

THE FACTORIES ACT, 1948

FORM 35

HALF YEARLY RETURN

For the year ending 30th June: _____

Name of Factory: _____

Name of Occupier: _____

Name of the Manager: _____

1. District: _____

2. Full postal address of Factory: _____

3. Name of Industry: _____

4. Number of days worked during the half year ending 30th June, 200.: _____

5. Number of mandays worked during the half year ending 30th June: _____

Number of workers and particulars of employment

(a) Adults (i) Men: _____

(ii) Women: _____

(b) Adolescents (i) Male: _____

(ii) Female: _____

(c) Children (i) Boys: _____

(ii) Girls: _____

6. *Average number of workers employed daily.

(a) Adults (i) Men: _____

(ii) Women: _____

(b) Adolescents (i) Male: _____

(ii) Female: _____

(c) Children (i) Boys: _____

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

Signature of the Occupier

Date:

THIS RETURNS SHOULD BE SENT TO THE PRESCRIBED STATE AUTHORITY BY 15th JULY OF THE CURRENT 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 for 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.

Partial attendance for less than half a shift of working day should be neglected and attendance for half a shift or more should be treated as full attendance.