

# The Tamil Nadu Factories Rules

## FORM 21

(Vide sub-rule (1) of rule 100)

(Half-yearly return for the half-year ending 30<sup>th</sup> June\_\_\_\_\_)

1. Registration Number of the Factory\_\_\_\_\_
2. Name and address of the Factory\_\_\_\_\_  
\_\_\_\_\_
3. Name and address of the Occupier\_\_\_\_\_  
\_\_\_\_\_
4. Name and address of the Manager\_\_\_\_\_  
\_\_\_\_\_
5. Nature of Industry\_\_\_\_\_
6. Number of days worked during the half-year\_\_\_\_\_
7. Average number of workers employed daily\_\_\_\_\_

Adults		Adolescents		Children	
(1)		(2)		(3)	
Male	Female	Male	Female	Male	Female

8. Date of despatch of return\_\_\_\_\_

I certify that to the best of my Knowledge and belief the above particulars are correct in every aspect.

Signature of the Manager  
(Name in BLOCK Letters)

**Explanation.---** Partial attendance for less than half-a-shift should be ignored and attendance for half-a-shift or more should be treated as full attendance. The average number of workers employed daily should be calculated by dividing the aggregate number of attendance on working days by the number of working days in the half-year. In reckoning attendance, attendance by all employees whether employed directly or through contractors and whether permanent or temporary should be included. Attendance on separate shifts should be reckoned separately in arriving at the aggregate of attendances.

The days on which the factory was closed for whatever reason and the days on which the manufacturing processes were not carried on, should not be treated as working days.