

## **Document Checklist for Permission for Lay-off - Mandatory for more than 100 workers under Industrial Disputes Act, 1947**

### **By Employer**

- Wage register for last 6 months
- Payment register for last 6 months
- Attendance register of last 6 months

### **By Worker**

- Claims
- Appointment letter (if applicable)
- Document basis which dispute is raised