

**Common Performa for Single Integrated Return under various Labour Laws for the year ending 31<sup>st</sup> December.....to be submitted on or before 31<sup>st</sup> January of the succeeding year.**

1. Registration Number and date of Factory licence . . . . .
  2. Name of Factory . . . . .
  3. Name and address of Occupier . . . . .
  4. Name and address of the Manager . . . . .
  5. District . . . . .
  6. Full postal address of Factory . . . . .
  7. Nature of manufacturing process . . . . .
  8. Date of commencement of manufacturing process
- Number of workers and particulars of employment**
9. Number of days worked during the year . . . . .
  10. Number of mandays worked during the year
    - (a) Men . . . . .
    - (b) Women . . . . .
    - (c) Children . . . . .
  11. Average number of workers employed daily
    - (a) Adults
      - (i) Men. . . . .
      - (ii) Women . . . . .
    - (b) Adolescents
      - (i) Male . . . . .
      - (ii) Female . . . . .
    - (c) Children
      - (i) Boys . . . . .
      - (ii) Girls . . . . .
  12. Total number of man-hours worked including over-time
 

	Normal working Hours	Overtime Working Hours	Total Working Hours
(a) Men . . . . .	. . . . .	. . . . .	. . . . .
(b) Women . . . . .	. . . . .	. . . . .	. . . . .
(c) Children . . . . .	. . . . .	. . . . .	. . . . .
  13. Average number of hours worked per week
    - (a) Men . . . . .
    - (b) Women . . . . .
    - (c) Children . . . . .
  14. (a) Does the factory carry out any process or operation declared as dangerous under Section 87 ? (See Rule 120) of the Factories Act, 1948 . . . . .  
 (b) If so, give the following information

Name of the dangerous processes or operations carried on	Average number of persons employed daily in each of the processes or operations given in column 1
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1	2
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- (i)
- (ii)
- (iii) etc.

**Leave with Wages**

15. Total number of workers employed during the year
  - (a) Men . . . . .
  - (b) Women . . . . .
  - (c) Children . . . . .
16. Number of workers who were entitled to annual leave with wages during the year
  - (a) Men . . . . .
  - (b) Women . . . . .
  - (c) Children . . . . .

17. Number of workers who were granted leave during the year .  
 (a) Men . . . . .  
 (b) Women . . . . .  
 (c) Children . . . . .
18. (a) Number of workers who were discharged;  
 (b) Number of workers who were dismissed from the service;  
 (c) Number of workers who were quit employment;  
 (d) Number of workers who were superannuated; or  
 (e) Number of persons who died while in service during the year; . . . .  
 (f) Total (a) to (e) ;  
 (g) Number of such workers in respect of whom wages in lieu of leave were paid

**Safety Officers**

19. (a) Number of Safety Officers required to be appointed as per Notification under Section 40-B of the Factories Act, 1948 . . . . .  
 (b) Number of Safety Officers appointed . . . . .

**Ambulance Room**

20. Is there an Ambulance Room provided in the factory as required under Section 45 of the Factories Act, 1948?

**Canteen**

21. (a) Is Canteen provided in the factory as required under Section 46 of the Factories Act, 1948 . . . . .  
 Is the Canteen provided managed/run  
 (i) by the employer, or . . . . .  
 (ii) Through a contractor?;. . . . .

**Shelters or Rest Rooms and Lunch Rooms**

22. (a) Are there adequate and suitable Shelters or Rest Rooms provided in the factory as required under Section 47 of the Factories Act, 1948 ;  
 Are there adequate and suitable Lunch Rooms provided in the factory as required under Section 47 of the Factories Act, 1948 ; . . . . .

**Creches**

23. Is there a Creche provided in the factory as required under Section 48 of the Factories Act, 1948; . . . . .

**Welfare Officers**

24. (a) Number of Welfare Officers to be appointed as required under Section 49 of the Factories Act, 1948; . . . . .  
 (b) Number of Welfare Officers appointed; .. . . .

**Accidents**

25. (a) Total number of accidents  
 (i) Fatal . . . . .  
 (ii) Non-Fatal . . . . .  
 (b) Accidents in which workers returned to work during the year to which this return relates :  
 (i) Accidents (workers injured) occurring during the year in which injured workers returned to work during the same year . . . . .  
 (aa) Number of accidents . . . . .  
 (bb) Mandays lost due to accidents . . . . .  
 (ii) Accidents (workers injured) occurring in the previous year

in which injured workers returned to work during the year to which this return relates :

- (aa) Number of accidents . . . . .
- (bb) Mandays lost due to accidents . . . . .
- (c) Accidents (workers injured) occurring during the year in which injured workers did not return to work during the year to which this return relates . . . . .
  - (i) Number of accidents . . . . .
  - (ii) Mandays lost due to accidents . . . . .

**Suggestion Scheme**

- 26. (a) Is a Suggestion Scheme in operation in the factory . . . . .
- (b) If so, the number of suggestions
  - (i) Received during the year . . . . .
  - (ii) Accepted during the year . . . . .
- (c) Amount awarded in cash prizes during the year
  - (i) Total amount awarded . . . . .
  - (ii) Value of the maximum cash prize awarded . . . . .
  - (iii) Value of the minimum cash prize awarded . . . . .
- 27. (a) Average daily number of persons employed during the year

Category of Workers	Persons earning less than Rs. 18,000† per month
Adults	
Children	
Total	

- (b) Number of mandays worked during the year . . . . .

Category of Workers	Persons earning less than Rs. 18,000† per month
Adults	
Children	
Total	

(c) Gross amount paid as remuneration to persons getting less than Rs. 18,000† per month including deductions under Section 7 (2) of the Payment of Wages Act, 1936. . . . .of which the amount due to profit sharing bonus is . . . . .and that due to money value of concessions is . . . . .

28. Total wages paid including deductions under Section 7(2) of the Payment of Wages Act, 1936 on the following accounts.

	Persons earning less than Rs. 18,000† per month
(a) Basic wage including overtime wages and non-profit sharing bonus.	Rs.
(b) Dearness and other allowances in cash.	Rs.
(c) Arrears o	
Total	Rs.

29. Deductions—Number of cases and amount realised

Deductions	Persons earning less than Rs.18,000† per month	
	Number of cases	Amount realised (Rs.)
(a) Fines		
(b) Deductions for damage or loss		
(c) Deduction for breach of contract		
	Total	

30. Fines Fund

(i) Balance of fines fund in hand at the beginning of the year Rs. ....

(ii) Disbursement from fines fund:--

Purpose	Amount (Rs.)
(a)	
(b)	
(c)	
(d)	
Total	

(iii) Balance of fines fund in hand at the end of the year Rs. ....

31. Total wages paid in cash (Rs.) .....

32. †† Total cash value of the wages paid in kind (Rs.) .....

33. Deductions made during the year

	Number of cases	Total amount (Rs.)
(a) Fines .. .. .	..	..
(b) Deductions for damage or loss .. .. .	..	..
(c) Deductions for breach of contract .. .. .	..	..
Total .. .. .	..	..

34. Balance of fines fund at the beginning of the year (Rs.) .....

35. Disbursement from the fines fund during the year

Purposes	Amount (Rs.)
(a)	
(b)	
(c)	

36. Balance of fines fund in hand at the end of the year (Rs.)

37.

Accidents			Amount of compensation (5) paid (Rs.)		
Number of cases of injuries (4) in respect of which final compensation has been paid during the year			Death	Permanent disablement	Temporary disablement
Death	Permanent disablement	Temporary disablement (6)			
1	2	3	4	5	6

Adults  
Minors

38.

Nature of disease (9)	Occupational diseases (8) (as per list enclosed)					
	Number of cases of diseases (4) in respect of which final compensation has been paid during the year			Amount of compensation (5) paid (Rs.)		
	Death	Permanent Disablement	Temporary disablement (6)	Death	Permanent Disablement	Temporary disablement
7	8	9	10	11	12	13

Adults

Minors

39. (a) Name of Medical Officer, if any attached to the establishment
- (b) Qualification of Medical Officer attached to the establishment
- (c) Is he resident at the establishment ?
- (d) If a part-time employee, how often does he pay visit to the establishment?
40. (a) Is there any hospital attached to the establishment ?
- (b) If so, how many beds are provided for women employees?
- (c) Is there a Lady Doctor?
- (d) If so, what are her qualifications?
- (e) Is there a qualified Midwife?
- (f) Has any Crèche been provided?
41. Aggregate number of women permanently or temporarily employed during the year
42. Number of women who worked for a period of not less than eighty days in the Twelve months immediately preceding the date of delivery
43. Number of women who gave notice under Section 6 of the Maternity Benefit Act, 1961
44. Number of women who were granted permission to be absent on receipt of Notice of confinement
45. Number of claims for maternity benefit paid
46. Number of claims for maternity benefit rejected
47. Number of cases where pre-natal confinement and postnatal care was Provided by the management free of charge (Section 8) of the Maternity Benefit Act, 1961
48. Number of claims for medical bonus paid (Section 8) of the Maternity Benefit Act, 1961
49. Number of claims for medical bonus rejected
50. Number of cases in which leave for miscarriage was granted
51. Number of cases in which leave for miscarriage as applied for but rejected
52. Number of cases in which additional leave for illness under Section 10 of the Maternity Benefit Act, 1961 was granted
53. Number of cases in which additional leave for illness under Section 10 of the Maternity Benefit Act, 1961 Was applied for but rejected
54. Number of women who died :-
  - (a) Before delivery
  - (b) After delivery
55. Number of cases in which payment was made to persons other than the women concerned
56. Number of women discharged or dismissed while working
57. Number of women deprived of maternity benefit and / or medical bonus under Proviso to sub-section (2) of Section 12 of the Maternity Benefit Act, 1961
58. Number of cases in which payment was made on the order of the Competent Authority or Inspector
59. Remarks

60. Full particulars of each case and reasons for the action taken under serials 7, 10, 12, 14, 17 and 18 should be given in the Appendix below.

- | Name of person to whom paid*  | Amount paid* (RS.) |
|---|--------------------|
| 61. Date of Payment   |                    |
| 62. Woman employee  |                    |
| 63. Nominee of the woman  |                    |
| 64. Legal representative of the women   |                    |
| 65. Amount for the period preceding date of expected delivery                   |                    |
| 66. Amount for the subsequent period  |                    |
| 67. Under Section 8 of the Maternity Benefit Act, 1961                          |                    |
| 68. Under Section 9 of the Maternity Benefit Act, 1961                          |                    |
| 69. Under Section 10 of the Maternity Benefit Act, 1961                         |                    |
| 70. Number of women workers who absconded after receiving the first installment |                    |
| 71. Cases where claims were contested in a Court of Law                         |                    |
| 72. Result of such cases  |                    |
| 73. Remarks   |                    |

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

Dated.....

Signature of Factory Manager