

THE FACTORIES ACT, 1948

STATEMENT 1 (REVISED)

Number of registered factories and workers employed

State.....

For the year ending.....

Category of Factories	Number of factories on register at the beginning of the period	Number of factories newly licensed & registered during the period	Number of factories removed from the register during the period	Number of factories on the register at the end of the period	Number of working factories	Number of factories submitting returns	Average daily number of workers employed in the factories submitting returns	Number of factories not submitting returns	Estimated average daily employment in factories not submitting returns	Total average daily number of workers employed in factories submitting returns and not submitting returns (Total of columns 8 & 10)
1	2	3	4	5	6	7	8	9	10	11
Factories as defined under Section 2m(i)										
Factories as defined under Section 2m(ii)										
Factories as notified under Section 85.										
GRAND TOTAL										

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STATEMENT 1-A (REVISED)

Factories carrying on processes or operations declared dangerous under Section 87 and workers employed in such operations

State.....

For the year ending.....

Industry Division of Industries *	Dangerous processes/ operations	Number of working factories	Average daily number of workers employed in the entire factory	Average daily number of workers employed in dangerous processes of operations
1	2	3	4	5

*As per National Industrial Classification, 1998. Give Code Number (2 digit) and Name of Division of Industry.

STATEMENT II (REVISED)

Number of working factories and employment in working factories

State.....

For the year ending.....

Industry*	Total number of working factories	Factories submitting returns													
		Total number of working factories submitti ng returns	Number of man hours worked inclusive of overtime hours				Total number of man- days worked during the year	Average daily number of workers employed							
			Men	Women	Child- ren	Tot- al		Tot- al	Adults		Adoles cents		Childr -en		
									Men	Wo- men	Males	Fe- males	Boys	Girls	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
GOVERNMENT & LOCAL FUND (PUBLIC SECTOR)**															
0) Section of Industry (one digit)															

00) Division of Industries (two digit)																		
000) Group of Industries(three digit)																		
00000)Class of Industries under each Division of Industries (five digit)																		
Total –All Industries (combining all Sections of Industries) Government and Local Fund Factories.																		

*As per National Industries Classification 1998 . Gove Code Number and Name of Industry

**Coverage of 'Public and Private 'Sectors.

1. Government and Local Fund Factories (Public Sector)

Establishment in Public Sector means an establishment owned, controlled or managed by

(i)The Government or the Department of the Government;

(ii)A Government Company as defined in Section 617 of the Companies Act, 1956 ;

(iii)A Corporation (including Co-operative Society) established by or under a Central, Provincial or State Act, which is owned controlled or managed by Government ; and

(iv) A Local Authority.

II. Other Factories (Private Sector)

Establishment in Private Sector means an establishment which is not an establishment in Public Sector.

STATEMENT II (REVISED) –concl.d.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	Factories not submitting returns		Average daily number of workers employed in factories submitting returns & not submitting returns (Total of columns 9 and 17)
															Number of working factories	Estimated average daily Number of workers employed in such factories	
GOVERNMENT AND LOCAL FUND FACTORIES PUBLIC SECTOR																	
(0)Section of Industries (one digit)																	
(00)Division of Industries (two digit)																	
(000)Group of Industries (three digit)																	
(00000)Class of Industries under each division of Industries (five digit)																	
Total – All Industries (combining all Sections of Industries Government and Local Fund Factories.																	
OTHER FACTORIES (PRIVATE SECTOR)																	

As for Government & Local Fund Factories
Total – All Industries (combining all Sections of Industries) Other Factories.
GRAND TOTAL-All Industries(combining all Sections i.e.,Public+Private)

STATEMENT III

Distribution of working factories submitting returns according to working strength

State.....

For the year ending.....

Industry	Less than 10 workers		10 or more but less than 20 workers		20 or more but less than 50 workers		50 or more but less than 100 workers		100 or more but less than 500 workers		500 or more but less than 1000 workers		1000 or more but less than 5000 workers		5000 or more workers		Total	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Division of Industries																		
Total																		

STATEMENT IV

Distribution of working factories submitting returns according to number of days worked

State

For the year ending.....

Industry	60 days or less		More than 60 but not more than 120 days		More than 120 but not more than 180 days		More than 180 but not more than 240 days		More than 240 but not more than 300 days		More than 300 days		Total	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Division of Industries*														

Total														
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A - Number of Factories.

B – Average daily number of workers employed.

* Give Code Number (2 digit) and Name of Division of Industry following the National Industrial Classification, 2004

STATEMENT – V
Fatal and Non-fatal Accidents in Factories submitting returns

State :-.....

For the year ending

Industry	Number of fatal accidents	Number of non-fatal accidents	Accidents in which the workers returned to work during the current year			
			Occurring during the current year		Occurring during the previous year	
			Number	Mandays lost	Number	Mandays lost
1	2	3	4	5	6	7
Division of Industries*						
Total						

* Give Code Number (2 digit) and Name of Division of Industry following the National Industrial Classification, 2004.

STATEMENT-VI
Accidents analysed by Causes

State

For the year ending

Prime movers, steam, gas and other engines, electric	Machinery moved by mechanical power										
	Transmission Machinery		Lifting machinery	Machine tools for metal working		Wood working machinery				Rollers of Calendars mixers, etc not for metal or	Others
	Shifting	Belts, ropes,		Power presses(ot	Others	Circular saws	Plaining machines	Vertical	Others		

Industry	motors(not electric shocks)				Pulley's and gearing				her than punches)				(all types)				Spindle Moulding Machines				wood working ("nip") accidents			
	101		102		103		104		105		106		107		108		109		110		111		112	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Division of Industries*																								
Total																								

STATEMENT – VI contd.

Industry	Transport (whether moved by power or not)										Others											
	Railway				Other Vehicles (excluding hand trucks, boggies etc.)				Electricity		Explosions		Fires		Gassing		Molten Metal, other hot or corrosive sub-stances		Machinery not moved by mechanical power			
	Power Shunted		Manually Shunted		Driven by power		Manually handled												Lifting Machinery		Others	
	113		114		115		116		117		118		119		120		121		122		123	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B				
1	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
Division of Industries*																						
Total																						

STATEMENT –VI conold

Industry	Use of hand tools		Others						Others	Total of all injuries
			Struck by falling body	Persons Falling			Stepping on or striking against the	Handing goods or articles		
				Falling from height	falling on the flat	Falling into pits				

									excavations etc.	object								
	124		125		126		127		128		129		130		131		132	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65
Division of Industries*																		
Total																		

STATEMENT VII

Accidents analyzed by age and sex

State

For the year ending

Industry	Number of Accidents													
	Adults				Adolescents				Children				Total	
	Men		Women		Males		Females		Boys		Girls			
	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Division of Industries*														
Total														

*Give Code Number (2 digit) and Name of Division of Industry following the National Industrial Classification, 2004.

A – Fatal Accidents.

B – Non-fatal Accidents.

STATEMENT – VIII (REVISED)
Number of cases of Poisoning and Diseases notified under Section 89

State

For the year ending

Industry	Lead Poisoning	Lead Tetraethyl Poisoning	Phosphorus Poisoning	Mercury Poisoning	Manganese Poisoning	Arsenic Poisoning	Poisoning by nitrous Fumes	Carbon Bisulphide Poisoning	Benzene Poisoning	Chrome Ulceration	Anth-rax	Silicosis
1	2	3	4	5	6	7	8	9	10	11	12	13
Division of Industries *												
Total												

STATEMENT – VIII (conclud.)

Industry	Poisoning by halogens or their derivatives	Pathologic manifestation due to radioactive substances or 'X' Rays	Primary Epitheliomatous cancer of the skin	Toxic anaemia	Toxic Jaundice	Oil Cancer or Dermatitis	Byssionosis	Occupational or contact Dermatitis	Noise Induced hearing loss	Asbestos	Total
1	14	15	16	17	18	19	20	21	22	23	24
Division of Industry*											
Total											

* As per National Industrial Classification, 2004. Give Code Number (2 digit) and the Name of Division of Industries.

STATEMENT - IX

Distribution of Factories submitting returns and their employment according to * Average Number of Hours Worked per week

State.....

For the year ending.....

Industry	For Adult Men										Up to 42 hours For Adult Women									
	Up to 42 hours		Above 42 up to 45 hours		Above 45 up to 48 hours		Above 48 hours		Total		Up to 42 hours		Above 42 up to 45 hours		Above 45 up to 48 hours		Above 48 Hours		Total	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Division of Industries**																				
Total																				

A – Number of Factories submitting returns

B – Average daily employment

* Average number of hours worked per week means that total actual hours worked by all workers excluding the rest intervals but including overtime work divided by the product of average daily number of workers employed and 52. In case the Factory has not worked for the whole year, the number of weeks during which the Factory worked should be used in the place of figure 52.

** As per National Industrial Classification 2004. Give Code Number (2 digit) and the Name of Division of Industry.

STATEMENT – X

Inspections

State.....

For the year ending

Category of Factories	Number of Factories inspected during the year				Total	Not inspected	Grand Total
	Once	Twice	Thrice	More than three times			
1	2	3	4	5	6	7	8
Other Factories (excluding Defence Factories)							
Defence Factories							
Total							

STATEMENT – XI
Convictions

For the year ending.....

Name of State/Union Territory	Number of convictions obtained during the year for offences relating to							Total number of Factories against which convictions were obtained	
	Employment and hours of work			Notices' Registers & Returns	Safety	Health and Sanitation (including Welfare)	Others		Total of Columns 2 to 8
	General	Women	Children and Adolescents						
1	2	3	4	5	6	7	8	9	10

STATEMENT XII (REVISED)

Safety Officers, Ambulance Rooms, Canteens, Shelters, Rest Rooms, Crèches and Welfare Officers

State.....

For the year ending.....

Industry	Safety Officers					Ambulance		Canteens	
	Number of factories wherein one thousand or more workers are ordinarily employed** & notified for appointment of safety officers	Number of other factories notified for appointment of Safety Officers	Number of Safety Officers required to be appointed	Number of factories which have appointed Safety Officers as required under Section 40-B	Number of Safety Officers appointed	Number of factories wherein more than 500 workers are ordinarily employed **	Number of factories which have provided ambulance room as required under section 45	Number of factories required to provide canteens as per notification under Section 46	Number of factories which have provided canteens as required under Section 46
1	2	3	4	5	6	7	8	9	10
Division of Industries *									

STATEMENT – XII – conclud.

Industry	Canteens		Shelters, Rest Rooms and Lunch rooms		Crèches		Welfare Officers			
	Number of factories in which	Number of factories in which	Number of factories where in	Number of factories which	Number of factories where in	Number of factories which	Number of factories where in	Number of Welfare officers	Number of factories which	Number of Welfare officers

	canteens are run by the occupiers	canteens are run by contractors	more than 150 workers are ordinarily employed **	have provided shelters or rest rooms & lunch rooms as required under Section 47	more than 30 women workers are ordinarily employed **	have provided crèches as required under Section 48	500 or more workers are ordinarily employed**	required to be appointed	have provided welfare Officers as required under Section 49	appointed
1	11	12	13	14	15	16	17	18	19	20
Division of Industries *										
Total										

* As per National Industrial Classification, 2004. Give Code Number (2 digit) and the Name of Division of Industry.

**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."

STATEMENT XIII (REVISED)

Leave with Wages

For the year ending.....

Name of State/Union Territory	Total number of persons employed during the calendar year *				Number of persons who were entitled to annual leave with wages during the calendar year				Number of persons granted leave during the year				Number of workers who were discharged or dismissed from the service, quit employment or were superannuated, or who died while in service during the year	Number of such workers in respect of whom wages in lieu of leave were paid
	M	W	C	T	M	W	C	T	M	W	C	T		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

M – Men.

W – Women.

C – Children. T – Total

- Maximum Number Employed on any day of the year irrespective of the fact whether any person left or was discharged or dismissed from service during the year .

PROFORMA

INSPECTORATE STAFF UNDER THE FACTORIES ACT, 1948 FOR THE YEAR

Category of Inspectors	Sanctioned Strength	Working Strength
1	2	3
1. Chief Inspector of Factories		
2. Deputy Chief Inspector of Factories		
3. Regional Inspector of Factories		
4. Medical Inspector of Factories		
5. Inspector of Factories		
6. Inspectors of Factories		
7. Other Field Inspection Staff		
Total		

NOTE:- The consolidated returns (Statements I to XIII) and the Annual Report giving the position of the Inspectorate Staff in the Performa health and safety measures, housing of factory workers, etc., should be submitted complete in all respect before 25th August of succeeding year . The Half-Yearly returns (Statement I to II) for the first half of the year should also reach the Labour Bureau by 30th September of Current year.

II. CHECKS FOR ANNUAL RETURNS SUBMITTED BY STATES/ UNION TERRITORIES TO LABOUR BUREAU

CONSOLIDATED STATEMENTS

STATEMENT-I

1. It should be ensured that only Section-wise information is furnished in Statement-I.
2. Column 2=Columns 5 of the previous year's statement.
3. Column 5=Column2+Column3–Column4=Column 8 of Statement X (other factories).
4. Column 6=Column 2 of Statement II.
5. Column 7=Column 3 of Statement II.
6. Column 8=Column 9 of Statement II.
7. Column 9=Column 16 of Statement II.
8. Column 10*=Column 17* of Statement II.

*Estimation should be based in order of preference on:-

- (a) Recent factory inspection or (b) Previous year's employment data or (c) Employment figures reported in the application for registration, renewal of licence, etc.
9. Column 11=Column 8+Column 10=Column 18 of Statement II.
10. Please ensure that the Grand Total of each column is correct.
11. It should be ensure that information has been given in respect of each category of factory specified in Column I.
12. If information is NIL in respect of any Section, the fact should be mentioned.
13. It may also please be ensured that no column has been left blank.

STATEMENT-I-A

14. Please check that information in this statement is furnished ONLY BY DIVISION OF INDUSTRIES at two digit level combining all sectors and all sections.
15. Please ensure that the factory or even part of factory covered under Section 87 is to be reported and each process/operation has been reported separately in respect of each Division of Industry.
16. Please check the coverage of such factories from the administrative records of the Chief Inspector of Factories and ensure that all are reported.
17. Also ensure that correct vertical totals of each column (i.e. 3,4 and 5) combining the figures of Division of Industries are given.
18. Please ensure that all factories reported in this Statement are also reported in Statement-I since information in Statement-I is required for all factories.

STATEMENT – II

19. It may please be ensured that information in this Statement has been furnished Sector-wise (separately for Public and Private Sector) combining all Sections for each of the classification given in Column 1.
20. Please ensure that totals are given as asked for in the Statement and are correct.
21. See that in Column 1, Industry Code Number for each Sub Class, Group, Division and Section of Industries is given correctly in the same order as given in the National Industrial Classification, 2004 and Code Number given confirms to the correct industry.
22. Column 2 = Column 3 + Column 16 = Column 6 of Statement-I.
23. Please check and ensure that break up of man-hours worked is given separately for men, women and children in Column 4, 5 and 6.
24. Column 3 = Column 7 of Statement –I.
25. Column 3=Column 18 of Statement-III=Column 14 of Statement-IV.
26. Column 3≥Column 10 of Statement-IX.
27. Column 7=Column 4+5+6.
28. Column 8+Column 9≤365/366 or Column 8≤ [(365/366) X Column 9 (i.e., Column 8 should not be more than the product of the number of days in the year and the average daily employment)].

29. Please check and ensure that no column is left blank.
30. Please also ensure that break-up of Average Daily Employment is given by age (adults, adolescents, children and sex (male and female) in columns 10 to 15.
31. Column 9=Column 8 of Statement –I.
32. Column 9=Columns 10+11+12+13+14+15 for each class of Industries.
33. Column 9=Column 19 of Statement-III=Column 15 of Statement-IV.
34. Column 10=Column 11 of Statement-IX.
35. Column 11=Column 21 of Statement-IX.
36. Column 16=Column 9 of Statement-I.
37. Column 17=Column 10 of Statement-I.
38. Column 18=Column 9+Column 17.
39. Column 18=Column 11 of Statement-I.
40. Check the Sector-wise Totals :(a) Total of Classes of Industries should provide Group Total ;
(b) Group Totals should provide total of Division.
(c) Division totals should provide total for Section and
(d) Section Totals should provide total for All Industries in the Sector.
41. Check the 'Grand Total' combining the figures of both the Sectors.
42. ENSURE THAT INFORMATION IN STATEMENTS III, IV, V, VI, VII, VIII, IX AND XII HAS BEEN FURNISHED IN RESPECT OF DIVISION OF INDUSTRIES ONLY COMBINING THE FIGURES OF ALL SECTORS AND SECTIONS. CHECK THE CORRECTNESS OF INDUSTRY AND CODE NUMBERS ALSO FROM N.I.C. 2004.

STATEMENT –III

43. B÷A under each classification should be within the range given in the group.
44. Check the total of each Column.
45. Column 18=Columns 2+4+6+8+10+12+14+16=Column 3 of Statement-II=Column 14 of Statement IV.
46. Column 19=Columns 3+5+7+9+11+13+15+17=Column 9 of Statement-II=Column 15 of Statement IV.
47. Ensure that no Column is left blank and vertical totals given.

STATEMENT-IV

48. Column 14=Columns 2+4+6+8+10+12=Column 3 of Statement-II=Column 18 of Statement-III.
49. Column 15=Columns 3+5+7+9+11+13=Column 9 of Statement-II=Column 19 of Statement-III.
50. Check the vertical total of each Column carefully.

STATEMENT-V

51. This Statement should be base on Annual Returns only.
52. Column 2 of Statement-V≤Column 64 of Statement-VI=Column 14 of Statement-VII.
53. Column 3 of Statement-V≤Column 65 of Statement-VI=Column 15 of Statement-VII.
54. Column 3≥Column 4.
55. Column 3–Column 4 of previous year's return=Column 6 of the current year return.
56. Column 5÷Column 4≥2.
57. Check the Column-wise total.

STATEMENT-VI.

58. This Statement should be prepared on the basis of Notices of Accidents.
59. Columns 2+4+6+8+10+12 . . (all even Nos.)=Column 64=Column 14 of Statement-VII≥Column 2 of Statement-V.
60. Column 3+5+7+9+ . . (All odd Nos.)=Column 65=Column 15 of Statement-VII≥Column 3 of Statement V.

61. Check the Column wise vertical total.

STATEMENT-VII

62. This Statement too should be prepared on the basis of Notices of Accidents.
63. Column 14=Columns 2+4+6+8+10+12=Column 64 of Statement-VI \geq Column 2 of Statement-V.
64. Column 15=Columns 3+5+7+9+11+13=Columns 65 of Statement-VI \geq Column 3 of Statement-V.
65. Check Column wise vertical total.

STATEMENT-VIII

66. Column 24=Summation of figures furnished in Column 2 to Column 23 in respect of each Division of Industries
i.e. Column 24 \sum Columns 2 to 23.
67. Check the Column wise vertical total also.

STATEMENT-IX

68. Column 10=Columns 2+4+6+8 \leq Column 3 of Statement-II.
69. Column 11=Columns 3+5+7+9=Column 10 of Statement-II*.
70. Column 20=Columns 12+14+16+18.
71. Column 21=Columns 13+15+17+19=Column 11 of Statement-II+*.
(*This will ensure that information has been furnished for ADULTS only)
72. Check the Column wise vertical totals.

STATEMENT-X

73. Column 6=Columns 2+3+4+5.
74. Column 8=Column 6+Column 7=Column 5 of Statement-I in respect of other factories.
75. Ensure that Defence Factories have been reported in this Statement only and in no other Statement. Hence, no cross checks necessary for Defence Factories.

PLEASE MARK THIS RETURN AS SECRET

76. Check the vertical totals.

STATEMENT-XI

77. It should be checked that every offence reported under a particular section has been counted as one irrespective of number of persons involved.
78. Column 9=Columns 2+3+4+5+6+7+8.
79. Columns 10 $<$ Column 9.
80. **ENSURE THAT ONLY TOTAL FIGURES FOR WHOLE STATE/UNION TERRITORY ARE FURNISHED IN EACH COLUMN.**

STATEMENT-XII

81. Check the vertical totals.
82. Figures under Column 5 $<$ Column 2+Column 3.

- 83. Column 8 \leq Column 7.
- 84. Column 10 \leq Column 9.
- 85. Column 11+Column 12=Column 10. (If the number is more, the reason may be given).
- 86. Column 14 \leq Column 13.
- 87. Column 16 \leq Column 15.
- 88. Column 19 \leq Column 17.

STATEMENT XIII

- 89. Column 5=Column2+Column3+Column4.
- 90. Column 9=Column 6+Column 7+Column 8.
- 91. Column 13=Column10+Column 11+Column 12.
- 92. Column 15 \leq Column 14.
- 93. Ensure that only total figures under each Column have been reported for entire State/Union Territory.