

WARNING:

- i. Kindly go through the following form before filing the Return Online.
- ii. This form is for **Guideline / Reference Purpose only**.
- iii. **Do not** send this form offline.

This return shall be filled on or before 30th April of each financial year on any working day to the concerned area office.

Application ID	
Division Name	
District Name	
Office Name	

1. Factory /Shops /Establishment Details

Name of Shops/ Establishment / Factory	
Postal Address and Location	
Mobile No. (Shops/ Establishment / Factory)	
Email ID (Shops/ Establishment / Factory)	

2. Employers Details

3. Contact person Details

Name of the manager responsible for supervision and control, if the employer is a contractor.	
Mobile No.	
Email ID	

4. Business Details

i. Name of business, industry or trade or occupation carried on by the employer.	
ii. Date of commencement of business, industry, trade or occupation.	

5. Other Details

Employer's No. ESI if any.	
Employer's No. Welfare Fund if any.	
Employer's No. PAN No. if any.	
Employer's No. TAN No. if any.	

6. Man-Power Details

No of regular workers employed during the year.	
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CATEGORY

Highly Skilled Male	
Skilled Male	

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Semi-Skilled Male	
Unskilled Male	
Highly Skilled Female	
Skilled Female	
Semi-Skilled Female	
Unskilled Female	
Highly Skilled Female	
Skilled Female	
Semi-Skilled Female	
Unskilled Female	

7. The Maharashtra Shop and Establishments Act, 1948 made there under

a. No of workers employed		
b. Whether all workers were given leave with wages during the year		
c. Whether all workers were given holidays as per Section 35		
d. If holidays were not given as per Section 35, whether overtime wages and substitute holidays were given		
e. Part Time		
e.1) Whether the notice showing the details of persons engaged in confidential, managerial, supervisory capacity is sent?		
2) Registration Number		
ii. Date of Validity of the Registration Certificate		
3) Number of shift Average number of persons engaged shift wise		
4) Whether notice of shift is displayed and copy sent to the Facilitator?		
5) i) Number of women workers engaged during the year (if applicable)		
ii) Number of women workers engaged in night shift		
6) Whether consent letter from women workers working in night shift is obtained? (if applicable)		
7) Whether notice showing the weekly holiday of each worker is displayed?		

8) i) Whether committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) is constituted? (if applicable)			
ii) Name of the Chairman of the Committee			
9) Whether police verification of all the drivers and staff engaged in transportation of women workers is obtained? (if applicable)			
10) Is identity card issued to all workers?			
11) Whether Committee for Health, Safety and Welfare is constituted? (if applicable)			
12) Whether all safety measures as per the directions of fire officer / department of local authority or Fire Briged or any such authority are observed?			
13) Whether the following welfare facilities are provided (wherever applicable)	(a) Creche		(b) Canteen
14) Whether all the records and registers are maintained and required notices are displayed.			
15) Number of accident occurred in the establishment during the year	i) Number of workers injured		ii) Amount of compensation paid

8. Payment of Wages Act, 1936 made there under

a. Day of payment of every month	
b. Mode of Payment	
Regular (No Of Workers)	
Regular (Amount paid in the financial year)	
Contract (No Of Workers)	
Contract (Amount paid in the financial year)	
Casual/Temporary (No Of Workers)	
Casual/Temporary (Amount paid in the financial year)	

9. Minimum Wages Act, 1948 and Rules, 1963 made there under

a. Schedule Employment and Zone	
Unskilled (Rate of Wages (Per Month/Day))	
Semi-Skilled (Rate of Wages (Per Month/Day))	
Skilled (Rate of Wages (Per Month/Day))	

10. Contractor Labour (Regulations and Abolition) Act, 1970 and the Rules made there under --

Registration No. of Principal Employer	
No of contract workers employed during the year	
No. of contractor	
No. of contractors who have obtained the licences	
Total number of days during the year on which contract labour was employed	
Total number of man days worked by contract labour during the year	
Maximum number of workmen employed directly on any day during the year.	
Total number of days during the year on which directly employed labour was employed.	
Total number of man days worked by directly employed workmen.	
Amount of Security Deposits made by Contractors (give Contractorwise)	
Amount of Security Deposits forfeited together with the names of Contractor if any	

Details in respect of each contractor

Building & Other Construction Establishment (BOC)

Nature of building construction work carried on	
Nature of building other construction work carried on	
Name and Address of the Developer	
Name and Address of the Construction Site	
Date of Commencement of construction work	
Date of Completion of construction work	
Total Cost of Construction (excluding Cost of Land)	
Amount of Cess assessed by the Assessing Officer	
Amount of Cess deposited with the Welfare Board	
Maximum number of construction workers employed on any day during the year	
Number of Workers Registered with the Welfare Board	
Total number of man-days worked by construction workers during the year	
The number of accidents that took place during the year	
The number of accidents resulting in disablement of construction workers for less than 48 hrs	
The number of construction workers affected due to such accidents	
The number of man-days lost on account of such accidents	
The number of accidents resulting in disablement of construction workers beyond 48hrs but not resulting in any permanent partial or permanent total disablement	
The number of man-days lost on account of such accidents	
The number of accidents resulting in permanent partial or total disablement	
Total number of construction workers affected due to such accidents	
The number of man-days lost on account of such accidents	

The number of accidents resulting in death of construction workers and the number of resultant deaths	
Names of deceased construction workers during a Year	
Number of Safety Officer appointed	
if there was a change in any	
Date of Change of Management of establishment	
Date of Change of Location of establishment	
Date of Change of Other particulars furnished to Registering Officer in application for registration	

11. Maternity Benefit Act, 1961 and the Rules made there under -- (If applicable)

No of women who have claimed maternity benefit under Section 6	
No. of women who were paid maternity benefits for actual birth/miscarriage leave benefit	
No. of women who were paid maternity benefits u/s	
Total amount of maternity benefit paid	
Amount of medical benefit paid.	

12. Payment of Bonus Act, 1965 and the Rules made there under --(If applicable)

No. of employees to whom bonus is paid	
Total Amount	
% of bonus as computed under the act	
Date of settlement/agreement, if any in respect of bonus	
Date of payment	
If bonus is not paid, reason thereof	

13. Payment of Gratuity Act, 1972 and the Rules made there under --(If applicable)

Amount of gratuity paid during the financial year	
No of employees to whom the gratuity is paid	
If gratuity is not paid, reasons thereof	

14. Maharashtra Workmen Minimum House Rent Act, 1983 and the Rules made there under (If applicable)

Amount of HRA paid	
Percentage of HRA paid	

15. Interstate Migrant Workmen [Regulation of Employment and Condition of Service] Act, 1979 and the Rules made there under (If applicable)

No. of inter state migrant employed	
Duration of employment	
Nature of work	
Recruitment licence No. of parent State [photocopy may please be submitted]	
Number of contractors who worked in the establishment during the half-year.	
Total number of days during the year on which migrant workmen were employed.	

Maximum number of workmen employed directly on any day during the half year.

Total number of mandays worked by migrant workmen during the year.

Total number of days during the half year on which direct labour was employed.

Total number of man days worked by directly employed workmen.

Details in respect of Interstate contractor

Name and address of the contractor	Period of Contract From	Period of Contract To	Nature of work.	Maximum number of workers employed by each contractor	Number of days worked	Number of Mandays worked

16. The Beedi and cigar Workers (Conditions of Employment) Act, 1966 and the Rules made there under (If applicale)

i) Total No. of Beedi workers	
ii) Total No. of Factory workers	
iii) Total No. of Home workers	
iv) Total No. of Branches	
Total amount disbursed against leave	
Total amount of earned leave paid to Beedi workers	

17. The Motor Transport Act, 1961 and the Rules made there under (If applicable)

Total No. Of motor transport workers are engaged			
Total wages disbursed			
Total amount disbursed against wages			
Total amount disbursed against leave encashment			
Reported to inspector of Factories	Reported to ESIC	Reported to Workmen's Compensation Commissioner	Other
Reported to inspector of Factories	Reported to ESIC	Reported to Workmen's Compensation Commissioner	Other

18. The Child Labour (Prohibition and Regulation)Act, 1986 and the Rules made there under

b.Whether the Factory/establishment engage any child labour

19. Bonded Labour System (Abolition) Act, 1976 and the Rules made there under

a.Whether the Factory/Establishment engage any bonded labour

20. The Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013.

a.Whether the internal committee has been constituted under section 4 of this Act?

b. Whether all provision of this Act are complied with?

21. Industrial dispute Act, 1947

i) Works committee is formed(if applicable)	
ii) (a) Whether retrenchment notice issued(if applicable)	
(b) Date of notice	
(c) No of workmen retrenched	
(d) Amount of retrenchment compensation disbursed	
iii) (a) Whether closure notice issued(if applicable)	
(b) No of workers affected	
(c) No of workers affected Amount of closure compensation disbursed	

या वर्ष क विवरणात भरलेलक संपूण माहिती माग्या माहिती आणि समजूतीनुसार खरक असांयाची मी हमी देत आहे. सदर माहितीम ये चुकची माहिती आढळीयास यास मीच सव वी जवाबदार राहकल.

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