

[See rule 136(a)]

Annual Returns

For the year ending 31st December, 20____

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

PART - A

(Under the Factories Act, 1948)

- (1) (a) Registration number of the factory :
(b) Licence number of the factory :
(c) Section of the Act under which the factory is covered : Section 2 (m) (i)
Section 2 (m) (ii)
Section 85 –
- Chemical
- Section 85-non-chemical
- (2) Name of the factory :
(3) Name of the Occupier :
(4) Name of the Manager :
(5) District :
(6) Full postal address of the factory including pin code :

- (7) Industry :
(a) (1) Nature of industry (mention what is actually manufactured, including repairs of all types, following the National Industrial Classification, 1987 at the 4 digit level) :
(2) NIC code number (4 digit) (As given in the licence) :

--	--	--	--

- (b) Sector of industry Please tick the appropriate box : Public sector
(See explanatory Note ‘A’) Joint sector
Co-operative sector
Private sector

- (c) In 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')

(b) Number of weeks the factory worked in the year :

Number of workers and particulars of employment

(9) Number of man days worked (i.e. aggregate number of attendance) during year (see explanatory note 'C')

(a) Adults (i) Male :

(ii) Female :

(b) Young Person (i) Male :

(ii) Female :

Total :

(10) Average number of workers employed daily i.e. Man days worked divided by number of days worked (See Explanatory note 'D')

(a) Adults (i) Male :

(ii) Female :

(b) Young Person (i) Male :

(ii) Female :

Total :

(11) Total number of man-hours worked including overtime excluding rest intervals (see Explanatory note 'E')

(a) Adults (i) Male :

(ii) Female :

(b) Young Person (i) Male :

(ii) Female :

Total :

(12) Average number of hours worked per week

i.e. Total man hours worked

(Average daily employment) X (Number of weeks of the factory worked)

(See Explanatory note 'F')

- (a) Adults (i) Male :
- (ii) Female :
- (b) Young person (i) Male :
- (ii) Female :

(13) In respect of factories carrying on processes or operations declared dangerous under section 87 of the Factories Act, 1948, 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')	Number of persons			
			Medically examined		Declared unfit	
			Male	Female	Male	Female
	1	2	3	4	5	6
	(i)					
	(ii)					
	(iii) etc.					

(14) In respect of factories carrying on 'hazardous process' as defined in section 2 (cb) of the Factories Act, 1948, , 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 process or operation given(See Explanatory note 'D')	Number of persons			
			Medically examined		Declared unfit	
			Male	Female	Male	Female
	1	2	3	4	5	6
	(i)					
	(ii)					
	(iii) etc.					

Leave with wages

(15) Total number of workers employed during the year (see Explanatory note 'J')

- (a) Adults (i) Male :
- (ii) Female :
- (b) Young person (i) Male :
- (ii) Female :

(16) Number of workers who were entitled to annual leave with wages during the year

- (a) Adults (i) Male :
- (ii) Female :
- (b) Young person (i) Male :

- (ii) Female :
- (17) Number of workers who were granted 'Leave' during the year (see Explanatory note 'K')
- (a) Adults (i) Male :
(ii) Female :
- (b) Young person (i) Male :
(ii) Female :
- (18) (a) Total number of workers discharged/dismissed from the service/quit employment/superannuation/ 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 required to appoint Safety Officer(s) under section 40B of the Act and the rules made thereunder? : Yes No
- (b) Number of Safety Officers appointed :

Health and Safety Policy

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 2m (i), 50 or more workers; and
(ii) section 2m (ii); 100 or more workers.
- (20) Has the factory formulated health and safety policy? : Yes No

Safety Committee

(Information to be furnished only by (i) factories carrying on hazardous process or dangerous operations, and (ii) other factories employing 100 or more workers)

- (21) (a) Is safety committee appointed? : Yes No
- (b) If more than one committee exists, give numbers. :

Emergency Plan

Information to be furnished by factories covered under section 2(cb) (see Explanatory note 'M')

- (22) Has the factory got an on-site emergency plan? :

Medical Facilities

- (23) Information to be furnished only by -

- (a) Factories licensed to employ upto 500 workers covered under section 2(cb) of the Act:-
- (i) Number of Factory Medical Officers (appointed on retainership basis or part-time basis) :
 - (ii) Number of ambulance vans available with the factory directly or factory arrangement :
 - (iii) Number of Occupational Health Centres provided :
- (b) Factories licensed to employ above 500 workers covered under section 2(cb):-
- (i) Number of full time Factory Medical Officers :
 - (ii) Number of ambulance vans available with the factory directly or factory arrangement :
 - (iii) Number of Occupational Health Centres provided :
- (c) Factories other than (a) and (b) above and employing 500 or more workers:-
- (i) (a) Number of part time Factory Medical Officers for factories employing upto 1000 workers :
 - (b) Number of full time Factory Medical Officers for factories employing above 1000 workers :
 - (ii) Number of ambulance vans available with the factory directly or factory arrangement :
 - (iii) Number of ambulance rooms provided :

Competent Supervisor

(See Explanatory note 'N')

[Information to be furnished only by factories covered under section 2(cb) of the Act]

- (24) (a) Number of competent Supervisors appointed :
- (b) Number of competent supervisors who have received safety training as required under rule 90-S. :

Canteen

- (26) (a) Is there a canteen provided in the factory as required under section 46 of the Act? (Only those factories will furnish information wherein more than 250 workers are ordinarily employed) : Yes No
- (b) Is the canteen provided is managed or run
- (i) Departmentally or : Yes No
 - (ii) Through a contractor : Yes No

Shelter 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 of the Act -
- (a) Are there adequate and suitable shelters or rest rooms provided in the factory? :
 - (b) Are there adequate and suitable lunch rooms provided in the factory (any canteen maintained in compliance with section 46 of the Act will be accepted here also) :

Crèches

- (28) Is there a crèche provided in the factory as required under section 48 of the Act? (Only those factories will furnish information wherein more than 30 women workers are ordinarily employed) :

Welfare Officers

- (29) (a) Number of Welfare Officers required under section 49 of the Act (Only those factories will furnish information wherein 500 or more workers are ordinarily employed) :
- (b) Number of Welfare Officers actually appointed :

(30). (a) Accident and Dangerous Occurrences resulting into death or bodily injury:

Categories	Accident and Dangerous Occurrence involving								
	Fatal Injuries			Non-fatal injuries See Explanatory note 'P'(2)			Fatal Injuries and Non-fatal injuries		
	Number of			Number of			Total Number of		
	Accidents/ Occurrences	Persons died		Accidents/ Occurrences	Persons injured		Persons injured and died		
		Inside the Factory	Outside the Factory (See Explanatory note 'P'(3))		Inside the Factory	Outside the Factory	Accidents/ Occurrences (2+5)	Inside the Factory (3+6)	Outside the Factory (4+7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
(1) Accidents including dangerous occurrence resulting in death or bodily injury.									
(2) Dangerous occurrence resulting in death or bodily injury.									

(b). Dangerous occurrence which does not result in death or bodily injury. (See Explanatory note 'P' (1)).

Category	Number
Dangerous occurrence which does not result in death or bodily injury	

- (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) Man days 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 relates
 - (aa) Number of injuries :
 - (bb) Man days lost due to injuries (this :
should be the total man days lost
during the previous year as well as
in the current year)
- (d) Non-fatal injuries 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) Man days lost due to injuries :

PART - B

(Under the Payment of Wages Act, 1936)

- (31) (i) Number of Man days worked (i.e. aggregate number of attendance) during the year for
persons earning wages which do not exceed the wage limit specified in sub-section (6)
of section 1 of the Payment of Wages Act, 1936 (4 of 1936), as amended from time to
time, per month (see Explanatory note 'C')
 - (a) Adult :
 - (b) Young person :
 - Total :
 - (ii) Average number of workers employed daily (i.e. man days worked divided by number
of days worked) for persons earning wages which do not exceed the wage limit
specified in sub-section (6) of section 1 of the Payment of Wages Act 1936 (4 of 1936),
as amended from time to time, per month (See Explanatory note 'D')
 - (a) Adult :
 - (b) Young person :
 - Total :
- (32) 'Total wages paid' including 'Deductions' under section 7 (2) of the Payment of Wages Act,

1936 (4 of 1936) for persons earning wages which do not exceed the wage limit specified in sub-section (6) of section 1 of the Payment of Wages Act 1936 (4 of 1936), as amended from time to time, per month on the following accounts.

- (a) Basic wages only Rs.
- (b) Dearness allowances Rs.
- (c) Composite wages (i.e. if combined Basic wage and dearness allowance paid) Rs.
- (d) Overtime wages Rs.
- (e) Non-profit sharing bonus Rs.
- (f) Any other bonus (other than profit sharing bonus) Forming part of wages as defined under the Act Rs.
- (g) Any other amount paid in cash which may form Part of wages as defined under the Act (pleased Specify) Rs.
- (h) Arrears of pay in respect of previous year paid during the year Rs.
- (i) Total wages paid (total) of (a+b) or (c+d+e+f+g+h) Rs.

(33) 'Gross amount paid' as remuneration to persons earning wages which do not exceed the wage limit specified in sub-section (6) of section 1 of the Payment of Wages Act 1936 (4 of 1936), as amended from time to time, per month including 'deductions' under section 7(2) of the said Act, 1936 on the following accounts ;

- (a) 'Total wages paid' (item 32) during the year Rs.
- (b) 'Bonus paid' during the year (include arrears also, if paid during the year. This is statutory bonus as well as Profit Sharing Bonus) Rs.
- (c) 'Amount' of Money Value of Concession' [see Explanatory note Q] given during the year. Rs.

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 and telephone No.

EXPLANATORY NOTES

(A). “*Establishment in Public Sector*” means an establishment owned, controlled or managed by (i) the Government or the Department of the Government, or (ii) a Government Company as defined in section 2 (45) of the Companies Act, 2013 (18 of 2013), or (iii) a Corporation established under Central 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 Private Sector*” means an establishment which is not an establishment in Public Sector or Joint Sector or Cooperative Sector.

(AA). “*Major Accident Hazard (MAH) Installations*” means isolated storage and industrial activity at a site handling (including transport through carrier or pipeline) of hazardous chemicals equal to or , in excess of the threshold quantities specified in column 3 of schedules 2 and 3 respectively of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989, as amended from time to time.

(B). (1) “*Working day*” should be taken to be a day on which although no manufacturing process was carried on but more than 50% of the workers (preceding the date under consideration) were deployed on maintenance and repair work, etc. on closed days. 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) “*seasonal factory*” means a factory which is exclusively engaged in one or more of the following manufacturing processes, namely, cotton ginning, jute or cotton pressing, decortication of groundnuts, the manufacturing of coffee, indigo, lac, rubber, sugar (including gur) or tea or any manufacturing process which is incidental to or connected with any of the aforesaid processes and includes a factory which is engaged for a period 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.

For seasonal factories, information about working season and off-season should be given separately.

(3)The expression “manufacturing process” and “power” shall have the meanings respectively assigned to them in the Factories Act, 1948 (Central Act 63 of 1948).

- (BB). “*major accident hazard (MAH) substance*” means any hazardous chemical equal to or in excess of the threshold quantities specified in column 3 of schedules 2 and 3 of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989.
- (C). Man days working 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 employees should be counted, and all employees should be counted, and all employees should be included, whether they are employed directly or under contractors (Apprentices, who are not covered under Apprentices Act, 1961, are also to be included). Attendance on separate shifts (e.g. night attendance and day shifts) should be counted separately. 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.
- (D).The average number of workers employed daily should be calculated by dividing the figures of “mandays 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.
- (E).The “Total number of Manhours worked” should be the TOTAL ACTUAL HOURS WORKED BY ALL the workers during the year excluding rest intervals but including overtime worked.
- (F). The “Average Number of Hours worked per week” should be calculated by dividing the “Total number of Manhours 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 divided by (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 the place of figure 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 Processes 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 returns falls under this section or rules, 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, 1948 and defined under section 2 (cb) of the Act should be checked. If a factory or even a part of the factory submitting returns, fails under this section, the fact should be mentioned against this item and requisite information furnished accordingly.
- (I). There may be number of ‘hazardous processes’ 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 and 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 or wherein the factory is carrying on any hazardous process defined in section 2 (cb) or wherein the factory is categorized as “Major Accident Hazard” under the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 as amended from time to time, the occupier shall employ the required number of Safety Officers with prescribed 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’ takes 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 for his factory and make known to the workers employed therein the safety measures required to be taken in the event of an accident taking the place. The District/ local authority shall prepare disaster plan for area based on on-site plans of individual units.

(N). All persons who are required to supervise the handling of ‘hazardous substance’ shall possess:-

- (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 2 years experience.

The experience stipulated above shall be in process operation and maintenance in Chemical Industry.

(O) The expression “young person” shall have the meaning assigned to it in the Factories Act, 1948 (Central Act 63 of 1948).

(P). (1) Dangerous Occurrence – The following classes of occurrences are dangerous occurrences –

- (a) Bursting of plant used for containing or supplying steam under pressure greater than atmospheric pressure.
- (b) Collapse or failure of a crane, derrick, winch, hoist or other appliances used in raising or lowering persons or goods, or any part thereof, or the overturning of a crane.
- (c) 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, or in fire in rooms of cotton pressing factories when a cotton opener is in use.
- (d) Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid / solid resulting from the compression of gas.
- (e) Collapse or subsidence of any floor, gallery, roof, bridge, tunnel, chimney, wall, building, or any other structure.

(2) Only such injuries which prevented workers from working for a period of 48 hours or more immediately following the accident or the dangerous occurrence should be reported as non-fatal injuries.

- (3) Fatal / non-fatal injuries “Outside the factory” means an injury or death caused outside the factory premises resulting from the accident or the dangerous occurrence inside the factory premises.
- (Q).The money value of concession is the cost of value of the next 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.’