

DAILY- MONTHLY- ACTWISE COMPLIANCE (INDIAN LABOUR LAWS)

1st day of Joining					
1	Nomination Form-F to be furnished (Employee on completion of 1 year to make nomination) Rule 6(2)			Gra. Act	1st day of joining
2	Nomination Form - 2	At the time of enrolment as member		PF Act	1st day of joining
3	Form 11	At the time of enrolment as member		PF Act	1st day of joining
4	Form - 1 (Regulation 11 & 12)	At the time of enrolment as member (with in 10 days)		ESI ACT	1st day of joining
Display on Notice Board					
1	Abstract of Factories Act, Form No. 23	Most urgently		F.A. Act	display
2	Abstract of Maternity Act (Form - K)			meter. Act	display
3	Abstract, Rate of Minimum Wages (Form - XI) and Address of Inspector (Form-XI)			M.W act	display
4	Abstract of the Act and Rules (Form-V)			P.W.ACT	display
5	Display of Abstract Form-U Rule-19			Gra. Act	display
6	Abstract to be displayed in English / Local Language			Con. Lab.Act	display
7	Stability Certificate (Form - 1A)	Every 5 Years		F.A. Act	every 5 year
Every Month submission & maintenance of records					
1	Leave Records (Form - 16)			F.A. Act	every month
2	Wage Slip			F.A. Act	every month
3	Register of OT (Form - 13)			F.A. Act	every month
4	Notice of period of work for adult workers (Form-14)			F.A. Act	every month
5	Muster Roll (Form - 5)			M.W act	every month
6	Wage Register (Form - 10)			M.W act	every month
7	Overtime Register (Form - 4)			M.W act	every month
8	Register of Fines (Form - 3)			M.W act	every month
9	Register of Deductions for damage or loss			M.W act	every month
10	Register of Advances made to employees			M.W act	every month
11	Presence Card			M.W act	every month
12	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
13	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
14	Form - D			EQUAL REMUNERATION ACT, 1973	every month
15	Payment of wages Register - Form II-A			P.W.ACT	every month
16	Register of Fines (Form - I)			P.W.ACT	every month
17	Register of deduction for damages or loss (Form-II)			P.W.ACT	every month
18	Register of advances made to workers (Form - III)			P.W.ACT	every month
19	Amendment in License (Form - 2)	As and when		F.A. Act	when it require
20	Change of Registration (Form-I)	With in one month		P.W.ACT	when it require
21	Form - 1(B) Change in family particulars	As and when		ESI ACT	when it require
22	Form - 16 Accident Report (Regulation 68)	With in 48 Hrs. in Ordinary Cases and immediately in death cases.		F.A. & ESI ACT	when it require
FACTORY ACT					
SN	Particulars	Last Date	To be completed by		
1	Return of Accidents	Every month	Every month	F.A. Act	every month
2	Notice of Accident - Form 21	Immediately on occurrence	Immediately on occurrence	F.A. Act	
3	Register of Accident (Form - 29)	Maintained	Maintained	F.A. Act	
4	Inspection Book (Form - 31)	As and when	As and when	F.A. Act	
5	Health Register Form No. 32 (R-68-T and 102)	Maintained	Maintained	F.A. Act	
6	Register of Compensatory Off (Form - 12)	Maintained	Maintained	F.A. Act	
7	Register of Lime washing, Painting etc. (Form - 7)	Maintained	Maintained	F.A. Act	
8	List of stock of chemicals entered and used in the factory			F.A. Act	
9	Safety and Health Policy of the Management	To Prepare		F.A. Act	
10	First Aid Boxes and its in-charges and training to the employees.	Decide the places	Stores - Ashwin Bahopiya	F.A. Act	
11	Register of - Adult workers (Form - 15)			F.A. Act	
12	Register of Working Environment (Form-37)			F.A. Act	
13	Certificate of fitness			F.A. Act	
BONUS ACT					
SN	Particulars	To be completed by			
1	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))			Bonus act	
2	Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))			Bonus act	
MINIMUM WAGES ACT					
SN	Particulars	To be completed by			
1	Supervision over the disbursement of wages made by the contractors			M.W act	
2	Inspection Book	As and when	As and when	M.W act	
3	Proof of Minimum Wages paid by the contractors			M.W act	
4	Spread Over time should not be more than 10.5 Hrs.			M.W act	

5	Weekly off and its wages			M.W act	
6	Desposit of unpaid wages over 3 years			M.W act	
PAYMENT OF WAGES ACT					
SN	Particulars			To be completed by	
1	Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.			P.W.ACT	
GRATUITY ACT					
SN	Particulars			To be completed by	
1	Inspection Book			Gra. Act	
2	Gratuity Register showing payment made to eligible employees at the time of specification			Gra. Act	
3	Compliance of Inspection remarks by the inspector.			Gra. Act	
4	Display notice specifying the names of the officer with designation to receive notices on company's behalf.			Gra. Act	
5	Notice of opening Form - A (Rule - 3(1))			Gra. Act	
6	Notice of Change Form-B (Rule 3(2))			Gra. Act	
EPF ACT					
SN	Particulars				
1	PF Inspection Book			PF ACT	
EQUAL REMUNERATION ACT					
SN	Particulars			To be completed by	
1	Muster Roll			EQUAL REMUNERATION ACT, 1971	
2	Wage Register			EQUAL REMUNERATION ACT, 1972	
APPRENTICE ACT					
	Particulars	Date of compliance	To be completed	SN	
1	APP - 1 within 15 days of Registration (In duplicate one copy to be retained by employer)	With in 15 days of Registration		App. Act	
2	APP - 3 list of Apprentices (for March / September exam) eligible to appear in Trade Test.	With in respective month		App. Act	
3	APP - 4 with in 7 days from engagement of an Apprentice	With in 7 days from engagement of an apprentice.		App. Act	
CONTRACT LABOUR ACT					
SN	Particulars			To be completed by	
1	Registration of establishment			Con. Lab.Act	
2	When the labours being more than eligibility criteria whether license is obtained under section 12(1) ?			Con. Lab.Act	
3	Whether the strength labours are as mentioned in the license ?			Con. Lab.Act	
4	Muster Roll Form No. 16		Maintain	Con. Lab.Act	
5	Wage Register Form No. 17		Maintain	Con. Lab.Act	
6	Notice to display section 29(2) (i) Wage Time (ii) Time & Place for disbursement of wages			Con. Lab.Act	
7	Payment to be made in presence of company's representative / authorized person and the candidate			Con. Lab.Act	
8	Wage slip Form - 19/26 - B			Con. Lab.Act	
9	Signature of employee on the wage slip			Con. Lab.Act	
10	OT register Form - 23			Con. Lab.Act	
11	Register Form No. 13 showing date of joining & signature of employees.			Con. Lab.Act	
12	Employment Card Form No. 14 to employees			Con. Lab.Act	
13	Display in English & Gujarati 13.1 Rate of wages 13.2 Working Hrs. 13.3 Date of payment 13.4 Name & address of contractor under Rule - 81 (1)(i) Copy of above notice to the GLO			Con. Lab.Act	
14	Copy of above notice to the Principal Employer			Con. Lab.Act	
15	Loss / Damage Register Form - 20			Con. Lab.Act	
16	Fine Register Form - 21			Con. Lab.Act	
17	Advance Register Form - 22 (up to date)			Con. Lab.Act	
18	First Aid Box at work place			Con. Lab.Act	
19	Inform Registering Authority regarding changes in the contractors, if any			Con. Lab.Act	
20	Form No. 8 - Details of Contractors			Con. Lab.Act	
21	Certificate under Rule - 73 by the principal Employer			Con. Lab.Act	
22	Whether the contractor has employed 100 or more number of labour			Con. Lab.Act	
23	Enough number of toilet blocks			Con. Lab.Act	
24	Washing facilities			Con. Lab.Act	
25	First Aid Box			Con. Lab.Act	
26	Rest Room for those staying overnight			Con. Lab.Act	
27	Rate of wages Working Hrs. Date of Payment Name & address of inspector having jurisdiction copy of the above notice to the Inspector			Con. Lab.Act	