

Form-III**Annual Self - Certification Return**(To be submitted between 1st and 31st January of every year)**1. General Information**

| | | |
|---|--|--|
| 1 | Name & Designation of the Occupier | |
| 2 | Details of the Factory | |
| | Name | |
| | Address | |
| | Telephone No | |
| | Fax No | |
| | Mobile No | |
| | GST Number | |
| | email address | |
| 3 | Licence No. | |
| 4 | No.& date of approval of building plans of the factory | |
| 5 | Details of the Occupier | |
| | Name | |
| | Residential Address | |
| | Telephone No | |
| | Fax No | |
| | Mobile No | |
| | email address | |
| 6 | Details of the Manager of the factory | |
| | Name | |
| | Residential Address | |
| | Telephone No | |
| | Fax No | |
| | Mobile No | |
| | email address | |

| | | | | |
|----|---|-------------|---------------|--------------|
| 7 | Average number of workers employed during the year | | | |
| | Employment details | MALE | FEMALE | TOTAL |
| | Permanent | | | |
| | Contract | | | |
| | Casual | | | |
| | Apprentice | | | |
| | Trainee | | | |
| | Adolescent | | | |
| | Others | | | |
| 8 | Manufacturing process carried on in the factory | | | |
| 9 | List of Major Raw Materials used in the factory with Maximum Quantity stored at any point of time | | | |
| 10 | List of Finished Products with Maximum Quantity stored at any point of time | | | |

2. HEALTH

| Sl. No. | Section | Rule | Provisions | Yes / No / NA | Remarks |
|---------|----------|------|---|---------------|---------|
| 1 | 11(1)(a) | | Is the factory kept clean? | | |
| 2 | 11(1)(b) | | Is the floor of every workroom washed at least once in a week? | | |
| 3 | 11(1)(c) | | Are the drains properly constructed and kept clean? | | |
| 4 | 12 | 18 | Is effective arrangement made for disposal of trade wastes and effluents | | |
| 5 | 13(1)(a) | | Are effective and suitable provision made for adequate ventilation for circulation of fresh air? | | |
| 6 | 13(1)(b) | | Is the temperature in the working rooms high? If so, what are the measures to be taken to reduce it? | | |
| 7 | 14(1) | | Is dust or fume given off in the manufacturing process? If so, mention types of dust or fume and the arrangements made in the factory in brief. | | |
| 8 | 16(2) | 141 | Is any working room over crowded? | | |

| | | | | | |
|----|----------------|---------|--|--|--|
| 9 | 17(1),(2)& (3) | 34, 35 | Is lighting in all the rooms and passages sufficient and suitable? | | |
| 10 | | 38 | Is sufficient quantity of drinking water provided for the use of the workers? | | |
| 11 | | 39 | What is the source of supply? If it is not from public water-supply system, has it been tested? Specify the agency. | | |
| 12 | | 40 | Is drinking water stored in suitable vessels with water taps and dust-proof covers placed on raised platform in shade? | | |
| 13 | | 44 | Is sufficient latrine and urinal accommodation provided to the workers separately for men and women? | | |
| 14 | | 45 | Are the latrines and urinals of a type conforming to the requirements of the public health authorities? | | |
| 15 | | 46 | Is the latrine provided with roof? Are partition provided with a proper door and fastenings to secure privacy? | | |
| 16 | | 47 | Are pictorial sign boards exhibited at the entrances of the latrines of men and women? | | |
| 17 | | 51 | Are the walls of the latrines and urinals white- washed or colour washed at least once in every four months? | | |
| 18 | | 52 | Are the latrines, urinals, drains and surroundings kept clean | | |
| 19 | | 53 | Are water taps or water cisterns with cans provided in the latrines? | | |
| 20 | | 55 & 56 | Are sufficient number of spittoons of the prescribed type provided? Are they kept clean? | | |

3. SAFETY

| Sl. No | Section | Rule | Provisions | Yes / No / NA | Remarks |
|--------|--------------|------|--|---------------|---------|
| 1 | | | Are the following parts of machinery guarded or securely fenced:- | | |
| a | 21(1)(i) | | All exposed moving parts of prime mover and fly wheel connected to it. | | |
| b | 21(1)(ii) | | Head race and tail race of water wheel and water turbine. | | |
| c | 21(1)(iii) | | Any part of stock bar which projects beyond the head stock of lathe. | | |
| d | 21(1)(iv)(a) | | Electric generator, a motor or rotary converter | | |
| e | 21(1)(iv)(b) | | Transmission machinery. | | |
| f | 21(1)(iv)(c) | | Dangerous parts of any other machinery | | |

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|----|---------------|----|--|--|--|
| 2 | | | Are Special precaution taken in the case of following machinery? | | |
| a | | | Cotton Textile machinery. (Vide Schedule I) | | |
| b | | | Cotton ginning (Vide Schedule II) | | |
| c | 21(1) | 57 | Wood working machinery. (Vide Schedule III) | | |
| d | | | Rubber mills. (Vide Schedule IV) | | |
| e | | | Centrifugal machines (Vide Schedule V) | | |
| f | | | Power Presses(Vide Schedule VI) | | |
| g | | | Shears, slitters and guillotine machines (Vide Schedule VII) | | |
| 3 | 22(1) | | Are only experienced and trained men wearing tight fitting clothing allowed to lubricate the bearing etc.? | | |
| 4 | 22(1) | | Are their names entered in the prescribed register? | | |
| 5 | 22(2) | | Are women and young person prevented from cleaning or lubricating machinery? | | |
| 6 | 23 | | Are young persons without sufficient training and supervision employed on dangerous machinery? | | |
| 7 | 24(1)(a) | | Are proper belt movers provided? | | |
| 8 | 24(1)(b) | | Are proper belt hanger provided? | | |
| 9 | 24(2) | | Are Suitable devices for cutting off power in case of emergencies in every work room provided? | | |
| 10 | 27 | | Are women and children prevented from working in a room in which cotton opener is at work? | | |
| 11 | 28 | | Are hoists and lifts suitably constructed and properly maintained? | | |
| 12 | 28(1)(a)(ii) | | Are they periodically examined at least once in six months by a competent person and the prescribed register maintained? | | |
| 13 | 29 | | Are cranes and other lifting machinery other than hoists and lifts suitably constructed and properly maintained? | | |
| 14 | 29(1)(a)(iii) | | Are they periodically examined at least once in twelve months and the prescribed register maintained? | | |
| 15 | 30 | | Are the provisions of section 30 complied with in respect of revolving machinery and the required notices exhibited? | | |

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|----|-------|-----------|---|--|--|
| 16 | 31 | 65 | Are special precautions taken in the case of pressure plants and report in Form No. 7 obtained? | | |
| 17 | 32(a) | | Are floors, stairs, Platforms, gangways and passages maintained properly and hand rails provided wherever necessary? | | |
| 18 | 32(b) | | Are safe means of access provided to all the places of work? | | |
| 19 | 33 | | Are all the tanks, sumps, openings in floors, pits, etc., securely covered or fenced? | | |
| 20 | 34 | 66 | Are excessive weights carried by the workers? | | |
| 21 | 35 | 67 | Are proper precautions taken for protection of eyes? | | |
| 22 | 36 | | Are necessary precautions taken against dangerous fumes? | | |
| 23 | | 65E | Is necessary Personal protective equipment issued to the workers on the basis of the work carried on by them? If so specify details | | |
| 24 | 37 | | Are necessary precautions taken against explosion? | | |
| 25 | 38(1) | 71 | Are means of escape in case of fire adequate? | | |
| 26 | | 71 | Are staircases constructed in accordance with | | |
| 27 | | 71 | Are the passage, exit doors, ways etc., free of obstructions? | | |
| 28 | 38 | 71 | Are adequate precautions taken against danger of fire? | | |
| 29 | | 71(12)(b) | Are sufficient number of persons trained in handling of firefighting equipment | | |
| 30 | 39 | | Is there any building or part of building or machinery or plant in a dangerous condition? If so, what is the action taken?(Specify time) | | |
| 31 | 40 | | Is any building or part of a building in dangerous condition involving imminent danger to human-life or safety? If so, what is the action taken? (Specify time) | | |
| 32 | | 86 | Whether provision for providing earth leakage relay and overload relays have been provided in the main switch board | | |
| 33 | | 87 | Whether instructions given not to drive the vehicles at a speed exceeding 16 km/hr in the premises of the factory and displays made to that effect | | |

4. WELFARE

| Sl. No. | Section | Rule | Provisions | Yes / No / NA | Remarks |
|---------|---------|--------|---|---------------|---------|
| 1 | 42 | 89 | Are adequate and suitable washing facilities (including soap and brushes) provided separately for men and women? | | |
| 2 | 45(1) | 91 | Are sufficient number of First Aid Boxes provided containing all the prescribed equipment and medicines provided? | | |
| 3 | 45(2) | 91A | Are they in-charge of trained persons? | | |
| 4 | 47 | 100 | Is the factory ordinarily employing more than 150 workers? If yes, Is the lunch room constructed according to plans approved? Is the accommodation sufficient and adequately furnished | | |
| 5 | | 100 | Is the lunch room maintained in a clean state and provided with adequate facilities for washing and drinking water? | | |
| 6 | 48 | 101 | Is the factory ordinarily employing more than 30 women workers? If yes, Is the crèche constructed according to plans approved and is the accommodation sufficient? | | |
| 7 | | 101(5) | Is the crèche adequately furnished and equipped? | | |
| 8 | | 101(6) | Is there a playground for older children? | | |
| 9 | | 102 | Is there a wash room with the required facilities along with clean clothes to the children? | | |
| 10 | | 103 | Are refreshments and milk supplied to the children free of cost? | | |
| 11 | | 104 | Is the crèche adequately staffed with qualified nurse and staff and provided with suitable clothes? | | |
| 12 | | 104-A | Is Rule 104-A applicable? If Yes, give details | | |

5. WORKING HOURS OF ADULTS

| Sl. No. | Section | Rule | Provisions | YES / NO / NA | Remarks |
|---------|--------------|------|--|---------------|---------|
| 1 | 51 | | Is any adult worker allowed/required to work for more than 48 hours in any week? | | |
| 2 | 52 | | Is any person allowed/required to work on the first day of any week, | | |
| 3 | 52(1)(a) | | Is substituted holiday given? | | |
| 4 | 52(1)(b)(i) | | Is a notice delivered to the Inspector in accordance with Section? | | |
| 5 | 52(1)(b)(ii) | | Was a copy of notice displayed in the factory? | | |

| | | | | | |
|----|----------|-----|--|--|--|
| 6 | 52 | | Is the factory exempted from this? | | |
| 7 | 53 | 105 | If so, are compensatory holidays granted? | | |
| 8 | | 105 | Is a register maintained in Form No.8? | | |
| 9 | 54 | | Is any adult worker allowed/required to work for more than 9 hours on any day? | | |
| 10 | 55 | | Are intervals for rest granted in accordance with Section 55? | | |
| 11 | 56 | | Is the spread over in order? | | |
| 12 | 58 | | Are there any overlapping shifts? [Section 58] Is the factory exempted? | | |
| 13 | 65(2) | | Are any workers exempted from Section 51,52,54 and 56? If so, are overtime wages paid in accordance with Section 59? | | |
| 14 | | 107 | Is overtime work muster-roll maintained in Form No.9? | | |
| 15 | | 109 | Is overtime slip issued? | | |
| 16 | 65(3) | | Are conditions attached to the exemptions duly observed? | | |
| 17 | 60 | 110 | Is any worker required to work on the same day in more than one factory? | | |
| 18 | 61 | 111 | Is notice of period of work framed in Form No.10 and exhibited in the factory in accordance with Rule 111? Are copies of it sent to the Inspector? | | |
| 19 | 62 | 112 | Is register of adult workers maintained correctly and up to date in Form No.11? | | |
| 20 | 63 | | Is any worker required to work otherwise than in accordance with the notice of periods of work? | | |
| 21 | 64(2) | 116 | Are all or any of the classes of workers exempted under section 64(2)? If so, what are the processes exempted and from what sections? | | |
| 22 | 66(1)(b) | | Is any women employed in the night between 7 p.m. and 6 a.m.? If so, are the conditions laid down in respect of safety of women workers being followed? Please Specify | | |

6. Employment of Young persons

| Sl. No. | Section | Rule | Provisions | YES / NO / NA | Remarks |
|---------|----------|------|---|---------------|---------|
| 1 | 67 | | Is any child who has not completed his 14 th year of age allowed to work in the factory? | | |
| 2 | 68(a)&70 | | Is any child or adolescent allowed to work without certificate of fitness? | | |
| 3 | 68(a) | | Are certificates of fitness in the custody of the Manager? | | |
| 4 | 68(b) | | Is every child or adolescent in possession of a token? | | |

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|---|----|--|--|--|--|
| 5 | 70 | | Is any adolescent who has not completed 18 years of age allowed to work as an adult? If yes, does he/she carry a certificate of fitness? | | |
|---|----|--|--|--|--|

7. Leave with Wages

| Sl. No. | Section | Rule | Provisions | YES / NO / NA | Remarks |
|---------|---------|------|--|---------------|---------|
| 1 | 79(1) | | Is leave with wages granted? | | |
| 2 | 79(10) | | Is leave refused to any worker who is eligible for leave? | | |
| 3 | 79(3) | | Are wages in lieu of leave granted to workers who is discharged or dismissed or quit employment or superannuated or died while in service? | | |
| 4 | 84 | | Is the factory exempted under this section? | | |
| 5 | | 119 | Is leave with wages register maintained correctly and up to date in Form No.14? | | |
| 6 | | 121 | Is leave book in Form No.15 provided to each worker? | | |
| 7 | 88 | 130 | Are notices of accidents sent? | | |
| 8 | 89 | 131 | Are notices of certain diseases sent? | | |

8. Notice and registers

| Sl. No. | Section | Rule | Provisions | YES / NO / NA | Remarks |
|---------|---------|------|--|---------------|---------|
| 1 | 108(1) | 133 | Are abstracts of the Act and Rules in Form No.19 in English and in the local language exhibited? | | |
| 2 | | 137 | Is a muster roll cum register of wages/salary in Form No.22 maintained correctly and up to date? | | |
| 3 | | 138 | Is a register of accidents and dangerous occurrences maintained correctly and up to date in Form No.23 and reports sent monthly? | | |
| 4 | | 139 | Is there an Inspection Book maintained correctly and up to date? | | |

9. Payment of Wages Act, 1936

| Sl. No. | Section | Rule | Provisions | YES / NO / NA | Remarks |
|---------|---------|------|--|---------------|---------|
| 1 | 5 | | Is wage given within the stipulated period? | | |
| 2 | 25 | 21 | Is an abstract of the Act displayed in Form No.V? | | |
| 3 | | 5(2) | Is wage slip given along with the salary to all the categories of workers? Please specify particularly for contract workers? | | |

| | | | | | |
|---|---|----|---|--|--|
| 4 | | 7 | Is the rate of wages payable to different classes of workers displayed? | | |
| 5 | 3 | | Is register of Fine in form No.1 maintained? | | |
| 6 | 4 | | Is register of deductions for damage or loss in form No. 2 maintained? | | |
| 7 | | 19 | Is register of advance in form No. 3 maintained? | | |
| 8 | 2 | | How many workers are covered under this Act? | | |

10. Maternity Benefit Act, 1961

| Sl. No. | Section | Rule | Provisions | YES / NO / NA | Remarks |
|---------|---------|------|--|---------------|---------|
| 1 | | | How many workers are covered under ESI? | | |
| 2 | 2 | | How many workers come under Maternity Benefit Act? | | |
| 3 | | | How many have been given maternity benefit under this Act? | | |
| 4 | 8 | | Is medical bonus paid? If yes, how many have been paid | | |
| 5 | 12 | | Is any worker dismissed while on maternity leave? | | |
| 6 | 19 | | Is abstract of the Act in form No. J displayed? | | |

11. Miscellaneous

| Sl. No. | Section | Rule | Provisions | YES / NO / NA | Remarks |
|---------|---------|--------|--|---------------|---------|
| 1 | | | Is labour welfare fund paid under the Labour Welfare Fund Act and Form D submitted? Amount & Date | | |
| 2 | | | Is Sexual harassment prevention committee constituted? | | |
| 3 | | | Whether meetings are conducted regularly? | | |
| 4 | | | Whether proceedings are recorded properly? | | |
| 5 | | | Whether any complaint received and redressed? | | |
| 6 | | | Are there any legal actions initiated? If so, Please specify. | | |
| 7 | | 134(1) | Whether Combined Annual Returns in Form 20 submitted? | | |
| 8 | | | Whether action has been taken to display posters relating to health safety and welfare of the workers? | | |

CERTIFICATION

I/we do hereby certify that the contents given above are true and correct.

| | | | |
|---------------|--|--|--|
| Date: | | Signature of Occupier Name in block letters | |
| Place: | | Name & address of the Factory | |

**Form-IV
Register of enrolment**

| Sl. No. | Name and Address of the factory | Licence Number | Validity Period | Reference to Payment of registration fee & amount paid | Reference to Payment of Security Deposit & amount paid | Remarks/ Amendments |
|---------|---------------------------------|----------------|-----------------|--|--|---------------------|
| | | | | | | |
| | | | | | | |

By Order and In the Name of the
Governor of Karnataka,
Venkatarama J.T.
Under Secretary to Government,
Labour Department,
(Factories & Boilers)

PR-22