

FORM 22
(Prescribed under Rule 127(2))

Half Yearly Return
For the half year ending June.....

(This return should be sent to the prescribed authority latest by 15th July of current year)

Registration No.....
Licence No.....
NIC Code No.....

(As given in the licence)

1. Name of Factory :
2. Name of occupier :
3. Name of Manager :
4. District :
- 5 Full Postal Address of the factory (including PIN code) :
1. Industry
 - a) Nature of industry (see Explanatory Note)
 - b) Sector of Industry (Mention whether Establishment belongs to Public or Private Sector(See Explanatory Note 2)
 - c) Section of the Act under which the Factory is covered (Please Please tick() the appropriate box)
2m (i)
2m (ii)
Section 85
2. Number of days factory worked during the Half year ending 30th june :
3. Number of man-days worked during the Half year ending 30th June :
 - a) Adults
 - i) Men
 - ii) Women
 - b) Adolescent
 - i) Male
 - ii) Female
 - c) Children
 - i) Boys
 - ii) Girls

Total :

4. Average number of workers employed daily
(See Explanatory Note -3)

- | | |
|---------------|------------|
| a) Adults | i) Men |
| | ii) Women |
| b) Adolescent | i) Male |
| | ii) Female |
| c) Children | i) Boys |
| | ii) Girls |

Total :

5. Medical information

- a) Total number of workers employed in Hazardous processes
- b) Name of the hazardous agents
- c) Number of medical officers employed :
 - i) Full-time :
 - ii) Part time :
- d) Number of workers examined by Factory Medical Officer
 - i) Workers working in hazardous process:
 - ii) Others

Date: Signature of Manager
(Name in Block letters)

Explanatory Note

1. Mention what is actually manufactured including repairs of all types, following the NIG Code at the four digit level.
2. 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 617 of the Companies Act 1956, or (iii) a Corporation established by or under Central, Provincial or State Act, which is owned, controlled, managed by the Government, or (iv) a Local authority.

Establishment in 'Joint Sector' means an establishment managed, by the Government and Society registered under the Co-operative societies Act, 1912.

3. (i) Working day should be taken to be a day on which the establishment actually worked and manufacturing process was carried on including the 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 close 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.
 - (i) For seasonal factories* information about working season and off season should be given separately.

‘Seasonal Factory’ means a factory which is exclusively engaged in one or more of the following manufacturing processes namely cotton ginning, cotton or jute pressing decortication of ground nuts, the manufacture 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 of not exceeding seven months as a year.

- (a) in any process of blending, packing or re-packing of tea or coffee, or
- (b) in such other manufacturing process as the Central Government may, by notification in the Official Gazettee, specify.

The expansion ‘manufacturing process’ and ‘power’ shall have the meanings respectively assigned to them in the Factories Act, 1948 (63 of 1948)

4. Mandays worked should be the aggregate number of attendance of all the workers, covered, under the Act, in all shifts on all the working days. In reckoning attendance, should be counted and all employees should be included, whether they are employed directly or under contractors (Apprentices, who are not covered under the apprentices Act, 1961, are also to be included). Attendance on separate shift (e.g. night and day shifts) should be counted separately. 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 day should be treated as full attendance.
5. The average daily number should be calculated by dividing the aggregate number of attendance (man-days worked) on working days by the number of working days during the half-year,