

DELHI FACTORY RULES

FORM NO. 21

(Prescribed under sub-rule (1) of Rule 100)

ANNUAL RETURN

Year ending 30th June, 19...

Name of factory _____

Name of occupier _____

Name of Manager _____

(1) District _____

(2) Postal address _____

(3) Nature of industry _____

(4) *Average number of workers employed daily –

Men _____

Women _____

Adolescents _____

Male _____

Female _____

Children _____

Male _____

Female _____

(5) Normal Hours worked per week

Men _____

Women _____

Children _____

(6) Number of days worked in the year _____

(7) What rest intervals were given to adults _____

(8) Were rest intervals given to children _____

(9) Were week days sometimes substituted for Sundays as weekly holidays _____

(10) The number of workers exempted from the provisions of

Section 51 _____

Section 52 _____

Section 53 _____

Section 54 _____

Section 55 _____

Section 56 _____

(11) Does the factory come under

Section 87 _____

Section 93 _____

(12) Average number of workers employed daily in dangerous operations _____

Leave With Wages

(13) Number of persons who are entitled to leave with wages during the year preceding the year for which the return is submitted.

Men _____

Women _____

Children _____

(14) Number of persons who are entitled to leave with wages during the year for which this return relates.

Men _____

Women _____

Children _____

(15) Number of persons who were granted leave with wages during the year

Men _____

Women _____

Children _____

(16) Number of persons who gave notice not to avail themselves of leave during the year in which the leave accrued.

Men _____

Women _____

Children _____

(17) Number of workers discharged from service during the year

Men _____

Women _____

Children _____

(18) Number of discharged workers paid wages in lieu of leave

Men _____

Women _____

Children _____

(19) Total amount of wages paid in lieu of leave.

Men _____

Women _____

Children _____

Compensatory Holidays

(20)(a) Number of workers exempted from Section 52 of the act.

Men _____

Women _____

(b) Number of workers who received holidays in the

Same Month _____

Following Month _____

Third Month _____

Accidents

20A (a) Number of accidents or dangerous occurrences which occurred during the year

(b) Number of persons

(i) Killed

Men _____

Women _____

Children _____

(ii) Injured

Men _____

Women _____

Children _____

(c) Man-days lost due to accidents or dangerous occurrences occurring during the year and number of workers returning to work the same year:

(i) Number of workers returning to work _____

(ii) Number of man-days lost _____

(d) Man-days lost due to accidents or dangerous occurrences occurring during the previous year and number of workers returning to work during the year for which this return relates:

(i) Number of workers returning to work _____

(ii) Number of man-days lost _____

Canteens

(21) In the case of factories notified by the Chief Commissioner, Delhi, wherein more than 250 workers are ordinarily employed

Type of Canteen				Approximate average number of workers using daily	Items of expenditure borne by the occupier stating separately the total expenditure borne by the occupier in subsidizing the sale off foodstuff or in otherwise selling foodstuff or in otherwise selling foodstuff at cost price
Providing cooked food and refreshment	Providing cooked food	Providing refreshments and tea only	Providing Tea only		

Creches

(22) Number of children admitted to the crèche

(a) 2 years and below _____

(b) Above 3 years _____

(23) Details of facilities with regard to:

- (a) Milk
- (b) Food
- (c) Clothes
- (d) Toys
- (e) Medical Aid
- (f) Others

(24) Details of staff employed

- (i) Doctors _____
 - (a) Males _____
 - (b) Females _____
- (ii) Nurses _____
- (iii) Teachers _____
- (iv) Ayahs _____
- (v) Sweepers _____

Shelters, Rest Rooms and Lunch Rooms

(in case of factories wherein more than 150 workers are ordinarily employed)

(25) Approximate average of daily attendance of workers at the shelter, rest rooms or lunch rooms _____

(26) Details of facilities provided with regard to drinking water _____

(27) Details of accommodation furniture and other equipment provided _____

Welfare Officers

(in case of factories wherein more than 500 workers are ordinarily employed)

(28) Number of Welfare officers employed

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

Signature of Occupier

Signature of Manager

*The average daily number should be calculated by dividing the aggregate number of attendance on working days by the number of working days during the half-year. In reckoning attendance, attendances by temporary as well as permanent employees should be counted and all employees should be included, whether they are employed directly or under contractors. Attendances 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 half a shift or more on such days should be treated as full attendance.

** Enter "one hour", "two half hours", "one half hour" or none as the case may be. If none of these categories applied to all the adult employees, enter the category applicable to the minority of adult employees. Where the majority received an interval exceeding one hour, enter "one hour"
