

[FORM NO.21]
Annual Return

Master Form in respect of the Factories Act, 1948
Payment of Wages Act, 1936, Minimum Wages Act, 1948
Maternity Benefit Act, 1961, Workmen's Compensation Act, 1923
And Industrial Employment (standing orders) Act, 1946
As applicable to registered factories covered
under the Factories Act, 1948.

For the year ending 31st December.....

(A copy of this return should be sent to each of the prescribed authorities positively
by 31st January of the succeeding year).

PART-A

Prescribed under rule 127 (1) of the Factories Act, 1948.

1. (a) Registration Number of factory :
(b) Licence Number of factory :
(c) Section of the Act under which the factory
Is covered. : section 2(m) (i)
Please tick () the appropriate box : Section 85 - chemical
: Section 85 - Non-chemical
2. Name of factory :
3. Name of occupier :
4. Name of Manager :
5. District :
6. Full postal address of the factory
including Pin code :
7. Industry
(a) (i) Nature of Industry (mention what
Is actually manufactured, including repairs of
all types following the National Industrial
Classification, 1998 at the digit level)
(ii) NIC Code Number (4 digit as given in
the Licence)
(b) Sector of Industry : Public Sector
Joint Sector
Co-operative Sector
Private Sector
Please tick () the appropriate box

(c) In the case the factory is a Major Accident Hazard (MAH) Installation furnish the following Information (See Explanatory Note 'AA')

Name of the MAH Substance (See Explanatory Note 'BB')	Quantity In stock in process
----------------------------------------------------------	---------------------------------

- 1.
- 2.
- 3.

- 8 (a) Number of days the factory worked in the year
(See Explanatory Note B)
- (a) Number of weeks the factory worked in the year

Number of workers and particulars of employment

9. Number of mandays worked (i.e. aggregate number of attendance during the year)
(See Explanatory Note 'C')

(a) Adults	(i) Men	:
	(ii) Women	:
(b) Adolescent	(i) Male	:
	(ii) Female	:
(c) Children	(i) Boys	:
	(ii) Girls	:
	Total	:

10. Average number of workers employed daily i.e.
Mandays worked divided by Number of days
Worked (See Explanatory Note 'D')

(a) Adults	(i) Men	:
	(ii) Women	:
(b) Adolescent	(i) Male	:
	(ii) Female	:
(c) Children	(i) Boys	:
	(ii) Girls	:
	Total	:

11. Total number of man-hours worked including overtime
But excluding rest interval (See Explanatory Note 'E')

(a) Adults	(i) Men	:
	(ii) Women	:
(b) Adolescent	(i) Male	:
	(ii) Female	:
	Total	:

12. Average number of hours worked per week

I.e. total manhours wo0rked (Number of week the factory worked)

Average daily employment

(See Explanatory Note 'F')

- | | | |
|------------------|-------------|---|
| (a) Adults | (i) Men | : |
| | (ii) Women | : |
| (b) Young Person | (i) Male | : |
| | (ii) Female | : |

13. In respect of factory carrying on processes or operations declared dangerous under section 87. furnish the following information (See Explanatory Note 'G')

Name of dangerous process or operation carried on (See Explanatory Note 'G')

Average number of persons employed daily in each of the process or operation given (See Explanatory Note 'D')

(1)	(2)	<u>Number of Persons</u>			
		<u>Medically examined</u>		<u>Declared unfit</u>	
		Male (3)	Female (4)	Male (5)	Female (6)
(i)					
(ii)etc.					
(iii)					

14. In respect of factories carrying on 'hazardous process" as defined in section 2(cb) furnish the following information (See Explanatory Note 'H')

Name of the Industry as per First Schedule :

Name of hazardous process (See Explanatory Note 'I')

Average number of persons employed daily in each of the processes given in column I (See Explanatory Note 'D')

(1)	(2)	<u>Number of Persons</u>			
		<u>Medically examined</u>		<u>Declared unfit</u>	
		Male (3)	Female (4)	Male (5)	Female (6)
(i)					
(ii)etc.					
(iii)					

Leave with Wages

15. Total number of workers employed during
The year (See Explanatory Note 'J')

a) Adults	i) Men	:
	ii) Women	:
b) Young persons	i) Male	:
	ii) Female	:
	Total	:

16. Number of workers who were entitled to
annual leave with wages during the year: :

a) Adults	i) Men	:
	ii) Women	:
b) Young persons	i) Male	:
	ii) Female	:
	Total	:

17. Number of workers who were granted 'Leave'
During the year (See explanatory Note 'K') :

a) Adults	i) Men	:
	ii) Women	:
b) Young persons	i) Male	:
	ii) Female	:
	Total	:

18. a) Total number of workers discharged/ :
Dismissed from the service /quit employment/ :
Superannuated /died while in service during :
the year :
b) Number of workers in respect of whom :
wages in lieu of leave were paid :

SAFETY OFFICERS
(See Explanatory Note 'L')

- 19.a) Is the factory notified for appointment
Of Safety Officers under Section 40-B(1)(i) Yes No
- b) Is the factory notified for appointment of
safety Officers under section 40-B(ii) Yes No
(for factories other than those in (a)above)
- c) Number of Safety Officer appointed information
to be furnished only by:
- a) Factories covered under section 2(cb) or section
87 of the Act, and
- b) Factories other than (a) But employ ordinarily,
in case of factories Registered under :
- i) Section 2 (m) (i),50 or more workers , and
- ii) Section 2(m)(II) 100 or more workers :
20. Has the factory formulated Health and Safety Policy?
If yes enclose a copy thereof Yes No

Safety Committee

(Information to be furnished only by (1) factories carrying on hazardous process or
dangerous operations, d (ii) other factories employing 250 or more workers.)

21. Is safety committee appointed Yes No
If more than one committee give numbers

Emergency Plan

(Information to be furnished by factories covered under section 2(cb)(See
Explanatory Note M)

- 22.a) Has the factory got on site emergency plan Yes No
Has it been revised ? Yes No
- b) If an off-site emergency plan is required Yes No
to be prepared and has it been prepared?

Medical facilities

23. Information to be furnished only by:
- a) Factories employing 200 or less persons covered under section 2(cb) or 87
- i) Number of Factory Medical Officers (appointed :
On retainer-ship basis or part-time basis) :

- ii) Number of ambulance vans available with the Factory directly or through arrangement :
- b) Factory employing above 200 workers covered under Section 2(cb) or 87-
 - i) Number of full time Factory Medical Officers :
 - ii) Number of ambulance van available :
- c) All factories employing 500 or more workers
 - i) Number of full time Factory Medical Officers :
 - ii) Number of ambulance vans :
 - iii) Number of ambulance rooms provided :

Competent Supervisions
(See Explanatory Note 'N')

(Information to be furnished only by factories covered under section 2(cb))

- 24. a) Number of competent supervisors appointed :
- b) Number of competent supervisors who have received safety training as required under Model Rules 82-S : :

Industrial Hygienists
(See Explanatory Note 'O')

- 25. Number of industrial hygienists employed to monitor, Work environment as required under section 7-A :
Section 112

Canteens

- 26 a). Is there a canteen provided in the factory as ;
Required under section 46 (i,e only those factories will ;
Furnish information where in more than 250 workers are; Yes No
Ordinary employed)
- b) Is the canteen provided managed/run
 - i) Departmentally, or Yes No
 - ii) Through a contractor Yes No

Shelters or Rest Rooms and Lunch Rooms

(only those factories will furnish information wherein 150 or more workers are ordinarily employed)

27. As required under Section 47-

a) Are there adequate and suitable shelters or rest rooms provided in the factory Yes No

b) Are there adequate and suitable lunch rooms provided in the factory (any canteen maintained in compliance with section 46 will be accepted here also) Yes No

Creches

28. Is there a creche provided in the factory as Required under section 48 (i.e. only those Factories will furnish information wherein more Than 30 women workers are ordinarily employed)? Yes No

Welfare Officers

29.a) Number of Welfare Officers to be appointed As required under section 49 (i.e. only those factories Will furnish information wherein 500 or more workers are ordinarily employed)?

b) Number of Welfare Officers actually appointed :

30. Accident and Dangerous Occurrences
[See Explanatory Note 'P' (1)]

(a) Total Number

Accidents involving

Only non-fatal injuries [Explanatory Note 'P' (2)]				Fatal injuries as well as non-fatal Injuries (See explanatory Note 'P' (2))				
Categories	Number of			Accidents/ Occurrences	Number of			
	Accidents/ Occurrences	Person injured			Persons injured Inside	Persons Killed Outside the factory	Persons Killed Inside	Persons Killed Outside the factory
(1)	(2)	Inside	Outside The factory	(5)				

1. Accidents including dangerous Occurrences and major accidents involving injuries/deaths :

-
1. Dangerous occurrences not involving injuries/deaths

 3. Dangerous Occurrences involving injuries/deaths
 - *4. Major accidents involving injuries/Death.
 - *5. Major accidents not involving injuries/death
-

*See Explanatory Note 'P' (3)

(b) For injuries occurring inside the factory

Number of Injuries occurring in

Hazardous Process under Section 2(cb)		Dangerous operations under Section 87			Others				
Accidents	Number of Persons injured		Accidents	Number of Persons injured		Accidents	Number of Persons injured		
	Fatal	Non fatal		Fatal	Non fatal		Fatal	Non fatal	Fatal
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)

- (c) (i) Non-fatal injuries (workers injured)
 During the year in which injured workers :
 returned to work during the same year
- (aa) Number of injuries :
- (bb) Mandays lost due to injuries :
- (ii) Non-fatal injuries (workers injured)
 Occurring in the previous year in which
 Injured workers returned to work during
 The year to which this return results
- (aa) Number of injuries
- (bb) Mandays lost due to injuries (this should be
 the total mandays lost during the previous year.
 as well as in the current year
- (d) Non -fatal injuries (workers injured) occurring
 in the year in which injured workers did not return
 to work during the year to which this return relates.
- (aa) Number of injuries
- (bb) Mandays lost due to injuries.
-

if paid during the year. This is statutory Bonus as well as profit sharing Bonus)

- c) 'Amount of Money value of Concession'
(See Explanatory Note 'Q') given during the year

PART C
(Under the Minimum Wages Act, 1948)

35. i) number of Mondays worked (i.e aggregate number of attendance during the year by the person covered the Minimum wages Act 1948(See Explanatory Note'C')

- | | |
|------------------|-------|
| a) Adults | |
| b) Young persons | |
| Total | |

ii) Average number of persons employed (covered under the Minimum wages Act, 1948)daily (i.e Mondays worked divided by number of days worked)during the year(See Explanatory Note 'D')

- | | |
|------------------|-------|
| a) Adults | |
| b) Young persons | |
| Total | |

36. 'Total Wages paid' to workers covered under the Minimum wages Act 1948

- | | | |
|------------------------------------------------------------------|----------------------------|-------|
| i) Wages paid in cash | a) Basic wage only | : Rs. |
| | b) Dearness Allowance | : Rs. |
| | c) Composite wages if paid | Rs. |
| ii)Cash value of wages paid in kind
(See Explanatory Note'R;) | | Rs. |
| (c) Overtime wages | | |
| (d) Any other amount paid in cash
(please specify) | | Rs. |
| Total | | Rs. |

PART D
(Under the Maternity Benefit Act, 1961/the ESIC ,1948)

37. Aggregate number of women permanently or temporarily employed during the year
(a particular worker is to be counted once only)
38. Number of women who claimed maternity benefit during the year
39. Number of maternity benefit claims accepted and paid either dully or partially :
- a) Total :
- b) From current year's claim :
40. a) Number of maternity benefit in which
Medical Bonus was paid :
- b) Amount of medical Bonus paid :
41. Amount of maternity benefit paid including
Medical bonus :
- 42, Number of cases in which women enjoyed
Full maternity leave prior to confinement :

PART E
(Under the workmen's Compensation Act, 1923/ESIC Act 1948)

43. Average number of workers(covered under the Act) employed daily i.e. Mondays
worked divided by number of days worked (See Explanatory Note 'S' & 'D ')
- i) Adults :
- ii) Young persons :
- Total

44. Injuries Compensated (Occupation-wise)

(1) No. of Occupation	Number of injuries (See Explanatory Note 'T' In respect of which final compensation has been Paid during the year									Amount of compensation (See Explanatory Note 'U' Paid Rs.								
	Death			Permanent Disablement			Temporary disablement (See Explanatory Note 'V')			Death			Permanent Disablement			Temporary disablement (See Explanatory Note 'V')		
	Adults	Young person	Total	Adults	Young person	Total	Adults	Young Person	Total	Adults	Young person	Total	Adults	Young Person	Total	Adults	Young Person	Total
(2)	(3)	(4)	(5)	(6)	(7)	(8)	9)	(10)	11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	
Total																		

45. Occupational Diseases (Occupation-wise)
(See explanatory note 'W')

Name of Occupation	Nature of Diseases (See explanatory Note 'X')	Number of cases (See Explanatory Note 'T' In respect of which final compensation has been paid during the year									Amount of compensation (Explanatory note 'U') Paid Rs.....								
		Death			Permanent Disablement			Temporary disablement (See Explanatory Note 'V')			Death			Permanent Disablement			Temporary disablement (See Explanatory Note 'V')		
		Adults	Young person	Total	Adults	Young person	Total	Adults	Young Person	Total	Adults	Young person	Total	Adults	Young Person	Total	Adults	Young Person	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)

Total

PART F
(Under the Industrial Employment (Standing Orders) Act 1946)

46. In the establishment covered under the Industrial Employment (Standing Orders) Act, 1946 (See explanatory note 'Y')

47. If yes, whether the establishment has the 'Certified Standing Orders' for all or a group of Employees?

a) i) If for all the number of workmen (see explanatory note 'Z') covered by the Certified standing Orders' :

ii) Date of certification :

b) i) If for a group of employees, the number of only such workmen covered by the 'Certified Standing Orders'

ii) Date of certification :

Certified that the information furnished above is to the best of my knowledge and belief, correct.

Date	Signature of the Manager Name (in Block letters) Address & Telephone number
------	-----------------------------------------------------------------------------------

Explanatory Note

A. Establishment in 'Public Sector' means an establishment owned, controlled or Managed

- i) The Government or the Department of the Government, or (ii) a Government company as defined in Section 617 of the Companies Act, 1956, or (iii) a Corporation established/ or under Central Provincial or State Act, which is owned, controlled or managed by the Government or (iv) a Local Authority.

Establishment in 'Joint Sector' means an establishment managed jointly by the Government and Private Entrepreneur.

Establishment in Co-operative Sector' means an establishment managed by Co-operative Society registered under the Co-operative Society Act.1912.

Establishment in 'Private Sector' means an establishment, which is not an establishment in Public Sector or Joint Sector or Co-operative Sector.

(AA) Major Accident Hazard Factory is one having an industrial activity using, producing or storing hazardous substances in such a quantity that possess the potential to cause substantial damage and kill or injure a person within or outside the factory boundary..

(B) 1. Working day should be taken to be a day on which the establishment actually worked and manufacturing process was carried on including the day on which although no manufacturing process was carried on but more than 50% if the workers(preceding the date under consideration) were deployed on maintenance and repair work etc. on closed dyes, days on which the factory was closed for whatever cause and days on which no manufacturing process was carried on should not be treated as working days

2) For seasonal factory Information about working season and off-season should be given separately.

BB) Major Accident Hazard Substance means a substance presenting Major accident hazard ad included in the list already circulated and which have been classified into five groups)

C) Mondays worked should be the aggregate number of attendance of all the workers, covered under the Act, in all the working days,. In reckoning attendance, attendance by the temporary as well as permanent employed should be counted, ad all employees should be included, whether they are employed directly or under contractors(A apprentices who are not covered under the apprentices Act, 1961, are also to be included) Attendance on separate shifts(e.g. night and day shifts)should be counted separately,. Partial attendance for less then half a shift on a working day should be ignored while attendance for half a shift or more on such day should be treated as full attendance.

'Seasonal factory' means a factory which is exclusively engaged in one, or more of the following manufacturing process namely cotton ginning, jute or cotton pressing, decortications of groundnuts, the manufacture of coffee, indigo, lac, rubber, sugar (including)or tea or any manufacturing process which is incidental to or connected with any of the aforesaid process and includes a factory which is engaged for a period of not exceeding seven months in a year.

a) in any process of blending, packing or repacking of tea or coffee , or

- b) in such other manufacturing process as the Central Government may, by notification in the Official Gazette specify.

The expression 'Manufacturing process' and 'power' shall have the meaning respectively assigned to them in the Factories Act 1948 (63 of 1948)

D) The Average Number of Workers employed daily should be calculated by dividing the figures of 'Mondays worked by' Number of days worked ' in the year. For seasonal factories* the Average Number of Workers Employed Daily during the working season and off-season should be given separately (*Refer note B-2).

E) The 'Total Number of Man-hours Worked' should be the Total Actual Hours Worked by all the workers during the year excluding rest intervals but including Overtime worked. The term 'young person' will include ' Adolescents' also who have not been certified to work as adults.

F) The 'Average Number of Hours worked per Week' should be calculated by dividing the 'Total Number of man Hours worked' by the product of Average Number of Workers employed Daily in the factory during the year (item 10) and 52(i.e number of weeks during the year) in other words, item 11 (item 10 x 52)= item 12 in case the factory has not worked for the whole year, the number of weeks, during which the factory worked should be used in place of figures 52. for seasonal factories the *Average Number of Hours worked per Week' during the working season and off-season should be given separately.

G) All such Dangerous Process or Operations as specified and declared in the Rules framed under Section 87 of the Factories Act, 1948 should be checked, If the factory or even a part of the factory submitting return falls under this Section, the fact should be mentioned against this item and requisite information furnished accordingly.

H) All such 'Hazardous Process' in relation to the industries specified in the First Schedule to the Factories Act and defined under Section 2(cb) of the Act should be checked. If a factory or even a part of the factory submitting returns falls under this Section, the fact should be mentioned against this item and requisite information furnished accordingly.

I) There may be a number of 'hazardous process' being carried on in any one industry specified in the First Schedule to the Act. All such processes should be given individually in this table.

J) All persons, who have been on roll even for a single day during the year should be taken into account. Care should be taken that a particular worker is counted once only.

K) A particular worker is to be counted once only even if the same worker has been granted leave more than once during the year.

L) In every factory, wherein 1000 or more workers are ordinarily employed and the factory has been notified under Section 40-B(1)(i) or wherein the factory is carrying on any hazardous process defined in section 2(cb) or dangerous operations as defined in section 87, and the factory has been notified under section 40-B(i) (ii) the occupier shall employ the required number of safety Officers with proscribed qualifications. The term 'Ordinarily Employed' would mean the total number of workers working in all the shifts and the employment should be for over 50% of the working days of the establishment in the year.

M) The Occupier of every factory where a 'hazardous process' taken place or where hazardous substances are used or handled shall with the approval of Chief Inspector of Factories draw-up an on-site emergency plan of this factory and make known to the workers employed therein the safety measures required to be taken in the event of an accident taking place. The occupier shall prepare off-site emergency plan based on events which could affect people and the environment outside the work premises. The District/Local authority will prepare disaster plan for the area based on off-site plans of individual units.

N) All persons who are required to supervise the handling of 'hazardous substances' shall process:-

- a) Degree in Chemistry or Diploma in Chemical Engineering or Technology with five years experience or
- b) Master's Degree in Chemistry or a Degree in Chemical Engineering or Technology with two years experience.

Note: The experience stipulated above shall be in process operation and maintenance in Chemical industry.

O) The Occupier shall appoint industrial Hygienist processing

- a) M.Sc. degree in Chemistry with 2 years analytical experience in a chemical laboratory of repute or
- b) M.Sc. degree in Chemistry with 2 years analytical experience in conducting survey in industrial hygiene..

P) (I) Dangerous Occurrence: the following classes of occurrences are dangerous occurrences:-

1. Bursting of a plant used for containing or supplying steam under pressure greater than atmospheric pressure.

2. Collapse or failure of a crane, derrick, winch, hoist or other appliances used in a raising or lowering persons or goods, or any part thereof, or the overturning of a crane.
3. Explosion, fire, bursting out, leakage or escape of any molten metal or hot liquor or gas causing bodily injury to any person or damage to any room or place in which persons are employed in fire in rooms of cotton pressing factories when a cotton opener is in use.
4. Explosion of receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.
5. Collapse or subsidence of any floor, gallery, roof, bridge, tunnel chimney wall building or any other structure.

P) (2) Only such injuries which prevented workers from working for 48 hours or more

immediately following the accident should be reported as non-fatal injuries.

P) 3) A major accident is a sudden, unexpected, unexplained, event, resulting from uncontrolled developments during an industrial activity, which causes or has the potential to cause, serious adverse effects immediate or delayed (death injuries, poisoning or hospitalization) to a number of people inside the installation and/or persons outside the establishment.

Q) The 'Money Value of Concession' is the cost of value or the net cost of the concession as the case may be in respect of all supplies made and all services rendered individually free of cost. In case of concessional sale of essential commodities to the employees the difference between the purchase price paid by the employer and the actual price paid by the employees is to be taken as the basis for computing the Money value of Concession'

R) 'Cash value of Wages Paid in Kind' and of Concession in respect of essential commodities at Concessional rates authorized under sub-section(2) and (3) of section 11 of the Minimum wages Act. 1948, shall be estimate in the manner prescribed by the appropriate Government. In so far as the Central Government is concerned as laid down under Rule 20 of the Minimum Wages(Central Rules 1950) the retail prices at the nearest market shall taken into account as computing the Cash value of wages paid in kind. This computation shall be made in accordance with direction as may be issued by the Central Government from time to time. The cash value of the concession should be obtained by taking the difference between the cost price paid for supplies of essential commodities given at the concessional rates

S) Include all employees (covered under the Workmen's compensation Act 1923) whether permanent or temporary who could in the case of accidents, be eligible for compensation under the act and for whom a return is required

to be furnished. Number employed should be shown even in their are o payment of compensation to report..

T) Include for each occupation only those cases in which the final payment of compensation was made during the year. A deposit with the Commissioner should be treated as a payment by the employer.

U) I, Include all compensation paid in respect of the cases mentioned in explanatory note T. Whether such compensation was paid during the year or previous to its commencement, Exclude all payments in cases in which the final payment had not been made by the end of the year to which the return relates.

2) Where the benefit actually showed(e.g hospital leave on full pay) is excess of the compensation admissible under the Work men's Compensation Act 1923, only the amount of the compensation so admissible should be entered in the return.

V) Only such disablements as last for more than three days should be show(Section 4 (1) of the workmen's Compensation Act 1923)

W) Check up with the 'List of Occupational Diseases' as laid down in schedule III appended to the Workmen's Compensation Act.1923. In case of those ' Occupational Diseases' only which resulted in cases, in respect of which compensation was paid the information is to be furnished.

X) Enter for, each occupation separately each of the ' Diseases' referred to in explanatory note 'W' which resulted in cases in respect of which compensation was paid.

Y) As laid down under section 1(3) of the Industrial Employment (Standing Orders)Act 1946 the Act, applies to every industrial establishment wherein one hundred or more workmen are employed or were employed on ay day of the preceding twelve months provided that the 'appropriate Government' may after giving not less than two months notice of its intention so to do by notification in the Official Gazette, apply the provisions of this Act to any industrial establishment employing such number of persons less than one hundred as may be specified in the notification,. 'The Industrial Establishment ' means the establishment as defined under section 2(c) of the Act.

2) Only such Worker's as defined under Section 2(1) of the Industrial Employment (Standing Orders)Act 1946 are to be taken into account).