

MONTHLY REGISTRES & RETURNS: ACT-WISE/DATE-WISE (INDIAN LAB LAWS)(Checklist)

JANUARY

SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	Quarterly Return ER - I	April, July, October, January		CNV Act	January
2	LWB Contribution - Form No. 1A	July / January	June / December	F.A. Act	01-Jan
3	Biannual Return ER - II	31st January every two years.		CNV Act	31-Jan
4	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
5	Wage Slip	Every Month Before 6 day		F.A. Act	every month
6	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
7	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
8	Muster Roll (Form - 5)	Daily work		M.W act	every month
9	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
10	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
11	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
12	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
13	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
14	Form - 12A Details of PF deducted and deposited	15th of following month		PF. Act	every month
15	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
16	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
17	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
18	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month

FEBRUARY

SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	Annual Return (Form - III - Rule-21(4A))	1st February		M.W act	01-Feb
2	Annual Return in Form No. 25 to the Registering Officer			Con. Lab.Act	15-Feb
3	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
4	Wage Slip	Every Month Before 6 day		F.A. Act	every month
5	Register of OT (Form - 13)	Every Month Before 1st day		F.A. Act	every month
6	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
7	Muster Roll (Form - 5)	Daily work		M.W act	every month
8	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
9	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
10	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
11	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
12	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
13	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
14	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
15	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
16	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month

MARCH

SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
2	Wage Slip	Every Month Before 6 day		F.A. Act	every month
3	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
4	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
5	Muster Roll (Form - 5)	Daily work		M.W act	every month
6	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
7	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
8	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
9	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
10	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
11	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
12	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
13	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
14	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month

APRIL

SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor	15th April (for March) and 15th October (for Sept.)		App. Act	15-Apr
2	Quarterly Return ER - I	April, July, October, January		CNV Act	April,
3	Apprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year	1st Feb to 15th April 15th Oct. 1st Aug. to		App. Act	15-Apr
4	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
5	Wage Slip	Every Month Before 6 day		F.A. Act	every month
6	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
7	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
8	Muster Roll (Form - 5)	Daily work		M.W act	every month
9	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
10	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
11	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
12	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
13	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
14	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
15	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
16	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
17	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month

MAY

SN	Particulars	Submission	To be completed	ACT	LAST DATE
					15-May
1	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
2	Wage Slip	Every Month Before 6 day		F.A. Act	every month
3	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
4	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
5	Muster Roll (Form - 5)	Daily work		M.W act	every month
6	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
7	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
8	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
9	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
10	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
11	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
12	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
13	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
14	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month
JUNE					
SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	Half Yearly return Form - 24	June & December		Con. Lab.Act	June
2	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
3	Wage Slip	Every Month Before 6 day		F.A. Act	every month
4	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
5	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
6	Muster Roll (Form - 5)	Daily work		M.W act	every month
7	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
8	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
9	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
10	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
11	Register of Advances made to employees	Every Month Before 6 day		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	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
15	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month
JULY					
SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	LWB Contribution - Form No. 1A	July / January	June / December	LWF. Act	01-07
2	Half Yearly Return Under (Form-25) (R-107)	15th July	30th June	F.A. Act	15-Jul
3	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
4	Wage Slip	Every Month Before 6 day		F.A. Act	every month
5	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
6	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
7	Muster Roll (Form - 5)	Daily work		M.W act	every month
8	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
9	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
10	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
11	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
12	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
13	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
14	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
15	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
16	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month
AUGUST					
SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
2	Wage Slip	Every Month Before 6 day		F.A. Act	every month
3	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
4	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
5	Muster Roll (Form - 5)	Daily work		M.W act	every month
6	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
7	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
8	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
9	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
10	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
11	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
12	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
13	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
14	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month
SEPTEMBER					
SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
2	Wage Slip	Every Month Before 6 day		F.A. Act	every month
3	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
4	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
5	Muster Roll (Form - 5)	Daily work		M.W act	every month
6	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
7	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
8	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
9	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
10	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
11	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
12	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
13	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
14	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month
15	Medicim Data for onroll employee	Before expiry of policy			
16	Personnel Accident Policy data for onroll staff	Before expiry of policy			
17	Workman Compensation Data for onroll employee	Before expiry of policy		W.C.Act	

OCTOBER					
SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	Quarterly Return ER - I	April, July, October, January		CNV Act	October
2	Apprentices can be engaged either in the 1st Semester and 2nd semester. The duration of training is one year	1st Feb to 15th April 1st Aug. to 15th Oct.		App. Act	15-Oct
3	Quarterly Return ER - I	April, July, October, January		CNV Act	October
5	Renewal of Factory License (Form - 3)	31st October	15th October	F.A. Act	31-Oct
6	Register of Payment of Bonus Form - C (Sec. 26 Rule - 4(c))			Bonus act	31-Oct
7	Annual Return (Form-IV Rule(17))			P.W.ACT	31-Oct
8	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
9	Wage Slip	Every Month Before 6 day		F.A. Act	every month
10	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
11	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
12	Muster Roll (Form - 5)	Daily work		M.W act	every month
13	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
14	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
15	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
16	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
17	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
18	Form - 12A Details of PF deducted and deposited	15th of following month		PF. Act	every month
19	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
20	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
21	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
22	Challans (Remittance of contributions) (In Four copy)	21st of every month	15th of every month	PF. Act	every month
23	Challans (In Four copy)	21st of every month	15th of every month	ESI ACT	every month
24	Professional Tax Challans (In Four copy)	21st of every month	15th of every month		every month
25	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month
NOVEMBER					
SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	Annual Return of Bonus Paid (Form - D) Rules 5	With in 30 days of payment		Bonus act	30-Nov
2	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
3	Wage Slip	Every Month Before 6 day		F.A. Act	every month
4	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
5	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
6	Muster Roll (Form - 5)	Daily work		M.W act	every month
7	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
8	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
9	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
10	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
11	Register of Advances made to employees	Every Month Before 6 day		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	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
15	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month
DECEMBER					
SN	Particulars	Submission	To be completed	ACT	LAST DATE
1	Annual Return of Holidays	31st December	15th December	F.A. Act	31-Dec
2	Half Yearly return Form - 24	June & December		Con. Lab.Act	December
3	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
4	Wage Slip	Every Month Before 6 day		F.A. Act	every month
5	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
6	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
7	Muster Roll (Form - 5)	Daily work		M.W act	every month
8	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
9	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
10	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
11	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
12	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
13	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
14	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
15	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
16	Notice of Holiday & Weekly Off	Every Month Before 1st day		F.A. Act	every month
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	Bahopiya Security -	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	Deposit 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	To be completed by			
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				
SN	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