**Form for Memorandum of Settlement of Industrial Dispute between Employer and Employees**

Names of Parties

Representing employer(s):

Representing workmen:

The memorandum should include

1.     Short Recital of the Case

2.     Terms of settlement

3.     With the signature names and designations in the Organisation, of all the parties.

Signature of the parties

................................

....................................

Witness:

(1)

(2)

Conciliation Officer

Signature of ...................

Copy to:

1.     Assistant Labour Commissioner (Central).................................. [enter the office address of the Assistant Labour Commissioner (Central) in the local area concerned].

2.     Regional Labour Commissioner (Central)...................................

3.     Chief Labour Commissioner (Central), New Delhi.

4.     The Secretary to the Government of India, Ministry of Labour, New Delhi.

Conciliation Officer

In case of settlements effected by ....................

Board of Conciliation

In case where settlements are arrived at between the employer and his workmen

Other wise than in the course of conciliation proceeding.