

- (1) Number of workmen (classified into men, women and children) employed under the following categories:-
 - (a) Skilled
 - (b) Unskilled
 - (c) Clerical
 - (d) Others, if any
 - (e) Total
 - (2) Number of workmen classified into
 - (a) Permanent
 - (b) Temporary
 - (c) Casual
 - (d) 'Badli' or substitute
6. (a) Five copies of the Draft Standing Order which an employer proposes to adopt for his industrial establishment shall be forwarded by registered post to the certifying officer.
 - (b) A group of employers in similar industrial establishment may submit a joint draft of standing orders, provided that five times as many copies of the drafts shall be made as the number of industrial establishments to which the joint draft is to apply.
 - (c) Such joint drafts shall be accompanied by statements prescribed by Rule 5 in respect of each of the industrial establishments.
7. On receipt of the standing orders submitted by an employer the certifying officer, shall, as soon as practicable-
 - (i) Cause copies thereof together with notice in Form 'C' to be affixed on the notice board of the Industrial establishment concerned for the information of the workmen of the said establishment and
 - (ii) Shall forward by registered post copies of the draft standing orders and of the notice in Form together with notice in Form 'D' to the trade union or unions named by the employer in the statement submitted by him in Form 'C' and to any other trade union or unions which in the opinion of the Certifying Officer are concerned with the establishment.
 8. (1) Where there is no trade union in an industrial establishment, the Certifying Officer shall cause a meeting of the workmen to be held on a date fixed by him for the purpose, for the election of four representatives of the workmen concerned from among themselves.
 - (2) The Certifying Officer may require the employer or an officer of the industrial establishment to display a notice of the date, time and place of the meeting in a prominent place at or near the main gate of the establishment.
 - (3) The meeting shall be convened, and presided over by the certifying officer or such person as the certifying officer may by special or general Order specify for the purpose.
 - (4) The workmen declared elected at the meeting by the person presiding shall be the representatives of the workmen for the purpose of the Act and these rules to whom the certifying Officer shall forward a copy of the draft standing orders and of the notice in Form 'C' together with notice in Form 'D'.
 9. The standing orders certified by the certifying officer or the appellate authority shall be authenticated by affixing thereto the signature and the seal of the certifying officer or the appellate authority as the case may be. The standing orders shall be forwarded by registered letter post.
 10. The register of standing orders required to be maintained under Section 8 shall be in Form 'E'.
 11. A copy of the certified Standing Orders under Section 8 of the Act may be obtained by any person from the Certifying Officer by presenting an application affixing a Court Fee stamp of Rupees Fifty and furnishing copy stamped papers of Rupees Ten for every hundred words or fraction thereof.