

FORM – P

Name of the employer _____
Address _____
Dated the _____
day of _____

To
The secretary to the government of india,
Ministry of labour,
New Delhi.

Sir,

Under clause © of section 25F of the Industrial Disputes Act, 1947 (14 of 1947), I/We hereby inform you that I/We have decided to retrench* _____ workmen with effect from** _____ for the reasons explained in the Annexure

+ The workmen concerned were given on the _____ 200 _____ one month's notice in writing as required under clause (a) of section 25F of the Act. enclosed. The workmen were given on the** _____ 200 _____ one month pay in lieu of notices as required clauded (a) of section 25F of the Act.

The total number of workmen employed in the industrial establishment*** _____ and the total number of those who will be affected by the retrenchment is given below:

_____ Number of workmen
Category and designation of _____

Workmen to be retrenched (1)	Employed (2)	To be retrenched (3)

I/We hereby declare that the workman/workmen concerned has/have been/will be paid compensation due to them under section 25F of the Act on** _____ / the expiry of the notice period.

Yours faithfully

* Here insert the number of workmen.

**Here insert the date.

+ Delete the portion which is not applicable.

*** Here insert the total number of workmen employed in the industrial establishment issuing the letter.

Annexure

1. Name of the undertaking with complete postal address, including telegraphic address and telephone number.
2. Status of the undertaking:-
 - (i) Whether Central public sector/State public sector/ Foreign majority company/joint sector, etc.
 - (ii) If belongs to large industrial house please indicate the controlling group; and if a foreign majority company, indicate the extend of foreign holdings.
 - (iii) Whether the undertaking is licensed/registered and if so, name of licence/registration certificate numbers
3. Names and address of the workmen proposed to be retrenched and the nature of their duties, the units/section/shops where they are working and the wages drawn by them.
4. Items of manufacture and scheduled industry/industries under which they fall.
5. Details relating to installed capacity, licensed capacity and the utilised capacity.
6. (i) Annual production, item-wise for preceding three years.
(ii) Production figures months-wise for the preceding twelve months.
7. Work in progress-item-wise and valuewise.
8. Any arrangement regarding off-loading or sub-contracting of products or any components thereof.
9. Position of the order book-item-wise and value-wise for a period for six months and one year next following, and for the period after the expiry of the said one year.
10. Number of working days in a week number of shifts per day and strength of workmen per each shift.
11. Balance sheet, profit and loss account and audit reports for the last three years.

12. Financial position of the company.
13. Names of the inter-connected companies or companies under the same management.
14. (i) The total number of workmen (category wise) and the number of employees other than workmen as defined in the industrial Disputes Act, 1947 (14 of 1947), employed in the undertaking.
15. Administrative, general and selling cost in absolute terms per year for the last three years and percentage thereof to the total costs.
16. Details of retrenchment resorted to in the last three, years, including dates of retrenchment, the number of workmen involved in each case, and the reasons thereof.
17. Has any of the retrenchment workmen been given re-employment and if so, when? give details.
18. Are seniority lists maintained in respect of the categories of workmen proposed to be retrenched and if so, the details and the position of the workmen affected indicating their length of service including broken periods of service?
19. Anticipated savings due to the proposed retrenchment.
20. Any proposal for effecting savings on account of reduction in
 - (i) managerial remuneration.
 - (ii) Sakes promotion cost, and
 - (iii) General administration expenses.
21. Position of stocks on the last day of each of the month in the proceeding twelve months.
22. Annual sales figures for the last three years and month-wise sales figures for the proceeding twelve months both items-wise and value-wise.
23. Reasons for the proposed retrenchment.
24. Any specific attempt made so far to avoid the proposed retrenchment.
25. Any other relevant factors with details thereof.