

{Form-21

Combined Annual Returns

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/Employers/ Principal/Employer/Occupier (tick whichever is applicable)

Sl. No.	Name Father's name	Designation	Residential Address	Tel./Mobile/E-mail

(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 & Residential Address of the Occupier and Mgr. as named under the Factories Act, 1948.

Sl. No.	Name	Designation	Res. Address	Tel./Mobile/ E-mail

2. Date of commencement of Manufacturing/Business/Estt./Factories/
Construction of works.

(a) Nature/Type of Industries/Essts.

(b) Particulars of Products Manufactured/Services Rendered

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

(c) Registration and License

Regd. No.

License No.

(i) Factories Act, 1948

(ii) Contract Labour (R & A) Act, 1970

(iii) OS and CE Act, 1956

(iv) ISMW (R & CE) Act, 1979

(v) MTW Act, 1961

(d) Building and other Construction Workers (RECS) Act, 1996

No. of workmen/employees/employed.

Category	Male	Female	Adolescent / Adult	Child	Total No. of Employees
Un-skilled					
Semi-skilled					
Skilled					
Highly skilled					
ITI/Diploma					
Degree-Engg.					
Executive					
Probationer/ Trainees					

3. 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 31st December	No. of days Factory/ Estt./ Building & other construction works/ Carried on	No. of days Factories/ Estt./ Closed	No. of Mandays worked during the year	No. of manhours worked including O.T. during the year	Total amount of Salary/ Wages paid including O.T. Wages & allowances

(b) Average Number of Employment during the year :-

Men	Women	Total

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

Men	Women	Total

In respect of Minimum Wages & Payment of Wages etc.
Particulars of deduction made from salary (wages) under MW and PW
Act

	No. of Employees involved	Total Amount of deduction made
1. Illness		
2. Damages/Loss		
3. Breach of Contract		
4. Others		
5. Total		

**In respect of the Factories Act/Orissa Shops & Commercial
Establishment Act, 1956/P.O.I.E. (N & I) II. 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 NFH (separate figure for each day may be furnished)
1. Man					(i) 26th January
2. Woman					(ii) 1st May
					(iii) 15th August
					(iv) 2nd October
					(v)
					(vi)
					(vii)
					(viii)
					Total

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/ Exgratia declared	Total amount of Bonus/ Exgratia 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(cb)/Dangerous Operation under Section 81 of Factories Act, 1948 ?

- (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 number 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 the 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 Rooms as per Sec.47 (I) Yes/No

11. Particulars of Accidents, Man'days lost and others;
- (i) Total No. of accidents that have taken place in the year
 - (ii) Number of employees involved in such accidents (Men- Women-)
 - (iii) Total number of man' 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 which either immediately or later within 7 days resulted in death.

Maternity Benefit Act:

12. (a) Relating to Maternity Benefits :-
- (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 workers for whom pre-natal confinement and post-natal confinement is provided by the employer with free of cost.
 - (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 rejected
(i) Mis-carriage			
(ii) Illness (additional leave under Sec.10)			

(c) Maternity Benefit Paid :-

Item	No. of claim received	No. of Leave sanctioned	No. of claims rejected	Total benefit paid in Rupees
(i) Confinement				
(ii) Mis-carriage				
(iii) Illness				
(iv) Medical Bureaus				

Relating to Contract Labour (R & A) Act

13 (a) Contract Labour :

Name & Address of the Contractor/ Contractors	Period of contract From/ To	Nature of work/ operation in which contract labour were employed Deptt./ Section	No. of person employed	Maximum No. of contract workman employed on any day during the year	No. of days worked	No. of Man days worked
(i)						
(ii)						
(iii)						
(iv)						
		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 | |

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 worked 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 accident.
- (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 accidents resulting in deaths of building workers and the number of resultant deaths.

15. INTER STATE MIGRANT WORKMEN (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		Name of work	Maximum number of workers supplied by each contractor	No. of days worked	No of mandays worked
	From	To				

Signature of Occupier/Employer/Manager]