

(iii) shall wilfully neglect to make use of any appliance or other thing provided in the factory for the purpose of securing the health or safety of the workers therein.

If any worker employed in a factory contravenes any of these provisions or any rule or order made thereunder he shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to Rs.100, or with both.

If any worker employed in a factory contravenes any provision of this Act or any rules or orders made thereunder, imposing any duty or liability on workers, he shall be punishable with fine which may extend to Rs.20.

46. Certificates of fitness (Sections 69, 70 and 98).- No child who has completed his fourteenth year or an adolescent shall be required or allowed to work in any factory unless a certificate of fitness granted with reference to him is in the custody of the manager of the factory and such child or adolescent carries, while he is at work, a token giving a reference to such certificate. Any fee payable for such a certificate shall be paid by the occupier and shall not be recoverable from the young person, his parents or guardian.

An adolescent who has been granted a certificate of fitness to work in a factory as an adult and who while at work in a factory carries a token giving reference to the certificate shall be deemed to be an adult for all the purposes of the provisions of the Act relating to the working hours of adults and the employment of young persons. An adolescent who has not been granted a certificate of fitness to work in a factory as an adult shall, notwithstanding his age, be deemed to be a child for all the purposes of this Act.

Whoever knowingly uses or attempts to use, as a certificate of fitness granted to himself, a certificate granted to another adolescent to work in a factory as an adult, or who having procured such a certificate knowingly allows it to be used, or an attempt to use it to be made, by another person, shall be punishable with imprisonment for a term which may extend to two months or with fine which may extend to Rs.100 or with both.

47. Registers, notices and returns (Sections 61, 62, 63, 72, 73, 74 and 110).- A register of adult workers in the prescribed Form 17 and a register of child workers in the prescribed Form 19 shall be maintained by the manager of every factory.

A notice of periods of work for adults and a notice of periods of work for children in the prescribed forms 16 and 18 shall be correctly maintained and displayed in every factory. No adult worker or child shall be required or allowed to work in any factory otherwise than in accordance with their respective notices of periods of work displayed in the factory.

The owners, occupiers or managers of factories shall submit the prescribed periodical returns to the Inspector regularly.

## **FORM 29**

Prescribed under rule 148

### ***ANNUAL RETURN***

For the year ending 31<sup>st</sup> December, .....

1. Registration number of factory :
2. Name of factory :
3. Name of occupier :

4. Name of the manager :
5. District :
6. Full postal address of factory :
7. Nature of industry :
- Number of workers and particulars of employment
8. No. of days worked in the year :
9. No. of man-days 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) Male :
- (ii) Female :
11. Total no. of man-hours worked including overtime.
- (a) Men :
- (b) Women :
- (c) Children :
12. Average number of hours worked per week (See explanatory note)
- (a) Men :
- (b) Women :
- (c) Children :
13. (a) Does the factory carry out any process or operations declared as dangerous under Section 87 (See Rule 116):
- (b) If so, give the following information

| Name of the dangerous process<br>daily in each of<br>Or operations carried on<br>Col.1 | Average No. of persons employed<br>the processes or operations given in<br>Col.2 |
|--|--|
|--|--|

|   |   |
|---|---|
| 1 | 2 |
|---|---|

- i)  
ii)  
iii) etc.

Leave with Wages

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 died while in service during the year :
- (b) Number of such workers in respect of when wages in lieu of leave were paid :
- 18. (a) Number of Safety Officers required to be appointed as per notification under Section 40-B :
- (b) Number of Safety Officers 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?
  - i) departmentally, or :
  - ii) through a contractor? :

Shelters or Rest Rooms and Lunch Rooms

- 21. (a) Are there adequate and suitable shelters or rest rooms provided in the factory as required under Section 47? :
- (b) Are there adequate and suitable lunch rooms provided in the factory as required under Section 47? :

Creches

- 22. Is there a Creche provided in the factory as required under Section 48? :
- 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 notes)
  - i) Fatal :
  - ii) Non-Fatal :
- (b) Accidents in which workers

returned to work during the year  
to which this return 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) Man-days 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) Man-days 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) Man-days lost due to  
accidents :

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

the manager

Signature of

Date

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**Explanatory Notes:**

1. The average number of workers employed daily should be calculated by dividing the aggregate number of attendance on working days (that is, man-days worked by the number of working days in the year. In reckoning attendance, attendance by temporary as well as permanent employee should be counted, and all employees should be included, whether they are employed directly or under contractors. Attendance 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 are not carried on should not be treated as working days. Partial attendance for less than 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.

2. For seasonal factories, the average number of workers employed during the working season and the off-season should be given separately. Similarly the number of days worked and average number of manhours worked per week during the working and off-season should be given separately.

3. The average number of hours worked per week means the total actual hours worked by all workers during the year excluding the rest intervals but including