

## **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- Preliminary Notification issued in G.O.Ms.No.128, Labour and Employment Department, dated 14-11-2003 - Confirmation - Orders - Issued.

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

**G.O.Ms.No.257**

**Dated:16.8.2004**

Read the following:-

1. G.O.Ms.No.128, Labour and Employment (M2)Department, dated 14-11-2003
2. From the Chief Inspector of Factories, Letter No.B1/14929/2002 dated.9-3-2004.

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#### **ORDER:**

The Government have considered to issue a combined Annual Return to be filed by the Industrial establishments/Factories under the existing various Labour Laws. This work was entrusted to the Tamil Nadu Industrial Guidance and Export Promotions Bureau, Chennai under the administrative control of Industries Department in Secretariat. This exercise was done by the abovesaid Guidance Bureau with the objective of reducing the paper work on the part of Industrial Establishments/factories and to introduce a simplified return as part of business deregulation.

2. Accordingly the Tamil Nadu Industrial Guidance and Export Promotion Bureau, Chennai developed a draft version of combined Annual Return and submitted the same to Government in Labour and Employment Department. The Government have examined the draft version of the Combined Annual Return in consultation with the Chief Inspector of Factories, Chennai-5 and decided to prescribe a combined annual return to be filed by the Factories and Industrial Establishments in Tamil Nadu under the Tamil Nadu Factories Rules 1950. Finally, the Government had issued preliminary Notification for the introduction of the combined annual return under the Tamil Nadu Factories Rules 1950 and amendment to Rule 100 of Tamil Nadu Factories Rules in G.O.Ms.No.128, Labour and Employment Department, dated 14-11-2003 which was published in the Tamil Nadu Government Gazette No.48 dated 10th December 2003 in Part III Section 1(a) (No.SRO-A-48/2003) at Pages 118 to 122.

3. Before the expiry of forty-five days as stipulated in the abovesaid preliminary notification, suggestions/objections have been received from certain associations and

Industrial Establishments, and examined in detail by the Chief Inspector of Factories, Chennai-5. In the reference second read above, the Chief Inspector of Factories has now sent the draft confirmation proposals for the abovesaid preliminary notifications.

4. After careful examination of the proposals submitted by the Chief Inspector of Factories, Chennai, the Government have decided to accept it. Accordingly, the appended notification will be published in the Tamil Nadu Government Gazette both in English and Tamil.

5. The Tamil Development, Culture and Religious Endowments (Translations) Department is requested to supply the Tamil translation of the Notification to the Works Manager, Government Central Press, Chennai – 600 079 direct.

6. 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.B. 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, Culture and Religious Endowments (Translations)  
Department, Chennai-9

The Chief Inspector of Factories, Chennai – 600 005.

The Commissioner of Labour, Chennai-600 006.

The Addl. Director, Tamil Nadu Industrial Guidance and Export Promotion Bureau,  
Chennai-600 008.

All Departments of Secretariat, Except Legislative Assembly/ Secretariat

All Collectors.

All Heads of Departments.

Secretary to Government of India, Ministry of Labour, New Delhi 110 001

The Director General, Factory Advice Service and Labour Institute, C.L.I. Building,  
Sion, Mumbai.

The Director, Tamil Nadu Institute of Labour Studies, Chennai-600 005.

Industries Department, Secretariat, Chennai-9

Sf/SC.

/ FORWARDED BY ORDER /

SECTION OFFICER

## **APPENDIX**

### **NOTIFICATION**

In exercise of the powers conferred by section 112 of the Factories Act, 1948 (Central Act LXIII of 1948) the Governor of Tamil Nadu hereby makes the following amendments to Tamil Nadu Factories Rules 1950, the draft of the same having been previously published as required by section 115 of the said Act.

### **AMENDMENTS**

In the said Rules,--

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

“a combined annual return for every calendar year, in duplicate, in Form No.22 so as to reach the Inspector on or before the 31st January of the following year”;

(2) 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 31st December.....

Registration Number of the Factory:

1. 1. Name and address of the Factory

Address:

Telephone

Fax

E.Mail

1. 2. Name and Addresses of the Occupier and Manager:

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

1. 3. Nature/ Type of Industry:

2. 4. Particulars of Products Manufactured/ Services Rendered:

	Name of the Product/ Services	Capacity (in relevant terms)	Quantity Manufactured (in relevant terms)	Value (in Indian Rupees)
(i)				
(ii)				
(iii)				
(iv)				
(v)				

1. 5. (a) Does the factory carry out,--

2. (i) any process or operation declared dangerous under section 87 of the Factories Act, 1948.

3. (ii) 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.

1. 6. (a). Particulars of Employment:

Number of Persons on Roll as on 1.1.200..	Number of Persons on Roll as on 31.12.200.	Number of Days Factory worked	Number of Mandays worked during the year	Number of Man hours worked during the year			Average Number of hours worked per week	Total amount of Salary/ wages paid including allowances
				Normal	OT	Total		

Men	Men							
Women	Women							
Adolescent men	Adolescent men							
Adolescent women	Adolescent women							
Total	Total							

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

Men:

Women:

Adolescent men:

Adolescent women:

Total

1. 7. 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 in lieu of earned leave
Men					
Women					
Adolescents					
Total					

1. 8. (a) Safety Officers, Welfare Officers and Medical Officers

	Number of Officers required to be appointed	Actually appointed	If not appointed reasons
(i)	Safety Officers		
(ii)	Welfare Officers		
(iii)	Medical Officers		

(b) Whether the following Welfare Measures are provided?

1. (i) Ambulance Room as per sub-section (4) of section 45 of the Factories Act, 1948	YES/NO
(ii) Canteen as per sub-section (1) of section 46 of the Factories Act, 1948	YES/NO
(iii) Whether the Canteen is run directly by the management or through Contractor or Common canteen?	Directly by the management/ Contractor/Common Canteen
(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

9. Particulars of Accidents, Man days Lost and others:

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

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

(iii) Total number of mandays lost in such accidents

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

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

- without permanent/ partial/ total disablement
- with permanent/ partial/ total disablement

10. (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 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 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.	
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11.(i) Particulars of Deductions made from Salary (in respect of persons whose wages are 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:-

Men

Women:

Adolescent:

(iii) Details of money value concession paid (in Rupees):

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

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



(v) Details of the remittances of Fines collected towards Tamil Nadu Labour Welfare Fund.

	D.D.No.	Date	Bank	Amount Rs.ps.
1st Quarter				
2nd Quarter				
3rd Quarter				
4th Quarter				

1. (vi) Total cash value of the wages paid in kind:
2. 12. payment of Bonus paid for the accounting year:

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

1. 13. 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

**Signature of the Manager**

**Date:**  
**Place:**

/ True copy /

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