

FORM NO. 21

(See rule 107)

ANNUAL RETURN

For the year ending on the 31st day of December, 19

1. Registration No. of factory_____
 2. Name of factory_____
 3. Location of factory with address_____
 4. Postal address of factory_____
 5. (a) Name of Occupier_____
(b) Telephone Number, if any_____
 6. (a) Name of Manager_____
(b) Telephone Number, if any_____
 7. (a) Nature of industry_____
(b) Nature of major manufacturing process_
(mention exactly what is being
manufacturing)_____
(c) Total investment made_____
 8. Code Number_____
 9. Whether the factory is in _____
(a) Public Sector or_____
(b) Private Sector or_____
(c) Joint Sector or_____
(d) Co-operative Sector_
(Strike out which is not applicable)_____
- Number of workers and particulars of Employment_____
10. Is the factory seasonal ?_____
 11. No. of days worked in a year_____
 12. (i) Total attendance _
(Man-days worked) during _
the year_____
(a) Men_____
(b) Women_____

- (c) Children _____
- (ii) Number of workers, attendances,
days worked and wages paid _____

Month	Number of workers	Total attendance	Number of days worked	Total amount of wages paid

13. Average number of workers employed daily --
(See explanatory note) _____
- (a) Adults _____
- (i) Men _____
- (ii) Women _____
- (b) Adolescent _____
- (i) Male _____
- (ii) Female _____
- (c) Children _____
- (i) Male _____
- (ii) Female _____
14. Total number of men hours worked including overtime _____
- (a) Men _____
- (b) Women _____
- (c) Children _____
15. Average number of hours worked per week (See explanatory note) _____
- (a) Men _____
- (b) Women _____
- (c) Children _____
16. (a) Does the factory carry out any process of operation specified as hazardous under
Section 2(cd) and declared as dangerous under Section 87 of the Act _____
- (b) If so, give the following information _____

Name of dangerous process or operation carried on	Average No. of persons employed daily in each of the processes or operation given in Column 1
1	2
(i)	
(ii)	
(iii) etc.	

LEAVE WITH WAGES

17. Total number of workers employed during the year _____
 (a) Men _____
 (B) Women _____
 (b) Children _____
18. Number of workers who were entitled to annual leave with wages during the year _____
 (a) Men _____
 (b) Women _____
 (c) Children _____
19. Number of workers who was were granted leave during the year _____
 (a) Men _____
 (b) Women _____
 (c) Children _____
20. (a) Number of workers who were discharged or dismissed form the service or quit employment or were super annuated or died, while in service during the year ;

 (b) Number of such workers in respect of whom wages in lieu leave were paid. _____

SAFETY OFFICER

(Only for factories employing one thousand or more workers)

21. (a) Number of Safety Officers required to be appointed as per notification under Section 40-B of the Act _____
(b) Number of safety Officers appointed _____

AMBULANCE ROOM

(Only for factories employing five hundred or more workers)

22. Is there an ambulance room provided in the factory as required under Section 45 of the Act read with rule 102 Schedule XI, paragraph 53 _____

CANTEEN

(Only for factories employing two hundred and fifty or more workers)

23. (a) Is there a canteen provided in the factory as required under Section 46 of the Act?

(b) Is the canteen provided managed,
(i) departmentally, or _____
(ii) through a contractor? _____

SHELTERS OR REST ROOMS AND LUNCH ROOM

(Only for factories employing one hundred and fifty or more workers)

24. (a) Are there adequate and suitable shelters or rest rooms provided in the factory ?

(b) Average daily number of children using the crèche _____
25. (a) Number of Welfare Officer appointed _____
(b) Have the names of Welfare Officers been notified to the Chief Inspector of factories Punjab? _____

ACCIDENTS

26. (a) Total number of accidents.
(See explanatory Note) _____
(i) Fatal _____
(ii) Non-fatal _____

(b) Accidents in which injured workers returned to work during the same year _____

- (i) Number of accidents _____
- (ii) Man-days lost due to accidents _____
- (c) Accident (workers injured) occurring during the year in which injured workers did not return to work during the year to which the return relates, _____
(i) Number of accident _____
(iii) Man-days lost due to accidents _____
- (d) Attach Form No. 18 in case of those accidents, intimation of which has not been sent to the Chief Inspector or Factories at the time of accidents _____

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

Signature of the Manager

Date _____

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 workers employed 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 were not carried on should not be treated as working days. Partial attendance for less than half a shift on a working days should be ignored, while attendance for half a shift or more on such days should be treated as full attendance.
2. For seasonal factories, the average number of worker employed during the working season and the off-season should be given separately. Similarly the number of days worked 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 overtime work divided by the product of total number of workers employed in the factory during the year and 52. In case the factory has not worked for the whole year, the number of weeks during which the factory worked should be used in place of the figure 52.
4. Every person killed or injured should be treated as one separate accident. If in the occurrence, six person were injured or killed, it should be counted as six accidents.
5. In item 26(a), the number of accident, which took place during the year should be given. In case of non-fatal accident only those accidents which prevented workers from working forty-eight hours or more, should be indicated.