

THE FACTORIES ACT, 1948
FORM 34
(Prescribed under Rule 125)

ANNUAL RETURN

For the year ending 31st December:

1. Registration Number of Factory: _____
2. Name of Factory: _____
3. Name of Occupier: _____
4. Name of the Manager: _____
5. District: _____
6. Full postal address of Factory: _____
7. Nature of Industry: _____

Number of workers and particulars of employment

8. Number of days worked in the year: _____
9. Number of Mandays worked during the year: _____
- (a) Men _____
- (b) Women _____
- (c) Children _____
10. Average number of workers employed daily (see explanatory note)
- (a) Adults (i) Men: _____
- (ii) Women: _____
- (b) Adolescents (i) Male: _____
- (ii) Female: _____
- (c) Children (i) Boys: _____
- (ii) Girls: _____
11. Total number of man-hours worked including over-time
- (a) Men _____
- (b) Women _____
- (c) Children _____
12. Average number of hours worked per week (See explanatory note)
- (a) Men _____
- (b) Women _____
- (c) Children _____
13. (a) Does the factory carry out any process or operation declared as dangerous under Section 87? (See Rule 120)
1. If so, give the following information:-

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

Leave with Wages

14. Total number of workers employed during the year.
- (a) Men _____
- (b) Women _____
- (c) Children _____
15. Number of workers who were entitled to annual leave with wages during the year
- (a) Men _____
- (b) Women _____
- (c) Children _____
16. Number of workers who were granted leave during the year.
- (d) Men _____
- (e) Women _____
- (f) Children _____
17. (a) Number of workers who were discharged, or dismissed from the service or quit employment, or were superannuated, or who died while in service during the year: _____
- (b) Number of such workers in respect of whom wages in lieu of leave were paid: _____
- Safety Officers**
18. (a) Number of Safety Officers required to be appointed as per Notification under Section 40-B: _____
- (b) Number of Safety Officer appointed: _____

Ambulance Room

19. Is there an Ambulance Room provided in the factory as required in Section 45? _____
20. (a) Is there a Canteen provided in the factory as required under Section 46? _____
- (b) Is the Canteen provided managed/run
- (i) Departmentally, or _____
- (ii) Through a contractor? _____

Shelters or Rest Rooms and Lunch Rooms

21. (a) Are there adequate and suitable Shelters or Rest Rooms provided in the factory as required under Section 47? _____
- (b) Are there adequate and suitable Lunch Rooms provided in the factory as required under Section 47? _____

Crèches

22. Is there a Crèche provided in the factory as required under Section 48* _____

Welfare Officers

23. (a) Number of Welfare Officers to be appointed as required under Section-49 _____
- (b) Number of Welfare Officers to be appointed as required under Section 49 _____

Accidents

24. (a) total number of accidents (See explanatory note)
- (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 returns relates:
- (i) Number of accidents _____
- (ii) Mandays lost due to accidents _____

Suggestion Scheme

25. (a) Is a Suggestion Scheme in operation in the factory _____
- (b) If so, the number of suggestion
- (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 _____

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

Signature of the Manager

Date:

**The term "ordinarily employed" as used in Section 48 of the Factories Act, 1948 would mean "Total number of persons employed in all shifts. This should be over 50% of the number of Working days in the establishment"*

THIS RETURNS SHOULD BE SENT TO THE PRESCRIBED STATE AUTHORITY BY 31ST JANUARY OF THE SUCCEEDING YEAR

Explanatory Notes:

1. The average number of workers employed daily should be calculated by dividing the aggregate number of attendances, attendance by temporary as well as permanent employed should be counted, and all employees (including apprentices) 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 day on which the manufacturing processes were not carried on should not be treated as working days. However if more than 40% of workers employed (on previous day) attend to repair maintenance or other such work on closed days, such days should 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 day should be treated as full attendance.

2. For seasonal factories, the average number of workers employed during the working season and the off season should be given separately. Similarly the number of days worked and average number of man hours worked per week during the working 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 what including overtime work divided by the product of average number of workers employed daily in the factory during the year and . 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 one occurrence 6 persons were injured or killed it should be counted as six accidents.
5. In item 24 (a), the number of accidents which took place during the year should be given. In case of non fatal accident only those accidents which prevented workers from working from 48 hours or more , immediately following the accidents should be indicated.
6. In item.8, the information may be furnished as the number of days the factory worked during the year.