### FORM- ‘N’

**(*See* rule 16(1))**

### NOTICE OF SHIFT SCHEDULE WEEKLY HOLIDAY OF WORKERS ENGAGED IN SHIFT

All the workers in establishment are hereby informed that the establishment operates in shift. The shift schedule of the workers is as follows: -

Shift schedule for the period from ------------ to ----------------

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | Name of the worker | Designation | Dates of theMonth | Dates of theMonth | Dates of theMonth | Dates of the Month | Weekly holiday day. |
| GeneralShift | 1st Shift | 2nd Shift | 3rd shift |
| From –To - | From –To - | From –To - | From –To - |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |

Date:

Place: Signature of Manager/ Authorised representative.