

झारखण्ड सरकार
श्रम, नियोजन प्रशिक्षण एवं कौशल विकास विभाग

अधिसूचना

श्रम, नियोजन, प्रशिक्षण एवं कौशल विकास विभाग, झारखण्ड सरकार के द्वारा ऑनलाईन विवरणी दाखिल करने हेतु प्रपत्र विहित करने, पंजियों एवं अभिलेखों को रखने के लिए विभिन्न प्रारूपों के बदले समेकित प्रारूप बनाने तथा पंजियों तथा अभिलेखों का कम्प्यूटरीकृत या डिजीटल रूप में संधारण अनुज्ञात करने के उद्देश्य से स्तम्भ-2 में उल्लिखित नियमावलियों में स्तम्भ-3 में उल्लेखित नियमों में एतद् विषयक संशोधन किये गये हैं :-

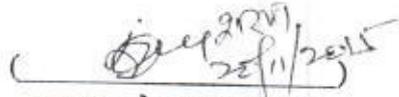
क्रमांक	नियमावली का नाम	संशोधित नियम
1	बीड़ी एवं सिगार कर्मकार (सेवा की शर्तें) नियमावली, 1968	नियम-32
2	भवन एवं अन्य सन्निर्माण कर्मकार (नियोजन तथा सेवाशर्त विनियमन) नियमावली, 2006	नियम-245
3	ठेका मजदूर (विनियमन एवं उन्मूलन) नियमावली, 1972	नियम-82 के उप नियम (2)
4	अन्तर्राज्यीय प्रवासी कर्मकार (नियोजन, विनियमन एवं सेवाशर्तें) नियमावली, 1980	नियम 56(2)
5	मातृत्व प्रसुविधा नियमावली, 1964	नियम-16 के उप नियम (2)
6	न्यूनतम मजदूरी नियमावली, 1951	नियम-21(4)
7	वेतन भुगतान नियमावली, 1937	नियम-18
8	दुकान एवं प्रतिष्ठान नियमावली, 1955	नियम-3 का उप नियम (4) एवं नियम-42 एवं 43
9	कारखाना अधिनियम, 1948	

2- इन संशोधनों के आलोक में उपर्युक्त स्तम्भ-2 में उल्लिखित नियमावलियों के लिए On-line विवरणी दाखिल करने हेतु संलग्न प्रपत्र-"क" में अंकित प्रपत्र विहित किया जाता है। इस प्रपत्र में प्रत्येक वर्ष के 30 जून तक On-line विवरणी दाखिल किया जाना आवश्यक होगा तथा जो नियोजक/स्थापन/दखलकार निर्धारित समय-सीमा के भीतर इस प्रपत्र में समय-सीमा के भीतर

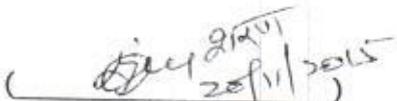
On-line विवरणी दाखिल नहीं करते हैं उन्हें निर्विष्ट नियमावलियों के प्रयोजनार्थ On-line विवरणी नहीं माना जायेगा।

- 3- स्तम्भ-2 में उल्लेखित नियमावलियों में यथा विहित उपस्थिति पंजी/वेतन भुगतान पंजी/मस्टर रॉल/अधिकाल पंजी/दण्ड एवं कटौती पंजी/अग्रिम पंजी के स्थान पर अनुलग्नक-“ख” में उल्लेखित समेकित उपस्थिति कटौती/अधिकाल/अग्रिम सह मजदूरी पंजी प्रारूप में झारखण्ड सरकार के Web Portal पर On-line पंजी का संधारण करने वाले नियोजकों को यह सुविधा अनुमान्य होगी।
- 4- स्तम्भ-2 में उल्लिखित नियमावलियों में विहित पंजियों तथा अभिलेखों को डिजीटल रूप में संधारण इस शर्त के साथ अनुमान्य किया जाता है कि निरीक्षक के द्वारा मांगे जाने पर संधारित पंजियों की हस्ताक्षरित Hard-Copy उसके समक्ष उपस्थापित करना आवश्यक होगा।

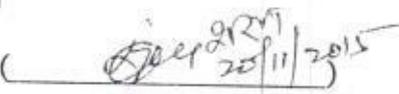
झारखण्ड राज्यपाल के आदेश से,


सरकार के अवर सचिव।

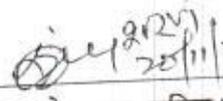
ज्ञापक 2/Pmo Po-50-47/15 श्र०नि० 2027 राँची, दिनांक 20/11/15
प्रतिलिपि:-अधीक्षक राजकीय मुद्रणालय, डोरण्डा, राँची को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
२०० (दो सौ) अतिरिक्त प्रतियाँ विभाग को उपलब्ध कराने की कृपा की जाय।


सरकार के अवर सचिव।

ज्ञापक 2/Pmo Po-50-47/15 श्र०नि० 2027 राँची, दिनांक 20/11/15
प्रतिलिपि:-मुख्य सचिव, झारखण्ड, राँची/मुख्यमंत्री के प्रधान सचिव, झारखण्ड, राँची/अवर सचिव, श्रम मंत्रालय, झारखण्ड सरकार, नई दिल्ली/स्थानीय आयुक्त, झारखण्ड भवन, नई दिल्ली/सभी जिला पदाधिकारी/सभी विभागाध्यक्ष/ सचिव, झारखण्ड चैम्बर ऑफ कॉमर्स, झारखण्ड, राँची/सभी प्रमण्डलीय आयुक्त/सचिव, विधि विभाग, झारखण्ड, राँची/महाधिवक्ता, झारखण्ड उच्च न्यायालय, राँची/प्रधान सचिव, मंत्रिमण्डल सचिवालय एवं समन्वय विभाग, झारखण्ड, राँची को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।


सरकार के अवर सचिव।

जापांक १/एमोए-५०-५७/१५ श्र०नि० २०२७ राँची, दिनांक २०/११/१५
 प्रतिलिपि:-मुख्य कारखाना निरीक्षक, झारखण्ड, राँची/मुख्य निरीक्षी पदाधिकारी, झारखण्ड,
 राँची/निदेशक, कृषि श्रमिक, झारखण्ड, राँची/सभी उप श्रमायुक्त (कृषि श्रमिक सहित)/सभी
 सहायक श्रमायुक्त (कृषि श्रमिक सहित)/सभी श्रम अधीक्षक (कृषि श्रमिक सहित)/सभी
 कारखाना निरीक्षक को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

( २०/११/१५)
 सरकार के अवर सचिव।



PART - A

- Number of days the Shop/establishment worked in the year:
- Number of man days worked in the year
- Maximum number of employee employed on any day in the year
- Number of average employees employed in the year
- Number of Service Cards Issued(IF applicable)
- Total wages paid category wise

Male	Rs.
Female	Rs.
- Total Fine Imposed: , if any Rs.
- Other deductions: ,if any Rs.

PART - B :

The Part A and B information to be furnished if the maximum number of employees employed on any day during the year under report exceed 9(Nine)

- Percentage of bonus paid : :
- Number of eligible beneficiaries : :
- Total amount of bonus paid : :
- Date of payment : :
- If bonus not paid, reason there of : :

PART - C

Part A, B & C are to be furnished, if the establishment has employed more than 9 contract labour on any day during the year under report. (Details to be provided by the Principal Employer)

- Name and postal address of the contractor :
- Nature of work/operations of contractor :
- Total number of days during the year on which contract labour was employed :
- Total number of man days worked during the year by contract labour :
- Total number of days during the year in which direct labour was employed :
- Total number of man days worked by direct labour :
- Change, if any, in the management of establishment its locations, or any other particulars furnished to the Registering Officer in the application for the registration (Details may be furnished with dates of changes) :

Note: In case the number of contractors are more the details of each Contractor may be furnished in same columns in separate sheet.



YEARLY RETURN to be submitted by the
Contractors employing more than 9 workers.

- Duration of contract :
- Number of days worked during the year
- Average number of contract labour worked in any day during the year.
- Details of
 - (a) Working hours
 - (b) Overtime work
 - (c) Weekly holiday
 - (d) Spread over
 - (e) Weekly holiday paid or not.
- Number of man days worked during the year. Male Female Total
- Amount of wages paid Rs :
- Amount of deduction from wages Rs :
- The following has been provided ?
 - Canteen Yes / No
 - Rest rooms Yes / No
 - Drinking water Yes / No
 - Creches Yes / No
 - First aid Yes / N

Factories Act, 1948

(A) **Factory Identification details** :

Sector (Public/Private/Co-operative/
Joint Venture) :

Registration under Section { 2m(i)/2m(ii)/85} :

Registration No/License No :

Licensed workers : Licensed H.P. :

Finished products :

Intermediates :

Raw materials :

(B) **Details of employment**

- (i) Average daily workers : Male: Female:
- (ii) Number of days the factory worked during previous year:
- (iii) Number of man days worked (i.e. aggregate attendance during the previous year)
 - (a) Adults: (i) Men: (ii) Women: Total:
 - (b) Adolescents (i) Men: (ii) Women: Total:
- (iv) Average number of workers employed daily, i.e. Man days worked divided by number of days worked.
 - Adults: (i) Men: (ii) Women: Total:
 - Adolescents (i) Men: (ii) Women: Total:

- (v) Total number of man-hours worked including overtime but excluding rest interval.

Adults: (i) Men: (ii) Women: Total:

Young persons (i) Men: (ii) Women: Total:

- (vi) In respect of factories carrying on processes or operation declared dangerous under section 87, furnish the following information. (See explanatory note 'A')

Name of the dangerous processes or operation carried on (See explanatory note 'A')	Average number of persons employed daily in each of the process or operation given (See explanatory note 'B')	Number of persons			
		Medically examined		Declared unfit	
		Male	Female	Male	Female
1	2	3	4	5	6
(i) (ii) (iii) etc.					

- (vii) In respect of factories carrying on processes on "hazardous process" as defined in section 2(cb) furnish the following information. (See explanatory note 'C')

Name of the hazardous processes or operation carried on (See explanatory note 'C')	Average number of persons employed daily in each of the process or operation given (See explanatory note 'B')	Number of persons			
		Medically examined		Declared unfit	
		Male	Female	Male	Female
1	2	3	4	5	6
(i) (ii) (iii) etc.					

(C) Compliance Status for Health Provisions

- (1) Measures taken for prevention of dust/fumes generated in the process :
 (2) Provisions of wholesome drinking water :
 (3) Provisions of Urinals, Latrines & Bathrooms facilities separately for men and women (give Number for each) :
 (4) Provisions of Occupational Health Centre :
 (5) Provision of Factory Medical Officer if applicable (Retainer ship base-/Part time/Full time) :

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(D) **Compliance status for Safety provisions**

- (1) Compliance of safety provisions prescribed under Schedules, including guarding of machinery. :
- (2) Details of fire fighting equipments including water storage capacity & trained personal. :
- (3) Whether hoists, lifts, cranes, lifting tackles & lifting devices are tested, examined & inspected by a competent person ? :
- (4) Whether pressure vessels in use are tested, examined & inspected by Competent persons & duly certified by a competent person ? . :
- (5) Details of personal protective equipments provided and special safety equipments if any. :
- (6) Details of Safety Officers & Safety Supervisors (if Applicable) :
- (7) Safety Committee functioning? (if Applicable) :
- (8) Whether provisions of Chapter-IV A of the Act and rules there under complied with (if applicable) :
- (9) Whether On-site emergency plan prepared/ amended/ approved ? (if applicable) :
- (10) Whether Rehearsals done for On-site Emergency Plan during last year. (Give dates) (if applicable) :
- (11) Details of Safety Policy, Safety Audit & Safety Report (if applicable). :
- (12) Whether information regarding hazards and actions taken provided to public, workers and authorities. (if applicable). :
- (13) Number of Safety programs for training & safety awareness arranged during last year and number of workers trained through it. :

(E) **Compliance status for Welfare provisions**

- (1) Whether first aid facilities are provided as per rules :
- (2) Provisions of Ambulance Room, required staff, Ambulance Van (if applicable) :
- (3) Whether canteen facility provided as per standards prescribed ? (if applicable) :
- (4) Whether Rest Rooms and Lunch Rooms are provided? (if applicable) :
- (5) Whether crèche facilities are provided for the use of children of women employees? (if applicable) :
- (6) Whether Welfare Officer is appointed as per the Provisions laid down (Sec.49) (if applicable) :

(54)

(F) Compliance status of Working Hours provisions

- (1) Compliance of provisions relating to working hours for adults i.e. 9 hours a day and 48 hours per week. :
- (2) Whether notice of period of work displayed on notice board? :
- (3) Shift timings
1st shift fromto 2nd shift from to
3rd shift from to General shift fromto
- (4) (a) Normal working time for Women workers - :
In case of relaxation granted for working hours of women workers, whether return & transport and security facilities provided. (if applicable).
(b) Whether certificates of fitness are obtained for employment of young persons (above 14 yrs) in the prescribed Form :
- (5) (a) Whether overtime wages is being paid at the double rate or not?
(b) Whether overtime slip is provided to the worker in prescribed form or not ?

(G) Compliance status for Annual leave with wages,

- (a) Whether leave with wages are allowed to the eligible workers :
- (b) Total number of workers discharged/ dismissed from the Service/quit employment/super annuated/ died while in service during the previous year :
- (c) Number of workers in respect of whom wages in lieu of leave were paid :
- (d) Whether leave book provided to all eligible workers ? :

Leave with wages

Total number of workers employed during the year
Adults: (i) Men: (ii) Women: Total:

Young persons (i) Men: (ii) Women: Total:

Number of workers who were entitled to annual leave with wages during the year

Adults: (i) Men: (ii) Women: Total:

Young persons (i) Men: (ii) Women: Total:

Number of workers who were granted to annual leave with wages during the year

Adults: (i) Men: (ii) Women: Total:

Young persons (i) Men: (ii) Women: Total:

(H) Reporting of accidents to Factory Inspectorate -

- (1) Whether arrangements are made to report the accident involving more than 48 hours absence including serious and fatal to Factory Inspectorate in Prescribed Form? Yes/No
- (2) Number of Fatal and Non-Fatal Accidents and Dangerous Occurrences during Previous year

1	Accident involving							
	Only non-fatal injuries				Fatal injuries as well as non-fatal injuries			
	Number of				Number of			
	Accidents/ Occurrences	Persons Injured Inside		Persons Injured outside	Accidents/ Occurrences	Persons injuring inside		Persons died inside
The factory			The factory			The factory		
2	3	4	5	6	7	8	9	
1. Accidents including dangerous occurrences and major accidents involving injuries/deaths								
2. Dangerous occurrences not involving injuries/deaths								
3. Dangerous occurrences involving injuries/death								
4. Major accidents involving injuries/deaths								
5. Major accidents not involving injuries/deaths								

(3) Injuries occurring inside the factory during the previous year

Number of injuries occurring in								
Hazardous process under section 2 (b)			Dangerous operations under Section 87			Others		
Number of			Number of			Number of		
Accidents	Persons injured		Accidents	Persons injured		Accidents	Persons injured	
	Fatal	Non Fatal		Fatal	Non Fatal		Fatal	Non Fatal
1	2	3	4	5	6	7	8	9

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- (4) (i) Non fatal injuries (workers injured during the year in which injured workers returned to work during the same year) :
- (a) Number of injuries :
- (b) Man days lost due to injuries :

- (ii) Non fatal injuries (workers injuries) occurring in the previous year in which injured workers returned to work during the year to which this information relates :
- (a) Number of injuries :
- (b) Man days lost due to injuries (this should be the total man days lost during the previous year as well as in the current year) :

