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 were 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 a half a shift or more on such day should be treated as full attendance.

FORM 31

Prescribed under rule 152

MUSTER ROLL

Name of factory…… Place …..……. District……..

Serial No.	Name of worker	Father's Name	Nature of work	Daily attendance for month of ……... 19….. Dates														Remarks
				1	2	3	4	5	6	7	8	9	..	..	..	..	..	

FORM 32

Prescribed under rule 153

REGISTER OF ACCIDENTS AND DANGEROUS OCCURRENCES

Name of Injured person (if any)	Date of Accident or dangerous occurrence	Date of report (in Form 25) to Inspector	Nature of accident or dangerous occurrence	Date of return of injured Person to work	Number of days the injured Person was absent from work
1	2	3	4	5	6