

THE ASSAM FACTORIES RULES, 1950

FORM NO. 21

[PRESCRIBED UNDER SUB-RULE (1) OF RULE 99]

Annual Return

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

1. Registration Number of Factory.....
 2. Name of Factory.....
 3. Name of the Occupier.....
 4. Name of the Manager.....
 5. District... .. Sub-Division.....
 6. Full postal address of factory
 7. Nature of Industry.....
- Number of workers and particulars of employment*
8. Number of days worked in the year.
 9. Number of mandays worked during the year
 - (a) Men
 - (b) Women.....
 - (c) Children.....
 10. Average number of workers employed daily (*See Explanatory note*)
 - (a) Adults (i) Men.....
 - (ii) Women.....
 - (b) Adolescents
 - (i) Male.....
 - (ii) Female.....
 - (c) Children
 - (i) Boys.....
 - (ii) Girls.....
 11. Total number of man-hours worked including over-time.
 - (a) Men
 - (b) Women... ..
 - (c) Children... ..
 12. Average number of hours worked per week (*See explanatory note*)
 - (a) Men

Substituted vide. notification No.GLR(RC) 43/86/241 dt. : 05-05-1993

THE ASSAM FACTORIES RULES, 1950

- (b) Women.....
- (c) Children.....

13. (a) Does the factory carry out any process or operation declared as dangerous under Section 87 ? (*See Rule 94*)

- (b) If so, give the following information.

Name of the dangerous process or operations carried on	Average number of persons employed daily in each of the processes or operations given in column 1
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- | 1 | 2 |
|------------|---|
| (i) | |
| (ii) | |
| (iii) etc. | |
14. Total number of workers employed during the year.
 - (a) Men
 - (b) Women... ..
 - (c) Children... ..
 15. Number of workers who were entitled to annual leave with wages during the year.
 - (a) Men
 - (b) Women
 - (c) Children... ..
 16. Number of workers who were granted leave during the year.
 - (a) Men
 - (b) Women... ..
 - (c) Children... ..
 17. (a) Number of workers who were discharged or dismissed from the service or quit employment or were superannuated or who died while in service during the year.... ..
 - (b) Number of such workers in respect of whom wages in lieu of leave were paid.

Safety Officer

THE ASSAM FACTORIES RULES, 1950

18. (a) Number of safety Officers required to be appointed as per Notification under Section 40-B.... ..
(b) Number of Safety Officer appointed..... ..
Ambulance Room
19. Is there an Ambulance Room provided in the factory as required under Section 45 ?
Canteen
20. (a) Is there a Canteen provided in the factory as required under Section 46.
(b) Is the Canteen provided managed/run.
(i) Departmentally, or
(ii) Through a contractor?... ..
Shelters or Rest Room and Lunch Rooms.
21. (a) Are there adequate and suitable Shelters or Rest Rooms provided in factory required under Section 47.... ..
Creches
22. Is there a creche provided in the factory as required under Section 48 ?
Welfare Officers
23. (a) Number of Welfare Officers to be appointed as required under Section 49.
(b) Number of Welfare Officers appointed... ..
Accidents
24. (a) Total number of accidents
(See Explanatory note)
(i) Fatal.
(ii) Non-Fatal.
(b) Accidents in which workers returned to work during the year to which

*The term "Ordinary employed" in Section 48 of the Factories Act, 1948 would mean "total number of persons employed in all shifts. This should be over 50% of the number of working days in the establishment".

THE ASSAM FACTORIES RULES, 1950

this relates :

- (i) Accidents (workers injured) occurring during the year in which injured workers returned to work during the same year.
- (aa) Number of accidents
(bb) Mondays lost due to accidents.... ..
(ii) Accidents (Workers injured) occurring in the previous year in which injured workers returned to work during the year to which this return relates.
(aa) Number of accidents,... ..
(bb) Mandays lost due to accidents.... ..
(c) Accidents (workers injured) occurring during the year in which injured workers did not return to work during the year to which this return relates.
(i) Number of accidents.... ..
(ii) Mandays lost due to accidents..... ..
Suggestion Scheme
25. (a) Is a Suggestion Scheme in operation in the factory
(b) If so, the number of suggestion
(i) Received during the year... ..
(ii) Accepted during the year... ..
(c) Amount awarded in case prizes during the year
(i) Total amount awarded
(ii) Value of the maximum cash prize awarded
(iii) Value of the minimum cash prize awarded

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

Signature of the Manager.

Date: