

FORM V
(See Sub (1) Rule 5)

| | |
|---|--|
| Statement Showing the Holidays Allowed | விடுமுறை அனுமதித்தது பற்றிய அட்டவணை |
| உரிமையாளரின் பெயரும், விலாசமும் Name and address of the Employer | |
| தொழில் ஸ்தாபனத்தின் பெயரும், விலாசமும் Name and address of the Industrial Establishment | |
| இன்ஸ்பெக்டரின் உத்தரவின் நெம்பரும், தேதியும் No. and Date of proceeding of the Inspector | |

| | | | |
|---|--|---|------------------|
| Festival Holidays Allowed in the Year 2021 | | 2021 வருடத்திய அனுமதிக்கப்பட்ட பண்டிகை | |
| வ.எண். S.No. | விடுமுறை நாட்களின் விபரம் Description of Holidays | எந்த குறிப்பிட்ட நாள், தேதியில் வருகின்றதென்பது Days of Dates & Month of the year in which the Festivals falls | |
| | | நாள் Day | தேதி Date |
| 1. | பொங்கல் Pongal | வியாழன் Thursday | 14 - 01 - 2021 |
| 2. | திருவள்ளுவர் தினம் Thiruvalluvar Day | வெள்ளி Friday | 15 - 01 - 2021 |
| 3. | உழவர் திருநாள் Uzhavar Thirunal | சனி Saturday | 16 - 01 - 2021 |
| 4. | குடியரசு தினவிழா Republic Day | செவ்வாய் Tuesday | 26 - 01 - 2021 |
| 5. | தமிழ் புத்தாண்டு Tamil New Year / Dr. Ambedhkar Jayanthi | புதன் Wednesday | 14 - 04 - 2021 |
| 6. | மே தினம் May Day | சனி Saturday | 01 - 05 - 2021 |
| 7. | சுதந்திர தினம் Independence Day | ஞாயிறு Sunday | 15 - 08 - 2021 |
| 8. | விநாயகர் சதுர்த்தி Vinayakar Chathurthi | வெள்ளி Friday | 10 - 09 - 2021 |
| 9. | காந்தி ஜெயந்தி Gandhi Jayanthi | சனி Saturday | 02 - 10 - 2021 |
| 10. | ஆயுத பூஜை Ayutha Pooja | வியாழன் Thursday | 14 - 10 - 2021 |
| 11. | விஜய தசமி Vijaya Dasami | வெள்ளி Friday | 15 - 10 - 2021 |
| 12. | தீபாவளி Deepavali | வியாழன் Thursday | 04 - 11 - 2021 |

COIMBATORE DISTRICT ELECTRICAL TRADERS ASSOCIATION
Parsn's Trade Plaza, Shop No. 10 & 11, 9 & 17, IInd Floor,
156, Dr. Nanjappa Road, COIMBATORE - 641 018. Ph : 2302988, 2387688

தேதி
Date :

Signature of the Employer

(This form should be completed in ink and in block letters to be typed)

இந்த நமூனா இங்கினால் சுத்தமாக அச்செழுத்தாக எழுதப்பட வேண்டும்

உரிமையாளரின் கையொப்பம்

CIRCULAR

Re : Records and Registers to be maintained under the Tamil Nadu Shops & Establishments Act.


- (a) Our Members are requested to maintain the following records and registers under the above act.
if the shop company (Commerical Establishments) Establishment, godown is not having a worker. (i.e. no paid employee shop) the following are necessary.
1. "SUNDAY HOLIDAY" Notice (or any other day as a holiday in a week).
 2. "SCALE CERTIFICATE: i.e. certificate of re - verification at Pilatform scale, Beam scale weights, tapes etc.
 3. Name of the Company should be in Tamil also as per Govt. Notification.
 4. A Visit book (40 pages note book)
If the shop, company, establishment, godown etc, is having even only one worker or more the following Registers and notice must be maintained and should be produced to the inspecting officers whithout any excuse.
 1. "WEEKLY HOLIDAY" Notice
 2. Name Board of the Company should be in Tamil also - (TAMIL IN BIG LETTERS & other Language smaller in size)
 3. Register of Employment (attendance Register) - Form - Q
 4. Wages Register - Form R
 5. Wages Slip/Leave Card - In Form T
 6. Daily hours of work notice - In Form S
 7. Register of Fines/Deduction - Recovery - In Form P

NATIONAL AND FESTIVAL HOLIDAYS ACT

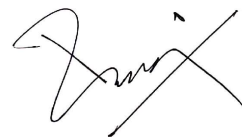
8. Form No.I Duplicate (To be filled in and send to the Inspector)
Form No.II One Copy (To be filled in and send to the Inspector)
Form No.III One Copy (To be filled in and send to the Inspector) | If the Festival Holidays are already arrived no need or send Form I, II & III
9. Form No.V List of National and Festival Holidays for 2021 one copy to be sent to the Inspector.
10. Form No.VI National and Festival Holidays Register
11. Form No.D Register (If women worker is employed)
12. Weighing Machine Verification Certificate (To be Exhibited near the Weighing Machine)

Even there is one temporary clerk, temporary worker, Part time worker, maintenance of all the above registers and notices are absolutely necessary.

If the Proprietor, Manager, the Clerk who is maintaining the Register happened to go out of the Company premises on duty, the above registers should not be kept in Almyrah or under lock and key. They should always be kept in a visible place and they will have to be produced or cause to be poducted at the time of Inspection without fail. This will avoid further action like issue of notices etc, and prosecution at the end.



A. P. ACHUTHAN
President



T.K. RAJAGOPAL
Secretary