE RULE 47]

Form of nomination paper

Name of Industrial Establishment **Group/Section/Shop/Department**

I nominate.....(here enter the name of the workmen’s representative eligible for election) as a candidate for election to the Works Committee. He is eligible as a voter in the constituency for which he is nominated.

Date..... Signature of proposer.

I agree to the proposed nomination. Signature of candidate.

Date.....

Attested by: (1)
(2)

(To be signed by any two voters belonging to the electoral constituency.)

¹[FORM G-I]
[SEE RULE 56A]

Progress Report on constitution and functioning of Works Committee for the half-year ending the 30th June/*31st December.....

1. Name and address of the establishment.
2. Name of the employer.
3. (a) Number of workmen employed.
(b) Names of Unions, if any.
(c) Affiliation of the Union(s) to the Central Organisations of workers.
4. If the Works Committee has been functioning—
(a) Date of its constitution.
(b) Number of workmen’s representatives (elected members).
(c) Number of employer’s representatives (nominated members).
(d) Number of meetings held during the half-year (with dates).
5. If the Works Committee had not been functioning, the difficulties encountered in its constitution/functioning.
6. General remarks, if any.

Date.....

Place.....

Signature of employer or his representative.

*Strike out the portion not applicable.]

FORM H
[SEE RULE 58]

Form for memorandum of settlement

Names of Parties:

Representing employer(s):

Representing workmen:

Short recital of the case
Terms of settlement
Signature of the parties

.....

Witnesses:

1 Ins. by G.S.R. 1078, dated 4th August, 1962.

(1)

(2)

.....

*Signature of Conciliation Officer.

Board of Conciliation.

Copy to:

(Here enter the office address of the Assistant Labour Commissioner (Central) in the local area concerned.)

(1) [Assistant Labour Commissioner (Central).....

(2) Regional Labour Commissioner (Central).....;

(3) Chief Labour Commissioner (Central), New Delhi.....

(4) The Secretary to the Government of India, Ministry of Labour, New Delhi.

+In case of settlements effected by. Conciliation Officer.

Board of Conciliation.

+In cases where settlements are arrived at between the employer and his workmen otherwise than in the course of conciliation proceeding.

FORM I
[SEE RULE 59]

COMPLAINTS REGARDING CHANGE OF CONDITIONS OF SERVICE

Labour Court
Tribunal

Before the Complaint under section 33A of
the National Tribunal

Industrial Disputes Act, 1947.

In the matter of:

A.....

Versus

Reference No.

Complainant(s)

B.....

Opposite Party (ies)

Address:

The petitioner(s) begs/beg to complain that the Opposite Party(ies) has/have been guilty of a contravention of the provisions of section 33 of the Industrial Disputes Act, 1947 (14 of 1947) as shown below: —

(Here set out briefly the particulars showing the manner in which the alleged contravention has taken place and the grounds on which the order or act of the management is challenged)

Labour Court

The complainant(s) accordingly prays/pray that the

Tribunal

National Tribunal

may be pleased to decide the complaint set out above and pass such order or orders thereon as it may deem fit and proper.

The number of copies of the complaint and its annexures required under rule 59 of the Industrial Disputes (Central) Rules, 1957, are submitted herewith.

Signature of the complainant(s).

Dated this..... day of..... 20.....

Verification

I do solemnly declare that what is stated in paragraphs.....above is true to my knowledge and that what is stated in paragraphs.....above is stated upon information received and believed by me to be true. This verification is signed by me aton.....day of.....20.....

Signature or Thumb impression of the person verifying

FORM J

[SEE RULE 60 (1)]

Before (here mention the Conciliation Officer, Board, Labour Court, Tribunal or National Tribunal).

Application for permission under-----of section 33 of the Industrial Disputes Act, 1947 (14 of 1947), sub-section (1) sub-section (3)

In the matter of: A..... Address:

Reference No..... Applicant

versus

B..... Address:

Opposite Party(ies).

The above mentioned applicant begs to state as follows.

[Here mention the action specified in clause (a) or clause (b) of sub-section (1) grounds on which the permission is sought for].

The applicant therefore prays that express permission may kindly be granted to him to take the following action, namely: —

[Here mention the action specified in clause (a) or of clause (b) of section 33.] of sub-section (1) ----- of sub-section (3)

Signature of the applicant.

Dated this..... day of..... 20.....

SPACE FOR VERIFICATION

Date (on which the verification was signed) Place (at which the verification was signed)

(Signature of the person verifying).

***FORM K**

[SEE RULE 60 (2)]

Before (here mention the Conciliation Officer, Board, Labour Court, Tribunal or National Tribunal).

Application under sub-section (2) of section 33 of the Industrial Disputes Act, 1947 (14 of 1947)

In the matter of: A..... Address:

Reference No. Applicant.

versus

B..... Address

Opposite Party(ies).

The above mentioned applicant begs to state as follows: —

(Here set out the relevant facts and circumstances of the case.)

*The workman/workmen discharged/dissmised under clause (b) of sub-section (2) of section 33 has/have been paid wages for one month.

The applicant prays that the Conciliation Officer/Board/Labour Court/Tribunal/ National Tribunal may be pleased to approve of the action taken, namely:

[Here mention the action taken under clause (a) or clause (b) of sub-section (2) of section 33].

Signature of the applicant.

SPACE FOR VERIFICATION

Dated this.....day of.....20.....

Date (on which the verification was signed).....

Place (at which the verification was signed).....(Signature of the person verifying).

*Delete, if not applicable.

¹[FORM K-1

[SEE RULE 62(1)]

Application under sub-section (1) of section 33C of the Industrial Disputes Act, 1947

To

(1) The Secretary to the Government of India, Ministry of Labour and Employment, New Delhi.

(2) The Regional Labour Commissioner (Central),..... (here insert the name of the region).

Sir,

I/We have to state that I am/we are entitled to receive from M/s.....a sum of Rs.....on account of.....under the provisions of [Chapter V-A/Chapter V-B] of the Industrial Disputes Act, 1947 in terms of the award dated the..... given by.....in terms of the settlement dated the.....arrived at between the said M/s.....and their workmen through.....the duly elected representatives.

I/We further state that I/we served the management with a demand notice by registered post on.....for the said amount which the management has neither paid nor offered to pay to me/us even though a fortnight has since elapsed. The details of the amount have been mentioned in the Statement hereto annexed.

I/We request that the said sum may kindly be recovered from the management under sub-section (1) of section 33C of the Industrial Disputes Act, 1947, and paid to me/us as early as possible.

Signature of the applicant(s) Address(es)

- 1.
 - 2.
 - 3.
 - 4.
- Station:
Date:

ANNEXURE

[HERE INDICATE THE DETAILS OF THE AMOUNT(S) CLAIMED]

1 Subs. by G.S.R. 488, dated 16th March, 1965.

**¹[FORM K-2
[SEE RULE 62(1)]
Application by a person authorised by a workman or by the
assignee or heir of a deceased workman under
sub-section (1) of section 33C of the
Industrial Disputes Act, 1947**

To

(1) The Secretary to the Government of India, Ministry of Labour and Employment, New Delhi.

(2) The Regional Labour Commissioner (Central) (here insert the name of the region).

Sir,

I* Shri/Shrimati/Kumari.....have to state that Shri/Shrimati/Kumari.....*is/was entitled to receive from M/s.a sum of Rs.....on account ofunder the provisions of Chapter V-A/Chapter V-B of the Industrial Disputes Act, 1947 in terms of the award dated the.....given by/ in terms of the settlement dated the.....arrived at between the said M/s.....and their workmen through the duly elected representatives.

I further state that I served the management with a demand notice by registered post on for the said amount which the management has neither paid nor offered to pay to me even though a fortnight has since elapsed. The details of the amount have been mentioned in the Statement hereto annexed.

I request that the said sum may kindly be recovered from the management under sub-section (1) of section 33C of the Industrial Disputes Act, 1947, and paid to me as early as possible.

*I have been duly authorised in writing by (here insert the name of the workman) to make this application and to receive the payment of the aforesaid amount due to him.

*I am the assignee/heir of the deceased workman and am entitled to receive the payment of the aforesaid amount due to him.

Station
Date

Signature of the applicant.....
Address

**ANNEXURE
[HERE INDICATE THE DETAILS OF THE AMOUNT CLAIMED]]**

*Strike out the portions inapplicable.

**²[FORM K-3
[SEE RULE 62(2)]
Application under sub-section (2) of section 33C of
the Industrial Disputes Act, 1947**

Before the Central Government Labour Court at
between.....and.....

(1) Name of the applicant(s).

1 Subs. by G.S.R. 488, dated 16th March, 1965.

2 Subs. by G.S.R. 488, dated 16th March, 1965.

(2) Name of the employer.

The petitioner(s).....,a workman of..... M/s of..... The petitioner(s) undersigned, workmen of is/are entitled to receive from the said M/s.....the money/benefits mentioned in the statement hereto annexed.

It is prayed that the Court be pleased to determine the amount/amounts due to the petitioner(s).

Signature or Thumb-
Impression(s) of
the applicant(s)

Address(es)

- 1.
- 2.
- 3.
- 4.

Station

Date

ANNEXURE

(Herein set out the details of the money due or the benefits accrued together with the case for their admissibility)]

¹[**FORM K-4**

[SEE RULE 62(2)]

APPLICATION BY A PERSON WHO IS AN ASSIGNEE OR HEIR OF A DECEASED WORKMAN UNDER SUB-SECTION (2) OF SECTION 33C OF THE INDUSTRIAL DISPUTES ACT, 1947 (14 OF 1947)

Before the Central Government Labour Court at

Between

(1) Name of the applicant/applicants

(2) Name of the employer

I am/we are the assignee(s) heir(s) of the deceased workman and am/are entitled to make an application on his behalf.

Shri.....is former workman of M/s.....ofis entitled to receive from the said M/s the money/benefits mentioned in the statement hereto annexed;

It is prayed that the Court be pleased to determine the amount/amounts due to the deceased workman.

Name and Address of workman....

Signature or thumb impression of the applicant(s).....

Address of the applicant(s)

Station:.....

Date:.....

ANNEXURE

(Herein set out the details of the money due or the benefits accrued together with the case for their admissibility).]

1 Ins. by G.S.R. 1070, dated 23rd July, 1977.

FORM L
[SEE RULE 71]
FORM OF NOTICE OF STRIKE TO BE GIVEN BY ¹[UNION/WORKMEN] IN
PUBLIC UTILITY SERVICE
NAME OF UNION

²[Names of five elected representatives of workmen.]

Dated the day of20.....

To

(The name of the employer)

Dear Sir/Sirs,

In accordance with the provisions contained in sub-section (1) of section 22 of the Industrial Disputes Act, 1947, I/We hereby give you notice that I propose to call a strike/ We propose to go on strike on20....., for the reasons explained in the annexure.

Yours faithfully,
Secretary of the Union

³[Five representatives of the workmen duly elected at a meeting held on.....(date), vide resolution attached]

ANNEXURE

Statement of the case.

Copy to :

- (1) Assistant Labour Commissioner (Central).....
(Here enter office address of Assistant Labour Commissioner (Central) in the local area concerned)
- (2) Regional Labour Commissioner (Central) Zone.
- (3) Chief Labour Commissioner (Central), New Delhi.

⁴[FORM M
[SEE RULE 72]
FORM OF NOTICE OF LOCK-OUT TO BE GIVEN BY AN EMPLOYER
CARRYING ON A PUBLIC UTILITY SERVICE

Name of employer.....

Address.....

Dated the.....day of.....20.....

In accordance with the provisions of sub-section (2) of section 22 of the Industrial Disputes Act, 1947, I/we hereby give notice to all concerned that it is my/our intention to effect a lock-out in.....department(s)/section(s) of my/our establishment with effect from.....for the reasons explained in the annexure.

Signature.....

Designation.....

ANNEXURE
STATEMENT OF REASONS

Copy forwarded to

1 Subs. by G.S.R. 488, dated 16th March, 1965.
2 Subs. by G.S.R. 488, dated 16th March, 1965.
3 Subs. by G.S.R. 1151, dated 8th October, 1959.
4 Subs. by G.S.R. 1151, dated 8th October, 1959.

- (1) The Secretary of the Registered Union, if any.
- (2) Assistant Labour Commissioner (Central).....
(Here enter office address of the Assistant Labour Commissioner (Central) in the local area concerned.)
- (3) Regional Labour Commissioner (Central).....Zone
- (4) Chief Labour Commissioner (Central), New Delhi.]

FORM N
[SEE RULE 73]

FORM OF REPORT OF STRIKE OR LOCK-OUT IN A PUBLIC UTILITY SERVICE

Information to be supplied in this form immediately on the occurrence of a strike or lock-out in a public utility service to the Assistant Labour Commissioner (Central) for the local area concerned

Name of undertaking	Station and district	Normal working strength	Number of workers involved		Strike or lock-out	Date of commencement of strike or lock-out	Cause	Was notice of strike or lock-out given? if so on what date and for what period	Is there any permanent agency or agreement in the undertaking for the settlement of dispute between the employer and workmen? If any exists, particulars thereof	Any other information
			Directly	Indirectly						
1	2	3	4	5	6	7	8	9	10	11

Notes.-(3) Give the average number of workmen employed during the month previous to the day on which the strike or lock-out occurred. While reckoning the average, omit the days on which the attendance was not normal for reasons other than individual reasons of particular workmen. Thus days on which strike or lock-out occurs or communal holiday is enjoyed by a large section of workers should be omitted.

Column.-(4) If, say, 200 workers in a factory strike work and in consequence the whole factory employing 1,000 workers has to be closed then, 200 should be shown under "directly" and the remaining under "indirectly". If the strike of 200 workers does not

affect the working of the other departments of the factory, the number of workers involved would only be 200, which figure should appear under 'directly' and column 'indirectly' would be blank.

Column.- (8) Give the main causes of the dispute as well as the immediate cause that led to the strike or lock-out.

FORM O
[SEE RULE 75]
REGISTER
PART I

Serial No.	Industry	Parties to the Settlement	Date of Settlement	Remarks*

*Whether the settlement was effected at the intervention of the conciliation machinery, or by mutual negotiations between the parties, may be indicated here.

PART II

Should contain one copy each of the settlements in the serial order indicated in Part I

¹**[FORM O-1]**
[SEE RULE 75A]

To

The Regional Labour Commissioner (Central),
.....
(here specify the region concerned)

Sir,

Under rule 75A of the Industrial Disputes (Central) Rules, 1957 I/we hereby inform you that I/we have laid off.....out of a total of† workmen employed in the establishment with effect from††.....for the reasons explained in the Annexure.

2. Such of the workmen concerned as are entitled to compensation under section 25C of the Industrial Disputes Act, 1947, will be paid compensation due to them.

**

Yours faithfully,

Copy forwarded to Assistant Labour Commissioner (Central)].....

[Here specify the address of the Assistant Labour Commissioner (Central) of the local area concerned].

+Here insert the number of workmen.

++Here insert the date.

**Here insert the position which the person who signs the letter holds with the employer issuing the letter.

ANNEXURE
STATEMENT OF REASONS

²**[FORM O-2]**
[SEE RULE 75A]

To

The Regional Labour Commissioner (Central),
.....

1 Ins. by G.S.R. 299, dated 22nd February, 1960.

2 Ins. by G.S.R. 111 (E), dated 5th March, 1976.

(here specify the region concerned)

Sir,

As required by rule 75A of the Industrial Disputes (Central) Rules, 1957, and in continuation of my/our notice dated†..... in Form O-1, I/we hereby inform you that the lay-off in my/our establishment has ended on†.....

Yours faithfully,
++

Copy to the Assistant Labour Commissioner (Central)
[Here specify the address of the Assistant Labour Commissioner (Central)] of the local area concerned].

+Here insert the date.

++Here insert the position which the person who signs the letter holds with the employer issuing the letter.]

**¹[FORM O-3
(TO BE SUBMITTED IN TRIPLICATE ²[***)]**

[SEE RULE 75B (1)]

FORM OF APPLICATION FOR PERMISSION TO LAY-OFF, TO CONTINUE THE LAY-OFF OF WORKMEN IN INDUSTRIAL ESTABLISHMENTS TO WHICH PROVISIONS OF CHAPTER V-B OF THE INDUSTRIAL DISPUTES ACT, 1947 (14 OF 1947) APPLY

To

.....
.....
.....

[The authority specified under sub-section (1) of section 25M].

Sir,

Under *sub-section (1)/sub-section ³[(3)] of section 25M of the Industrial Disputes Act, 1947 (14 of 1947) read with sub-rule (1) of rule 75B of the Industrial Disputes (Central) Rules, 1957 I/We hereby apply for* permission to the lay-off/permission to continue the lay-off workmen of a total of workmen employed in my/our establishment with effect from for the reasons set out in the Annexure.

Permission is solicited *for the lay-off/to continue the lay-off of the said workmen.

Such of the workmen permitted to be laid-off will be paid such compensation, if any, to which they are entitled under sub-section ⁴[(6)] of section 25M, read with section 25C, of the Industrial Disputes Act, 1947 (14 of 1947).

Yours faithfully.
(Signature).

*Strike out whatever is inapplicable.

ANNEXURE

(Please give replies against each item)

Item No.

1 Ins. by G.S.R. 111 (E), dated 5th March, 1976.
2 Omitted by G.S.R. 289, dated 2nd March, 1982 (w.e.f. 13-3-1982).
3 Subs. by S.O. 2485, dated 20th May, 1985.
4 Subs. by S.O. 2485, dated 20th May, 1985.

1. Name of the undertaking with complete postal address, including telegraphic addresses and telephone number.
2. Status of undertaking:—
 - (i) Whether Central public sector/ State public sector/foreign majority company/ joint sector, etc.
 - (ii) If belongs to large industrial house, please indicate the controlling group; and if a foreign majority company, indicate the extent of foreign holdings.
 - (iii) Whether the undertaking is licensed/ registered and if so, name of licensing/ registration authority and licence/ registration certificate numbers.
3. (a)*Names and addresses of the affected workmen proposed to be laid-off/ names and addresses of the workmen laid off before the commencement of the Industrial Disputes (Amendment) Act, 1976 (32 of 1976) and the dates from which each of them has been laid off.
(b) The nature of the duties of the workmen referred to in sub-item (a), the units/ sections/shops where they are or were working and the wages drawn by them.
4. Items of manufacture and scheduled industry/industries under which they fall.
5. Details relating to installed capacity, licensed capacity and utilised capacity.
6. (i) Annual production, item-wise, for the preceding three years
(ii) Production figures, month-wise, for the preceding twelve months.
7. Work-in-progress, item-wise and value-wise.
8. Any arrangements regarding off-loading or sub-contracting of products or any components thereof.
9. Position of the order book, item-wise and value-wise for a period of six months, and one year next following and for the period after the expiry of the said one year.

10. Number of working days in a week with the number of shifts per day and the strength of workmen per each shift.
11. Balance sheets, profit and loss accounts and audit reports for the last three years.
12. Financial position of the company.
13. Names of the inter-connected companies or companies under the same management.
14. (i) The total number of workmen (category-wise), and the number of employees other than workmen as defined under the Industrial Disputes Act, 1947 (14 of 1947), employed in the undertaking.
(ii) Percentage of wages of workmen to the total cost of production.
15. Administrative, general and selling cost in absolute terms/ per year in the last three years and percentage thereof to the total cost.
16. Details of lay-offs resorted to in the last three years (other than the lay-off for which permission is sought), including the periods of such lay-offs, the number of workmen involved in each such lay-off and the reasons therefor.
17. Anticipated savings due to the *Proposed lay-off/ lay-off for the continuance of which permission is sought.
18. Any proposal for effecting savings on account of reduction in-
 - (i) managerial remuneration,
 - (ii) sales promotion cost, and
 - (iii) general administration expenses.
19. Position of stocks on last day of each of the month in the preceding twelve months.
20. Annual sales figures for the last three years and month-wise sales figures for the preceding twelve months both item-wise and value-wise.
21. Reasons for the *proposed lay-off/lay-off for the continuance of which permission is sought.
22. Any specific attempts made so far to avoid the *proposed lay-off/lay-off for the continuance of which permission is sought.

23. Any other relevant factors with details thereof.

*Strike out whatever is inapplicable].

FORM P
[SEE RULE 76]
FORM OF NOTICE OF RETRENCHMENT TO BE GIVEN BY AN EMPLOYER
UNDER CLAUSE (C) OF SECTION 25F OF THE INDUSTRIAL DISPUTES ACT,
1947

Name of employer.....
Address.....
Dated the.....day of.....20.....

To
The Secretary to the Government of India.
Ministry of Labour, New Delhi.

Sir,

Under clause (c) of section 25F of the Industrial Disputes Act, 1947 (14 of 1947), I/we hereby inform you that I/we have decided to retrench *..... workmen with effect from **..... for the reasons explained in the Annexure.

2. †The workmen concerned were given on the 20..... one month's notice in writing as required under clause (a) of section 25F of the Act. Retrenchment is being effected in pursuance of an agreement, a copy of which is enclosed. The workmen were given on the **..... 20 one month's pay in lieu of notice, as required under clause (a) of section 25F of that Act.

3. The total number of workmen employed in the industrial establishment is ***..... and the total number of those who will be affected by the retrenchment is given below:-

Category and designation of workmen to be retrenched	Number of workmen	
	Employed	To be retrenched
	1	3
	2	

4. I/We hereby declare that the workman/workmen concerned has/have been/will be paid compensation due to them under section 25F of the Act on ** the expiry of the notice period.

Yours faithfully,
++

*Here insert the number of workmen.

**Here insert the date.

†Delete the portion which is not applicable.

***Here insert the total number of workmen employed in the industrial establishment.

††Here insert the position which the person who signs this letter holds with the employer issuing the letter.

**ANNEXURE
STATEMENT OF REASONS**

Copy to:

- (1) Assistant Labour Commissioner (Central)
(Here enter office address of the Assistant Labour Commissioner (Central) in local area concerned).
- (2) Regional Labour Commissioner (Central),
- ¹(3) Employment Officer, Employment Exchange
[Enter the full address of the Employment Exchange concerned.]

**²[FORM PA
(TO BE MADE IN TRIPLICATE ³[***)]
[SEE RULE 76A(1)]**

Form of notice for permission for retrenchment of workmen to be given by an employer under clause ⁴[(d)] of sub-section (1) of section 25N of the Industrial Disputes Act, 1947 [14 of 1947]

Date

To

.....
.....
.....

[The Central Government/authority* specified under clause (C) of sub-section (1) of section 25N].

Sir,

Under clause (c)] of sub-section (1) of section 25N of the Industrial Disputes Act, 1947 (14 of 1947), I/we hereby inform you that *I/we propose to retrench workmen [being workmen to whom sub-section (1) of section 25N applies] with effect from for the reasons set out in the Annexure.

2. The workmen *concerned have been given notice in writing as required under clause (a) of sub-section (1) of section 25N/have not been given notice since the retrenchment is under an agreement (copy of which is enclosed) as provided in the proviso to the said clause.

3. The total number of workmen employed in the industrial establishment is.....and the total number of those who will be affected by the proposed retrenchment is as given below:—

Category and designation of workmen to be retrenched	Number of workmen	
	Employed	To be retrenched
1	2	3

1 Ins. by G.S.R. 410 (E), dated 13th September, 1972.
2 Ins. by G.S.R. 111 (E), dated 5th March, 1976.
3 Omitted by G.S.R. 289, dated 2nd March, 1982 (w.e.f. 13-3-1982).
4 Subs. by S.O. 2485, dated 20th May, 1985.

4. Permission is solicited for the proposed retrenchment under clause (c) of sub-section (1) of section 25N.

5. I/We hereby declare that the workmen permitted to be retrenched will be paid compensation due to them under clause (b) of sub-section (1) of section 25N of the Act.

Yours faithfully,
(Signature)

*Strike out whatever is inapplicable.

ANNEXURE

(Please give replies against each item)

Item No.

1. Name of the undertaking with complete postal address, including telegraphic addresses and telephone number.
2. Status of undertaking:-
 - (i) Whether Central public sector/ State public sector/foreign majority company/joint sector, etc.
 - (ii) If it belongs to large industrial house, please indicate the controlling group; and if a foreign majority company, indicate the extent of foreign holdings.
 - (iii) Whether the undertaking is licensed/ registered and if so, name of licensing/registration authority and licence/ registration certificate numbers.
3. Names and addresses of the workmen proposed to be retrenched and the nature of their duties, the units/sections/shops where they are working and the wages drawn by them.
4. Items of manufacture and scheduled industry/industries under which they fall.
5. Details relating to installed capacity, licensed capacity and the utilised capacity.
6. (i) Annual production, item-wise for preceding three years.
(ii) Production figures month-wise for the preceding twelve months.
7. Work in progress - item-wise and value-wise.
8. Any arrangement regarding off-loading or sub-contracting of products or any components thereof.

9. Position of the order book—item-wise and value-wise for a period of six months and one year next following, and for the period after the expiry of the said one year.
10. Number of working days in a week with number of shifts per day and strength of workmen per shift.
11. Balance sheet: profit and loss account and audit reports for the last three years.
12. Financial position of the company.
13. Names of the inter-connected companies or companies under the same management.
14. (i) The total number of workmen (Category-wise), and the number of employees other than workmen as defined in the Industrial Disputes Act, 1947 (14 of 1947), employed in the undertaking.
(ii) Percentage of wages of workmen to the total cost of production.
15. Administrative, general and selling cost in absolute terms per year for the last three years and percentage thereof to the total cost.
16. Details of retrenchment resorted to in the last three years, including dates of retrenchment, the number of workmen involved in each case and the reasons therefor.
17. Has any of the retrenched workmen been given re-employment and if so, when? Give details.
18. Are seniority lists maintained in respect of the categories of workmen proposed to be retrenched and if so, the details and the position of the workmen affected indicating their length of service including broken periods of service?
19. Anticipated savings due to the proposed retrenchment.
20. Any proposal for effecting savings on account of reduction in-
 - (i) managerial remuneration
 - (ii) sales promotion cost, and
 - (iii) general administration expenses.
21. Position of stocks on the last day of each of the months in the preceding twelve months.

- 22. Annual sales figures for the last three years and month-wise sales figures—for the preceding twelve months both item-wise and value-wise.
- 23. Reasons for the proposed retrenchment.
- 24. Any specific attempt made so far to avoid the proposed retrenchment.
- 25. Any other relevant factors with details thereof.

1[***]

2[FORM Q

[SEE RULE 76A]

FORM OF NOTICE OF CLOSURE TO BE GIVEN BY AN EMPLOYER UNDER SECTION 25-FFA OF THE INDUSTRIAL DISPUTES ACT, 1947

Name of employer..... Address.....

Dated the.....day of..... 20.....

To

The Secretary to the Government of India,
Department of Labour and Employment,
New Delhi.

Sir,

Under section 25-FFA of the Industrial Disputes Act, 1947 (14 of 1947), I/we hereby inform you that I/we have decided to close down (name of the undertaking) with effect from for the reasons explained in the Annexure. The number of workmen whose services would be terminated on account of the closure of the undertaking is (number of workmen).

Yours faithfully,

*(Here insert the position which the person who signs this letter holds with the employer issuing this letter).

**ANNEXURE
STATEMENT OF REASONS**

Copy to:-

- (1) The Regional Labour Commissioner (Central)*
- (2) The Assistant Labour Commissioner (Central)*
- (3) The Employment Exchange*.....

*(Here enter the office address of the Regional Labour Commissioner (Central)/Assistant Labour Commissioner (Central) and the Employment Exchange in the local area concerned.)]

3[FORM QA

(TO BE SUBMITTED IN TRIPLICATE)

[SEE RULE 76C(1)]

Form of notice for permission of closure to be given by an employer under sub-section (1) of section 25-O of the Industrial Disputes Act, 1947 (14 of 1947)

Date

1 Form PB omitted by S.O. 2485, dated 20th May, 1985.
 2 Ins. by G.S.R. 410(E), dated 13th September, 1972.
 3 Ins. by G.S.R. 111 (E), dated 5th March, 1976.

To

The Secretary to the Government of India,
Ministry of Labour,
New Delhi.

Sir,

Under section 25C of the Industrial Disputes Act, 1947 (14 of 1947), I/we hereby inform you that I/we propose to close down the undertaking specified below of/(name of the industrial establishment)

(Give details of the undertaking)

.....

with effect from.....for the reasons explained in the Annexure.

2. The number of workmen whose services will be terminated on account of the closure of the undertaking is (number of workmen).

3. Permission is solicited for the proposed closure.

¹[4. I/we hereby declare that in the event of approval for the closure being granted, every workman in the undertaking to whom sub-section (8) of the said section 25-O applies shall be paid compensation as specified in that section.]

Yours faithfully,
(Signature)

ANNEXURE

(PLEASE GIVE REPLIES AGAINST EACH ITEM)

Item No.

1. Name of the industrial establishment with complete postal address including telegraphic addresses and telephone number.
2. Status of undertaking:-
 - (i) Whether Central public sector/ State public sector/ foreign majority company/ joint sector, etc.
 - (ii) If it belongs to large industrial house, please indicate the controlling group; and if a foreign majority company, indicate the extent of foreign holdings.
 - (iii) Whether the undertaking is licensed/ registered and if so, name of licensing/registration authority and licence/ registration certificate numbers.
3. The total number and categories of workmen affected by the proposed closure, along with the addresses of the workmen and the details of wages drawn by them.

¹ Subs. by S.O. 2485, dated 20th May, 1985.

4. Items of manufacture and scheduled industry/industries under which they fall.
5. Details relating to licensed capacity, installed capacity and the utilised capacity :
6. (i) Annual production item-wise and value-wise.
(ii) Production figures month-wise for the preceding twelve months.
7. Work in progress—item-wise and value-wise.
8. Any arrangement regarding off-loading or sub-contracting of products or any component thereof.
9. Details of persons or the organisations to whom the job/ jobs is/ are being entrusted/relationship/interest of the persons/organisations with the director/directors or the officer/officers of the company.
10. Position of the order book/item-wise and value-wise for a period of six months and one year next following, and for the period after the expiry of the said one year.
11. Number of working days in a week with the number of shifts per day and the strength of workmen per shift.
12. Balance sheet and profit and loss account and audit reports for the last three years.
13. Financial position of the company.
14. (i) Names of interconnected company or companies under the same management.
(ii) Details about intercorporate investments and changes during the last one year.
(iii) Interest of any of the directors/ officers of the undertaking producing same or similar type of product.
15. Percentage of wages of workmen to the total cost of production.
16. Administrative, general and selling cost in absolute terms per year for the last three years and percentage thereof to the total cost.
17. Inventory position—item-wise and value-wise for the preceding twelve months (Inventories to be shown in respect of finished products, components and raw

- materials to be shown separately item-wise and value-wise).
18. Selling arrangement for the last three years and any change in the selling arrangement in preceding twelve months.
 19. Full details of the interests of the directors and officers of the company in the organisation/ persons involved in selling products of the undertaking.
 20. Buying arrangements for raw materials and components.
 21. Interests of the directors and officers with the organisations/persons involved in buying raw materials and components for the undertaking.
 22. Annual sales figures for the last three years and month-wise sales figures for the preceding twelve months both item-wise and value-wise.
 23. Reasons for the proposed closure.
 24. Any specific attempts made so far to avoid the closure.
 25. Any other relevant factors with details thereof.

1[***]
