

[See clause (1) of rule 103]

**ANNUAL RETURN UNDER THE FACTORIES ACT, 1948.**

Year ending 31st December, 19 . . . . .

Name of factory.....

Postal Address.....

District.....

Nature of Industry.....

Name of Occupier.....

Name of Manager.....

**PART I**

\*1. Average daily number of workers employed

Men.....

Women.....

Adolescents—

Male.....

Female.....

Children—

Male.....

Female.....

2. Normal hours worked per week :

Men.....

Women.....

Children.....

Vide Notification No. 1008 L.W., dated the 20th August 1964.

3. Number of days worked in the year.....

\*\*4. Average daily number of workers employed in dangerous operations—

\*\*\*5. Average number of workers per shift exempted from the provisions of sections—

51. ....

54. ....

55. ....

56. ....

6. (a)(i) Total number of fatal accidents.....

\*\*\*(ii) Total number of non-fatal accidents.....

(b) Total mandays lost due to the accidents shown against item a(ii) above (total of column 6 of Form No. 24 prescribed under Rule 106).....

\*The average daily number should be calculated by dividing the aggregate number of attendances on working days by the number of working days in the year. In reckoning attendances, attendances by temporary as well as permanent employees should be counted, and all employees should be included, whether they are employed directly or under contractors. Attendances on separate shifts (e.g. night and day shifts) should be counted separately. Days on which the factory was closed, for whatever cause, and days on which the manufacturing processes were carried on should not be treated as working days.

\*\*Manufacture of aerated water and processes incidental thereto, electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds; manufacture or repair of electric accumulators; glass manufacture; grinding or glazing of metals; manufacture, treatment or handling of lead, lead alloys or certain compounds of lead; generation of gas from dangerous petroleum; cleaning or smoothing of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or steam; liming and tanning of raw hides and skins and processes incidental thereto; feeding of jute hemp or other fibres into softening machines; lifting, stacking, storing and shipping of bales in and from finished goods godowns of Jute Mills; manufacture use on storage of cellulose solutions; manufacture of chromic acid or manufacture or recovery of the bichromate of sodium, potassium or ammonium; printing presses and type foundries, certain lead process carried on therein; manufacture of compressed hydrogen or compressed oxygen; manufacture of pottery; manufacture of rayon by the viscose process; manufacturing processes and processes incidental thereto carried on in Chemical Works mentioned in Appendix I of Schedule XV III.

\*\*\*This should be calculated by taking the total of the number of workers who were exempted during the year over all the shift worked and dividing this total by the total number of shifts worked during the year.

\*\*\*\*Only those accidents which are reportable under Section 88 of the Factories Act, 1948 should be included.

PART II

LEAVE WITH WAGES

1. Total number of workers employed during the year—

Men.....

Women.....

Children.....

2. Number of workers who qualified for leave during the year—

Men.....

Women.....

Children.....

3. Number of workers whose leave was due during the year (including leave brought forward from previous years)—

Men.....

Women.....

Children.....

4. Number of workers who were granted leave during the year—

Men.....

Women.....

Children.....

5. Number of workers who did not avail themselves of leave during the year in which the leave accrued—

Men.....

Women.....

Children.....

6. (a) Number of workers discharged or dismissed from service during the year—

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(b) Number of discharged workers paid wages in lieu of leave—

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PART III

**Compensatory Holidays**

1. Average number of workers per shift exempted from Section 52 of the Factories Act—

Men.....

Women.....

2. Number of persons who received compensatory holidays in the—

(1) same month.....

(2) following month.....

(3) third month.....

*Dated*.....

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*Signature of Manager.*