

29. Exhibition of Standing Orders.- A copy of these Standing Orders in Hindi, English and in the language majority of workers in a factory are conversant with, shall be displayed on the notice board or electronic notice board and Human Resource portal of the industrial establishment, if any.

Form I	
(See Model Standing Order)	
Service Card	
Name of Estt.	
Identity Badge No. /Token No.	
1.	Register Serial No
2.	Name
3.	Permanent Account Number (PAN),
4.	Universal Account Number (UAN)
5.	Category of worker (unskilled, semi-skilled, skilled or highly skilled),
6.	Details of family members
7.	Aadhar number
8.	Specimen Signature/Thumb Impression
9.	Father's or Mother's or Husband's name
10.	Gender
11.	Date of Birth
12.	Place of Birth
13.	Date of Joining
14.	Details of Medical certificate at the time of joining
15.	Educational and other qualifications
16.	Language which the worker can read
17.	Language which the worker can write
18.	Language which the worker can speak
19.	Height
20.	Identification Marks
21.	Department
22.	Details of family members
23.	Permanent Address
24.	Local Address
25.	Quarter No.
26.	Provident Fund Account No.
27.	Nominee for Gratuity
28.	Nominee for pension, if any
29.	Employees State Insurance No.
30.	Training courses attended (details)

31.	Eligibility for higher jobs					
32.	Proficiency tests passed.					
33. EMPLOYMENT HISTORY						
Department	Token No.	Designation	Scale of Pay	Joined	Left (Reason)	
1	2	3	4	5	6	
34. ABSENCE PERIODS						
	Form	To	Reason	Medical reports regarding suitability for continued employment		
(i) Sick Leave						
(ii) Earned Leave						
(iii) Any other Leave						
35.	Maternity Benefit					
36.	Employee's Compensation					
	Details of accidents :					
37.	Details of Disciplinary Action					
38.	Promotions					
	(i) Details (ii) Awards (iii) Issue of Certificate of commendation					
39.	Date of superannuation					
40.	Any other matter					

Form II.

(See Model Standing Order)

Notice of discontinuance/re-starting of a shift working to be given by the employer.

Name of employer.....

Address.....

Date theday of20.....

In accordance with Standing Order No.....of the Standing Orders certified and approved in respect of my/our industrial establishment, I/we hereby give notice to all concerned that it is my/our intention to discontinue/restart the shift working specified in the Annexure with effect from.....

Signature..... Designation.....
Annexure (here specify the particulars of change in the shift working proposed to be effected).
Copy forwarded to:- (1) The Secretary of registered trade union, if any. (2) The Assistant Labour Commissioner (Central) – sent on the email address (3) The Regional Labour Commissioner (Central) Zone. (4) The Chief Labour Commissioner (Central), New Delhi.]
Note: The notice should be sent by speed post or registered post or on the designated email of the endorsee.

Signature
or Thumb impression of the person verifying.

[F. No. Z-20025/19/2020-LRC]
KALPANA RAJSINGHOT, Jt. Secy.