

# Orissa Shops and Commercial Establishments Rules, 1958

## FORM 13

see rule 25

### COMBINED ANNUAL RETURNS

#### In Lieu of

(i) Form-21, Rule - 101(I) Orissa Factories Rules, 1950, (ii) Form XX, Rule - 81 (I) Form XXI, Rule-81(2) Orissa Contract Labour (R&A) Rule-1975 (iii) Form-III, Rule-21 (4-A) Orissa Minimum Wages Rules – 1954 (iv) Form-IV, Rule-18, Orissa Payment of Wages Rules-1936 (v) Form 'D', Rule-5, Payment of Bonus Rules, 1975 (Central) (vi) Form 13, Rule-28, Orissa Shops and Commercial Rules – 1958 (vii) Form XIII, Rule-39, Orissa Motor Transport Workers Rules, 1966 (viii) Form L, Rule-16, Orissa Maternity Benefit Rules, 1966 (ix) Form 'V', Rule-8,O.I.E (N&A) II Rules, 1972 (x) Form XXV, Rule 240, Orissa Building and Other Construction Workers (RECS), Rules-2002 (xi) Form XXIV, Rule 56(2) of Orissa Inter-State Migration Workers (RECS) Rules, 1980

#### A. GENERAL PARTICULARS -

##### 1(a) Name and full address of the Factory / Establishment (including Building and Other Construction of Work / Motor Transport undertakings)

	Factory/Establishment	Regd./Administrative/Head Office
Name		
Address		
Tel :-		
Fax:-		
E-mail:-		
Website:-		

##### (b) Name and Residential address of the Proprietor / Partner / Directors / Employer/Principal / Employer / Occupier. (tick which ever is applicable).

Sl.No	Name and Father's Name	Designation	Residential Address	Tel/Mobile/E-mail
1	2	3	4	5

##### (c) Name and Residential Address of the Person responsible for the day to day conduct and control of business.

Name	Residential Address	Tel/Mobile/E-mail

##### (d) Name and Residential address of the occupier and Mgr. As named under the Factories Act, 1948.

Sl.No	Name	Designation	Residential Address	Tel/Mobile/E-mail
1	2	3	4	5

#### 2(A) Nature/Type of Industries/Establishments:

#### 2(B) Particulars of Products Manufactured/Services Rendered

Name of the Product/Services	Annual Installed Capacity	Quantity Manufactured	Percentage Achieved	Value

**3. Registration and License Regn. No. License No.**

(a) Factories Act, 1948:

(b) Contract Labour (R&A) Act, 1970:

(c) O.S and C.E. Act, 1956:

(d) ISMW (R&CE) Act, 1979:

(e) M.T.W. Act, 1961:

(f) Building and Other Construction Workers (RECS) Act, 1996:

**4. No of Workmen/Employees employed**

Sl.No	Category	Male	Female	Adolescent/ Adult	Total No of Employees
1	2	3	4	5	6
1	Unskilled				
2	Semi Skilled				
3	Skilled				
4	Highly Skilled				
5	ITI/Diploma				
6	Degree-Engg				
7	Executive				
8	Probationer/Trainees				

**5. Particulars of Employment / Payment in Factories / Estts. / Motor Transport Undertakings / Building Construction of Work.**

(a)

No. of Person on Roll as on 1st January	No. of Person on Roll as on 31 <sup>st</sup> December	No. of days Factory / Estt/ Building & Other Construction Works / Carried on	No. of days Factory Closed	No of mandays worked during the year	No of manhours worked including OT during the year	Total Amount of salary / wage paid including O.T. wages & allowances

(b) Average Number of Employment during the year

Men	Women	Total

(c) No. of employees discharged/dismitted/terminated/retrenched/resigned or retired during the year.

Men	Women	Total

**6. Particulars of deduction made from salary (wages) under M.W. and P.W. Act.**

	No of employees involved	Total amount of deduction made
1.Fines		
2.Damages/Loss		
3.Breach of Contract		
4.Others		
5.Total		

**In respect of the Factories Act / Orissa Shops & Commercial Establishment Act,1956/Orissa Industrial Establishment (National & Festival) Holidays Act,1972.**

**7. Particulars of Earned Leave with Wages / National Festival Holidays with Wages.**

	Total No of Persons employed	No of employees eligible for earned leave	No of employees availed/granted Earned Leave	No of employees paid wages/salary in lieu of earned leave	No. of Person who were paid wages for the NFIT (separate figure for each day may be furnished)
Men:					26 <sup>th</sup> January: 1 <sup>st</sup> May: 15 <sup>th</sup> August: 2 <sup>nd</sup> October
Women:					26 <sup>th</sup> January: 1 <sup>st</sup> May: 15 <sup>th</sup> August: 2 <sup>nd</sup> October

**In respect of Payment of Bonus**

**8. Payment of Bonus paid during the year**

Name of the accounting year	Total No of employees	No of employees eligible for Bonus	Percentage of Bonus / Ex gratia declared	Total amount of Bouns / Ex gratia paid	Date of Payment
1	2	3	4	5	6

**Relating to the Factories Act**

**9. Does the Factory carry on hazardous process under section-2(cd) dangerous operation U/s 87 of Factories Act. 1948. Yes/ No**

**If Yes**

- (i) Whether Health and Safety Policy prepared and published Yes / No
- (ii) Whether occupational Health Centre provided Yes / No
- (iii) Whether Medical Officer appointed Yes / No
- (iv) Whether Ambulance Van provided Yes / No
- (v) Average no. of persons employed daily in hazardous process /dangerous operation.

**10. Safety and Welfare Officers:—**

**(a)**

	No. of Officers required to be appointed	No. of Officer actually appointed
(i) Safety Officers as per Sec-40(B) of Factories Act.		
(ii) Welfare Officers as per Sec-49 of the Factories Act.		

**(b) Whether the following Welfare measures are provided ?**

(i)	Ambulance Room as per Sec-45(A)	Yes / No
(ii)	Canteen as per Sec-46(I)	Yes / No
(iii)	Whether the canteen is run departmentally or through contractor departmentally / Contractor	
(iv)	Creche as per Sec- 48(i)	Yes / No
(v)	Shelters, Rest Rooms and Lunch Room as per Sec-47(I)	Yes / No

**11. Particulars of Accidents, Man's days lost and others:—**

(i)		Total no. of accidents that have taken place in the year.
(ii)		Number of employees involved in such accidents:- (a) Male (b) Female
(iii)		Total number of man's days lost in such accident
(iv)		No. of employees returned to work within 48 hours of the accident
(v)		No. of employees returned to work after 48 hours of the accident (Reportable accident)
	(a)	Without Permanent /Partial/ Total Disablement
	(b)	With Permanent / Partial / Total Disablement
(vi)		Number of employees involved in accidents with either immediately or later within 7 days resulted in death.

**Maternity Benefit Act**

<b>12.</b>	<b>(a)</b>	<b>Rating to Maternity Benefits :—</b>	
(i)		Total no. of women workers who worked for a period of 160 days in the last 12 months immediately preceding the date of delivery.	
(ii)		No. of women workers discharged / dismissed in the last 12 months.	
(iii)		No. of women worker for whom pre-natal confinement and post-natal confinement.	
(iv)		No. of women workers died.	
	(a)	Before delivery -	
	(b)	After delivery -	

(b) Leave / additional leave details :—

Item	No. of women applied for leave	Leave sanctioned	Leave reject
i) Mis-carriage			
ii) Illness (additional under sec-10)			

(c) Maternity Benefit Paid :—

Item	No. of claims received	No. of leave sanctioned	No. of claims rejected	Total benefit paid in rupees
i) Confinement				
ii) Miscarriage				
iii) Illness				
iv) Medical Bureaus				

**Rating to Contract Labour (R&A) Act**

**13 (a) Contractor Labour**

Name & Address of the Contractor / Contractors	Period of contract From / To	Nature of work/ operation in which contract labour were employed Deptt.	No. of person employed	Maximum no. of contract workman employed on any day during	No. of days worked	No. of man days worked
		Total				

**(b) Whether contract has provided ?**

- (i) Canteen Yes / No.
- (ii) Rest Room Yes / No.
- (iii) Drinking Water Yes / No.
- (iv) Creche Yes / No.
- (v) First-Aid Yes / No.
- (vi) Remarks Yes / No.

**Relating to Building and Other Construction Workers (RE & CS) Act.**

**14. Particulars of accident that took place during the year:—**

(i)	The total No. of accident.	
(ii)	The number of accidents resulting in disablement of building workers for less than 48 hours, the number of building workers involved and the number of man-days lost.	
(iii)	The number of accidents resulting in disablement of building worker beyond 48 hours, but not resulting in any permanent, partial or permanent total disablement, the number of building workers involved, and the number of man-days lost on account of such	
(iv)	The number of accidents resulting on permanent, partial or total disablement, the number of building workers involved and the number of man-days lost on account of such accident.	
(v)	The number of accident resulting in deaths of building workers and the number of resultant deaths.	

**15. INTER- STATE MIGRANT WORKMENT (RE & CS) ACT, In respect of Principal Employer :—**

**(i) Number of contractors who worked in the establishment during the year with details.**

Name & Address of the Contractor	Period of Contract		Nature of work	Maximum number of workers supplied by each contractor	No. of days worked	No. of man days worked
	From	To				

**16. Beedi and Cigar Workers (Condition of Employment) Act, 1966:—**

(i) Average number of employees employed daily in the Industrial Premises :—

Men Women Young person Male Female

(ii) Average monthly number of home workers employed (i.e. who work in their homes)

(iii) Number of days worked in the year in the industrial establishment.

(iv) No. of employees who were granted leave during the calendar year.

- |                          |     |                                      |
|--------------------------|-----|--------------------------------------|
| Young persons            | (a) | employees in the Industries Premises |
|                          | (b) | employees in home.                   |
| Other than young Persons | (a) | employees in the Industrial Premises |
|                          | (b) | employed in home                     |

(v) Number of female employees who were given maternity benefit during the year  
 employees in the Industrial Premises  
 employed in home