

**Government Of Tamil Nadu**

**ABSTRACT**

Factories Act, 1948 and the Tamil Nadu Factories Rules, 1950- Introduction of Combined Annual Return under Rule 100 of the Tamil Nadu Factories Rules, 1950- Draft Notification – Issued.

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**LABOUR AND EMPLOYMENT (M 2) DEPARTMENT**

**G.O.No.128**

**Dated: 14.11.2003**

Read:-

1. From the Chief Inspector of Factories, Letter No.B1/14989/2002 dated 10.6.2002 addressed to the Additional Director, Tamil Nadu Industrial Guidance and Export Promotion Bureau, Chennai.
2. From the Chief Inspector of Factories, Letter No.B1/14929/2002 dated.21.01.2003.

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ORDER:

The Government have considered the issuance of combined Annual Return to be filed by the Industrial establishment/ Factories under the various Rules in consultation with the Tamil Nadu Industrial Guidance and Export Promotions Bureau, Chennai. The Government have examined and accept the recommendation of the Tamil Nadu Industrial guidance and Export Promotions Bureau, Chennai and decided to prescribe a combined annual return to be filed by the Factories and Industrial Establishments in Tamil Nadu under Tamil Nadu Factories Rules, 1950.

2. The appended Notification will be published in the Tamil Nadu Government Gazette both in English and Tamil.
3. The Tamil Development and Culture (Translation) Department is requested to supply the Tamil translation of the Notification to the Works Manager, Government Central Press, Chennai – 600 079 direct.
4. The Works Manager, Government Central Press, Chennai-600 079 is requested to send 5 copies of the Gazette Notification to the Government for record.

( BY ORDER OF THE GOVERNOR)

**M.P. PRANESH,**  
**Principal Secretary to Government.**

To

The Works Manager, Government Central Press, Chennai – 600 079.

(for publication in the Tamil Nadu Government Gazette)

The Tamil Development and Culture (Translation) Department, Chennai-9 (2 copies)

The Chief Inspector of Factories, Chennai – 600 005.

The Commissioner of Labour, Chennai-600 006.

The Addl. Director, T.N.Industrial Guidance and Export Promotion Bureau, Chennai-600 008.

All Departments of Secretariat, Except Legislative Assembly/ Secretariat)

All Collectors.

All Heads of Departments.

The Government of India, Ministry of Labour, New Delhi.

The Director General, Factory Advice Service and Labour Institute, C.L.I. Building, Zion, Bombay.

The Director, TNILS, Chennai-600 005.

Sf/SC.

/ FORWARDED BY ORDER /

**SECTION OFFICER**

## **APPENDIX**

### **NOTIFICATION**

The following draft of amendment to the Tamil Nadu Factories Rules, 1950, which it is proposed to make in exercise of powers conferred by section 112 of the Factories Act, 1948 (Central Act LXIII of 1948) is hereby published for information of all the persons likely to be affected thereby as required by section 115 of the said Act.

2. Notice is hereby given that the draft amendments will be taken into consideration on or after the expiry of forty-five days from the date of publication of this Notification in the Tamil Nadu Government Gazette and that any objection or suggestion, which may be received from any person with respect thereto before the expiry of aforesaid period of forty five days will be considered by the Government of Tamil Nadu. Objection and suggestion, if any, should be addressed in duplicate to the

Secretary to Government, Labour and Employment Department, Secretariat, Chennai-600 009 through the Chief Inspector of Factories, Chepauk, Chennai- 600 005.

### **DRAFT NOTIFICATION**

In the said Rules,

(i) in the rule 100, for clause (2), the following clause shall be substituted, namely:-

"combined annual return for every calender year, in duplicate in Form No.22 so as to reach the Inspector on or before the 31st January of the following year".

(ii) for Form No.22, the following Form shall be substituted, namely;-

**FORM NO.22**

(Prescribed under clause (2) of rule 100)

Combined Annual Return for the year ending:

Year ending.....

Factory /Establishment

Licence No.

Registration Number of the  
Factory/ Establishment.

Name of the Factory :

Full Postal Address:

	Location	Address	Telephone	Fax	E.Mail
i) Factory					
ii) Registered/ Head					
Office.					

Name and Residential Address of the Person Responsible for Conduct and Control of  
thee Business:

Name	Designation	Email	Residential Address	Telephone	Mobile
				(O)	

				(R)	
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Name and Residential Addresses of the Occupier and Manager:

Name	Designation	Email	Residential Address	Telephone	Mobile
		Occupier		(O)	
				(R)	
		Manager		(O)	
				(R)	

Date of Commencement of Manufacturing Business:

Nature/ Type of Industry:

Particulars of Products Manufactured/ Services Rendered:

	Name of the Product/ Services	Annual Installed Capacity	Quantity Manufactured	Percentage achieved	Value
i)					
ii)					
iii)					
iv)					
v)					

a. Does the factory carry out:-

any process or operation declared dangerous under Section 87 of the Factories Act, 1948.

Any Hazardous Process under Section 2(cb) of the Factories Act, 1948?

b. Name of the dangerous processes or operations/ hazardous process carried on/ average number of persons employed daily in each of the processes or operations.

a. Particulars of Employment:

Number of Man hours worked during the year		
Normal	OT	Total
Men	Men	
Women	Women	
Adolescent men	Adolescent men	
Adolescent women	Adolescent women	

Total	Total	
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b. Average Number of Persons employed during the year:-

Men:	
Women:	
Adolescent men:	
Adolescent women:	
Total	

c. Number of Employees Discharged, Dismissed, Terminated, Retrenched, Resigned, Retired or die during the year:

Particulars of Earned Leave with Wages:

	Total Number of persons employed	Number of employees eligible for earned leave	Number of employees availed/ granted earned leave	Number of employees discharged/ dismissed/ Terminated/ resigned/ retired/ died during the year	Number of employees paid wages/ salary lieu of earned leave
Men					
Women					
Adolescents					
Total					

(1) Safety Officers, Welfare Officers and Medical Officers

	Number of Officers required to be appointed	Actually appointed
(i) Safety Officers		
(ii) Welfare Officers		
(iii) Medical Officers		

(b) Whether the following Welfare Measures are provided?

i) Ambulance Room as per sub-section (A) of Section 45 of the Factories Act, 1948	YES/NO
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ii) Canteen as per sub-section (1) of Section 46 of the Factories Act, 1948	YES/NO
iii) Whether the Canteen is run departmentally or through Contractor or Common canteen?	Departmentally/ Contractor/ Common
iv) The nature of provision of Creche such as separate/ common of the group/ common of the Employers Association as per sub-section (1) of Section 48 of the Factories Act, 1948?	YES/NO
v) Shelter, Rest Rooms and Lunch Rooms as per sub-section (1) of Section 47 of the Factories Act, 1948?	YES/NO
vi) Occupational Health Centre as per Rule 62-O	YES/NO

Particulars of Accidents, Man days Lost and others:

Total number of fatal/ non-fatal accidents taken place in the year:

Number of employees involved in such fatal/ Non-fatal accidents:

Total number of mandays lost in such accidents

Number of employees who returned to work after 48 hours of the accidents and before 21 days of such accident:

Number of employees returned to work after 21 days of such accidents:

without permanent/ partial/ total disablement

with permanent/ partial/ total disablement

Number of employees involved in accidents which either immediately or later within 7 days resulted in death:

13 (I) Particulars of Maternity Benefits:

	Number of Employees received	Total Amount paid
Miscarriage		
Confinement		
Illness		
Medical Bonus		
Total		
ii)	Number of women who gave notice under Section 6 of	

	the Maternity Benefit Act, 1961.		
iii)	Number of women who were granted permission to absent on receipt of notice of confinement		
iv)	Claims for maternity benefit rejected	Number	Amount not paid
v)	Claims for medical bonus rejected:	Number	Amount not paid
vi)	Cases in which leave for miscarriage was applied for but was rejected:	Number	Amount not paid
vii)	Cases in which additional leave for illness under section 10 was applied for but was rejected:	Number	Amount not paid
viii)	Cases in which payment was made to persons other the woman concerned:	Number	Amount not paid
ix)	Women deprived of maternity benefit and/ or medical bonus under proviso to sub-section (2) of section 12 of the Maternity Benefit Act, 1961.	Number	Amount not paid
x)	Cases in which payment was made on the order of the Appellate Authority or Inspector	Number	Amount not paid
xi)	Number of cases where prenatal confinement and postnatal care was provided by the management free of charge under section 8 of the Maternity Benefit Act, 1961.		

(I) Particulars of Deductions made from Salary (Wages receiving less than Rs.1,600/- per month)

	Number of employees involved	Total Amount of deductions made
Fines		
Damages/ Loss		
Breach of Contract		
Others		
Total		

(ii) Details of Number of persons earning less than Rs.1,600/- per month:-

Male  
 Women:  
 Adolescent:

iii) Details of money value concession:

iv) Total wages including deductions Under Section sub-section (2) of the Section 7 of the Payment of Wages Act, 1936:

Basic Wage	Daily Allowances	Over time and Non Profit sharing bonus	Other allowances in cash	Arrears of pay in respect of previous year paid during the year	Total

(v) Disbursement from the fines fund:-

	Purpose	Amount
(a)		
(b)		
(c)		

(vi) Balance of fines in hand at the end of the year:

Total cash value of the wages paid in kind:

Payment of Bonus paid during the year:

Number of employees eligible for Bonus	Percentage of Bonus/ Exgratia declared	Total amount of Bonus/ Exgratia paid	Date of payment

Contract Labour

Names and addresses of contractors	Period of contract	Nature of work	Number of days worked	Number of mandays worked	Maximum Number of workers employed



					by each contractor

For .....

Signature .....

Name .....

Designation.....

Date:

Place:

/ True copy /

**SECTION OFFICER**