

FORM I

(See sub-rule (1) of rule 3)

From

To

The Assistant Inspector of Labour

Sir

I propose that the following festivals may be specified under Section 3 of the Madras Industrial Establishment (National and Festival Holidays) Act 1958 Madras XXXIII of 1958 of in respect of my industrial establishment namely at

(a) <i>Sl.No.</i>	(b) <i>Description of Festivals</i>
1.	
2.	
3.	
4.	
5.	
6.	

2. The total number of employees in the above Industrial Establishment is _____
3. A notice in Form No. II has been exhibited in the above Industrial Establishment on the _____ A copy of the notice aforesaid is enclosed.
4. The names of the Trade Unions which claim to representing employees are

To my knowledge there is no Trade Union representing the employees (a)

Yours faithfully,

Date.

Signature of the employer

- Note. (a) Here enter the name of industrial establishment.
(b) Here enter the full address of the industrial establishment.
(b) Delete portion not applicable to the Industrial Establishment. the industrial establishment.

This form shall be completed in ink in block letters or typed

FORM II

(See sub-rule (2) of rule 3)

I have proposed to the Assistant Inspector of Labour that the following Five Festivals mentioned in column (2) of the statement below may be specified under section 3 of the Madras Industrial Establishment (National and Festival Holidays) Act 1958. (Madras Act.XXXIII of 1958) in respect of the Industrial Establishment.

STATEMENT

<i>Sl.No</i>	<i>Description of the Festival</i>
1.	
2.	
3.	
4.	
5.	

0
0
0
0
0

Any employee of this Industrial Establishment of Trade Union representing the employees of this Industrial Establishment may send to the above mentioned above.

The objections or suggestions should reach the above mentioned Inspector within a period of fifteen days from the date on which this notice is displayed in the premises of the Industrial Establishment.

Date on which the notice is exhibited _____

Signature of the Employer

NOTE : This form shall be completed in ink, in block letters or typed.

Form V.A.

[See Rule 6A]

Notice to the Employee under sub-clause (1) of clause (2) of
Sub section (2) of section 5

Under Sub-Clause (I) of clause (a) of Sub Section (2) of Section 5 of of the Madras Industrial Establis
employee is hereby required to work on
which is holiday allowed under section 3 of the Act. He is further required to give his option in writing whe

(i)

Twice the wages, or

(ii)

Wages for such day and to avail himself of a Subs
holiday with wages on any other day.

Dated

the

To

Sri

The Asst. inspector of Labour Circle

This notice shall be exhibited a conspicuous place at or near the main entrance
in the premises of the Industrial Establishment.

To

hment (National & Festival Holidays) (Act.1958 Act. XXXIII of 1958) the following
ether he prefers to be paid for such holiday on which he works.

tituted

FORM No. V

To be sent Free paid Registered Post

(See sub-rule (1) of Rule 5)

Statement showing the Holidays allowed under Section 3 of Madras industrial Establishment (Natinal and Festival Holiday) Act 1958 (Madras Act. XXXIII of 1958)

Name and Address of Employer

Name and Address of the Industrial Establishment

No and Date of Proceeding of the Inspector

Festival Holydays Allowed in the Year 2014

Sl.No. (1)	Description of Holydays (2)	Days, dates and months of the Year on which the festivals fall (3)
#		
#		
#		
#		
#		
#		
#		
#		
#		
#		

Date.

Signature of the Employer

Note : This form shall be completed in ink in block letters or typed

2014

1 English New Year	1/1/2014	Wednesday
2 Republic Day	1/26/2014	Sunday
3 May Day	5/1/2014	Thursday
4 Independence Day	8/15/2014	Friday
5 Gandhi Jeyanthi	10/2/2014	Thursday
6 Chirstmas	12/25/2014	Thursday
7 Thai Pongal	1/14/2014	Tuesday
8 Mattu Pongal	1/15/2014	Wednesday
9 Deepavali	10/22/2014	Wednesday
10 Tamil New Year	4/14/2014	Monday
11 Vijaya Dhasami	10/2/2014	Thursday
12 Good Friday		
13		
14		
15		

weekly holiday etc.

1]

Date of payment of wages :

					PART - II	
Time of commencement of work	Rest Interval	Time which work ends	Weekly Holiday	Class of Workers	Rate of Wages	
					Max	Min
Total						

Signature of the Employer / Contractor / Managing Director / Managing Partner / Authorised person (Name in Capitals)