

**FORM - A**  
**(See rule 3)**  
**Muster Roll**

Name of Establishment.	VMware Software India Pvt Ltd
1. Serial Number.	- EMPLOYEE CODE
2. Name of woman and her father's name:	- EMPLOYEE NAME & FATHERS NAME
3. Date of appointment.	- DATE OF JOINING
4. Nature of work.	- BUSINESS TITLE, COST CENTER NAME
5. Dates with month and year in which she is employed, laid off and not employed.	- NIL
6. Date on which the woman gives notice under section 6.	- DATE OF INTIMATION TO MANAGER ON AVAILING MATERNITY LEAVE.
7. Date of discharge/dismissal, if any.	- NIL
8. Date of production of proof of pregnancy under section 6	
9. Date of birth of child.	- PLEASE LEAVE THIS BLANK
10. Date of production of proof of delivery/ miscarriage/death.	- PLEASE LEAVE THIS BLANK
11. Date of production of proof of illness referred to in section 10.	- NA
12. Date with the amount of maternity benefit paid advance of expected delivery.	- NIL
13. Date with the amount of subsequent payment of maternity benefit.	- NIL
14. Date with the amount of bonus, if paid under section 8.	- NA
15. Date with the amount of wages paid on account of leave under section 9.	- 30 <sup>th</sup> of Every Month

- 16 Date with the amount of wages paid on account of leave under section 10 and period of leave granted. - 30<sup>th</sup> of Every Month
- 17 Name of the person nominated by the woman under section 6. - NAME OF THE SPOUSE/PARENTS
- 18 If the woman dies, the date of her death the name of the person to whom maternity benefit and/or other amount was paid, the amount thereof, and the date of payment. - NAME OF THE SPOUSE/PARENTS
- 19 If the woman dies and the child survives, the name of the person to whom the amount of maternity benefit was paid on behalf of the child and the period for which it was paid. - NAME OF THE SPOUSE/PARENTS
- 20 Signature of the employer of the establishment authenticating the entries in the muster roll. - LEAVE IT BLANK
- 21 Remarks column for the use of the Inspector. - LEAVE IT BLANK

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Name of the Employee

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Signature of the Employee

Date:.....