	MONTHLY REGISTRES & RETURNS: ACT-WISE/DATE-WISE (INDIAN LAB LAWS)(Checklist)						
		JANUARY					
	Particulars	Submission	To be completed		LAST DATE		
	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		
-	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		
_	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month		
17	Form - D	Every Month Before 6 day			•		
_	Notice of Holiday & Weekly Off			EQUAL REMUNERATION ACT, 1973 F.A. Act	every month		
10	Notice of Holiday & Weekly Off	Every Month Before 1st day		r.a. act	every month		
0	5 4 1	FEBRUARY	=	107			
-	Particulars	Submission	To be completed		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		
	Wage Slip	Every Month Before 6 day		F.A. Act	every month		
	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		
	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		
-	Statement of workers Joining the service - Form 5 Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month		
	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	•		
-				F.A. Act	every month		
10	Notice of Holiday & Weekly Off	Every Month Before 1st day		r.a. act	every month		
CNI	Particulars	MARCH		107	OT D. TT		
		Submission	To be completed		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 6 day Every Month Before 1st day		F.A. Act	every month every month		
3 4	Register of OT (From - 13) Notice of period of work for adult workers (Form-14)	Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day		F.A. Act F.A. Act	every month every month every month		
2 3 4 5	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)	Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Daily work		F.A. Act F.A. Act M.W act	every month every month every month every month		
2 3 4 5 6	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)	Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Daily work Every Month Before 6 day		F.A. Act F.A. Act M.W act M.W act	every month every month every month every month every month		
2 3 4 5 6 7	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)	Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 6 day		F.A. Act F.A. Act M.W act M.W act M.W act	every month every month every month every month every month every month		
2 3 4 5 6 7 8	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)	Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 6 day Every Month Before 6 day		F.A. Act F.A. Act M.W act M.W act M.W act M.W act	every month		
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2 3 4 5 6 7 8 9 10	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees	Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Daily work Every Month Before 6 day		F.A. Act F.A. Act M.W act	every month		
2 3 4 5 6 7 8 9 10 11	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5	Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Daily work Every Month Before 6 day		F.A. Act F.A. Act M.W act PF. Act	every month		
2 3 4 5 6 7 8 9 10 11 12 13	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers leaving the service - Form 10	Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Daily work Every Month Before 6 day 15th of following month		F.A. Act F.A. Act M.W act F.Act M.W act M.W act	every month		
2 3 4 5 6 7 8 9 10 11 12 13	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers leaving the service - Form 10  Form - D	Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Gollowing month 15th of following month Every Month Before 6 day		F.A. Act F.A. Act M.W act M.W act M.W act M.W act M.W act M.W act F.A. Ct M.W act F.A. Ct EQUAL REMUNERATION ACT, 1973	every month		
2 3 4 5 6 7 8 9 10 11 12 13 14	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers leaving the service - Form 10  Form - D	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day  APRIL	To be completed	F.A. Act F.A. Act M.W act F. Act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act	every month		
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2 3 4 5 6 7 8 9 10 11 12 13 14 SN	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers leaving the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day Every Month Before 6 day	To be completed	F.A. Act F.A. Act M.W act A.W act M.W act M.W act A.W act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act ACT App. Act	every month		
2 3 4 5 6 7 8 9 10 11 12 13 14	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers leaving the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day 15th of following month 15th of following month Every Month Before 6 day Every Month Before 6 day Every Month Before 6 day Every Month Before 1st day  APRIL Submission 15th April (for March) and 15th October	To be completed	F.A. Act F.A. Act M.W act A.W act M.W act M.W act M.W act A.W act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act	every month		
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2 3 4 5 6 7 8 9 10 11 12 13 14 SN 1 2	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Deductions for demage or loss  Statement of workers Joining the service - Form 5  Statement of workers Joining the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - 1  Aprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day  APRIL  Submission  15th April (for March) and (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct.	To be completed	F.A. Act F.A. Act M.W act Act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act ACT App. Act CNV Act	every month		
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2 3 4 5 6 7 8 9 10 11 12 13 14 1 2 3 4 5 6	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers leaving the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - I  Aprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year Leave Records (Form - 16)  Wage Slip  Register of OT (From - 13)	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day  APRIL Submission  15th April (for March) and 15th October (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct. With in 15 day after salary process Every Month Before 6 day Every Month Before 1st day  Every Month Before 1st day  Every Month Before 6 day Every Month Before 1st day	To be completed	F.A. Act F.A. Act M.W act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act ACT App. Act App. Act F.A. Act	every month		
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2 3 4 5 6 7 8 9 10 11 12 13 14 14 2 3 4 5 6 7 7 8 9 9 10 7 10 10 10 10 10 10 10 10 10 10 10 10 10	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers leaving the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - 1  Aprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year Leave Records (Form - 16)  Wage Slip  Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Every Month Before 1st day  APRIL Submission  15th April (for March) and 15th October (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct. With in 15 day after salary process Every Month Before 6 day Every Month Before 1st day Daily work	To be completed	F.A. Act F.A. Act M.W act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act ACT App. Act CNV Act App. Act F.A. Act M.W act	every month		
2 3 4 5 6 7 8 9 10 11 12 13 14 5 8 9 10 11 12 13 14 5 6 7 7 8 8 9 9 10 10 10 10 10 10 10 10 10 10 10 10 10	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers Joining the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - I  Aprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year  Leave Records (Form - 16)  Wage Slip  Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day  APRIL  Submission  15th April (for March) and 15th October (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct.  With in 15 day after salary process Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 6 day	To be completed	F.A. Act F.A. Act M.W act PF. Act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act App. Act CNV Act App. Act F.A. Act F.A. Act F.A. Act F.A. Act F.A. Act F.A. Act M.W act M.W act M.W act	every month		
2 3 4 5 6 7 8 9 10 11 12 13 14 5 8 9 10 11 12 13 14 5 6 7 7 8 8 9 9 10 10 10 10 10 10 10 10 10 10 10 10 10	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers leaving the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - I  Aprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year Leave Records (Form - 16)  Wage Slip  Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 10)	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day  APRIL  Submission  15th April (for March) and (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct. With in 15 day after salary process Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Every Month Before 1st day Every Month Before 6 day	To be completed	F.A. Act F.A. Act M.W act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act  ACT  App. Act CNV Act App. Act F.A. Act F.A. Act F.A. Act F.A. Act M.W act	every month		
2 3 4 5 6 7 8 9 10 11 12 13 14 2 3 4 5 6 7 8 9 9	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers leaving the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - I  Aprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year Leave Records (Form - 16)  Wage Slip  Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 7 day Every Month Before 8 day Every Month Before 1st day  APRIL  Submission  15th April (for March) and 15th October (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct.  With in 15 day after salary process Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Every Month Before 6 day	To be completed	F.A. Act F.A. Act M.W act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act CNV Act App. Act F.A. Act F.A. Act F.A. Act F.A. Act F.A. Act M.W act	every month		
2 3 4 5 6 7 8 9 10 11 12 13 14 5 6 7 8 8 9 10 11 11 12 13 14 15 16 7 17 18 18 18 18 18 18 18 18 18 18 18 18 18	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers Joining the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - I  Aprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year  Leave Records (Form - 16)  Wage Slip  Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day  APRIL  Submission  15th April (for March) and 15th October (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct. With in 15 day after salary process Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day	To be completed	F.A. Act F.A. Act M.W act PF. Act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act App. Act CNV Act App. Act F.A. Act F.A. Act F.A. Act M.W act	every month		
2 3 4 5 6 7 8 9 10 11 12 13 14 5 6 7 8 8 9 10 11 12 13 14 14 15 6 7 10 11 11 12 13 14 15 15 16 16 17 17 18 18 18 18 18 18 18 18 18 18 18 18 18	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - I  Aprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year Leave Records (Form - 16)  Wage Slip  Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Tines (Form - 3)  Register of Advances made to employees  Statement of workers Joining the service - Form 5	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day  APRIL Submission  15th April (for March) and 15th October (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct. With in 15 day after salary process Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day	To be completed	F.A. Act F.A. Act M.W act PF. Act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act App. Act CNV Act App. Act F.A. Act F.A. Act F.A. Act M.W act M.W act M.W act M.W act M.W act	every month		
2 3 4 5 6 7 8 9 10 11 12 13 14 5 6 7 8 9 10 11 12 13 14 15	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - I  Aprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year  Leave Records (Form - 16)  Wage Slip  Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers Joining the service - Form 5	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day  APRIL  Submission  15th April (for March) and (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct. With in 15 day after salary process Every Month Before 6 day Every Month Before 1st day Every Month Before 6 day	To be completed	F.A. Act F.A. Act M.W act PF. Act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act  ACT  App. Act CNV Act F.A. Per Act M.W act PF. Act PF. Act	every month		
2 3 4 5 6 7 8 9 10 11 12 13 14 2 2 3 4 5 6 7 7 8 9 10 11 11 11 12 13 14 14 15 16 16 17 17 18 18 18 18 18 18 18 18 18 18 18 18 18	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 4)  Register of Fines (Form - 3)  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers leaving the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - I  Aprentices can be engaged either in the 1st Semester and 2nd semester. The duration of training is one year  Leave Records (Form - 16)  Wage Slip  Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 10)  Overtime Register (Form - 3)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers leaving the service - Form 5  Statement of workers leaving the service - Form 5  Statement of workers leaving the service - Form 5	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day  APRIL  Submission  15th April (for March) and 15th October (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct.  With in 15 day after salary process Every Month Before 6 day Every Month Before 1st day Every Month Before 1st day Every Month Before 6 day	To be completed	F.A. Act M.W act PF. Act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act CNV Act  App. Act F.A. Act F.A. Act F.A. Act F.A. Act M.W act M	every month		
2 3 4 5 6 7 8 9 10 11 12 13 14 5 6 7 8 9 10 11 12 13 14 15	Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 10  Form - D  Notice of Holiday & Weekly Off  Particulars  APP - 2 Half Yearly Return to Dy. Apprenticeship Advisor  Quarterly Return ER - I  Aprentices can be engaged either in the 1st Semester and 2nd semester The duration of training is one year  Leave Records (Form - 16)  Wage Slip  Register of OT (From - 13)  Notice of period of work for adult workers (Form-14)  Muster Roll (Form - 5)  Wage Register (Form - 4)  Register of Fines (Form - 3)  Register of Deductions for damage or loss  Register of Deductions for damage or loss  Register of Advances made to employees  Statement of workers Joining the service - Form 5  Statement of workers Joining the service - Form 5	Every Month Before 6 day Every Month Before 1st day Daily work Every Month Before 6 day Every Month Before 1st day  APRIL  Submission  15th April (for March) and (for Sept.) April, July, October, January  1st Feb to 15th April 1st Aug. to 15th Oct. With in 15 day after salary process Every Month Before 6 day Every Month Before 1st day Every Month Before 6 day	To be completed	F.A. Act F.A. Act M.W act PF. Act PF. Act EQUAL REMUNERATION ACT, 1973 F.A. Act  ACT  App. Act CNV Act F.A. Per Act M.W act PF. Act PF. Act	every mo eve		

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SN	Particulars	Submission	To be completed	ACI	LAST DATE
	Form No. 6 - Return of contribution	Marth in 45 days 6		E A A-4	15-May
1	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
	Wage Slip	Every Month Before 6 day		F.A. Act	every month
	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
	Muster Roll (Form - 5)	Daily work		M.W act	every month
	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
	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
-	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
	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
	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
	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
	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
-	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
_	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
	Form - D	Every Month Before 6 day		EQUAL REMUNERATION ACT, 1973	every month
	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
	LWB Contribution - Form No. 1A	July / January	June / December		01-07
-	Half Yearly Return Under (Form-25) (R-107)	15th July	30th June	F.A. Act	15-Jul
	Leave Records (Form - 16)	With in 15 day after salary process	Sourraine	F.A. Act	every month
	Wage Slip	Every Month Before 6 day		F.A. Act	every month
-	Register of OT (From - 13)	Every Month Before 6 day  Every Month Before 1st day		F.A. Act	every month
_	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day Every Month Before 1st day		F.A. Act	every month
	Muster Roll (Form - 5)	Daily work		M.W act	every month
	Wage Register (Form - 10)				
9		Every Month Before 6 day		M.W act	every month
-	Overtime Register (Form - 4)	Every Month Before 6 day	-	M.W act	every month
	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
_	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
CN	Destinulare	AUGUST	To be seen to t	ACT	LACT DATE
	Particulars	Submission	To be completed		LAST DATE
_	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
	Wage Slip	Every Month Before 6 day		F.A. Act	every month
	Register of OT (From - 13)	Every Month Before 1st day		F.A. Act	every month
	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
	Muster Roll (Form - 5)	Daily work		M.W act	every month
	Wage Register (Form - 10)	Every Month Before 6 day		M.W act	every month
	Overtime Register (Form - 4)	Every Month Before 6 day		M.W act	every month
	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	every month
	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
	Statement of workers leaving the service - Form 10	15th of following month		PF. Act	every month
	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
C	5 // 1	SEPTEMBER		107	L 40T D 4==
SN	Particulars (5)	Submission	To be completed		LAST DATE
1	Leave Records (Form - 16)	With in 15 day after salary process		F.A. Act	every month
	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
	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
	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
		10 ( ):			
15	Mediclim Data for onroll employee	Before expiry of policy			
15 16	Personnel Accident Policy data for onroll staff	Before expiry of policy			
15 16				W.C.Act	

CN	Particulars	OCTOBER Submission	To be esmalet at	ACT	LAST DATE
	Quarterly Return ER - I	Submission April, July, October, January	To be completed	CNV Act	October
1	Quarterly Return ER - I	April, July, October, January		CNV ACT	October
_					
2	Aprentices can be engaged either in the 1st Semester				
		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 (From - 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	` '	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
	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
	Register of Deductions for damage or loss	Every Month Before 6 day		M.W act	
					every month
	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
	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		21st of every month	15th of every mon		every month
23		21st of every month	15th of every mon		every month
24		21st of every month	15th of every mon		every month
	Notice of Holiday & Weekly Off	Every Month Before 1st day	_san a. every mon	F.A. Act	
23	INOTICE OF FIORIDAY & WEEKIY OFF		<u> </u>	I .A. ACL	every month
		NOVEMBER	1		
	Particulars	Submission	To be completed		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		Every Month Before 1st day		F.A. Act	every month
-	Notice of period of work for adult workers (Form-14)	Every Month Before 1st day		F.A. Act	every month
					•
	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
	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
12		15th of following month		PF. Act	every month
		15th of following month		PF. Act	
13					every month
14		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		June & December		Con. Lab.Act	December
3	,	With in 15 day after salary process		F.A. Act	every month
-	` '				
4	<u> </u>	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		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		Every Month Before 6 day		M.W act	every month
	Register of Fines (Form - 3)	Every Month Before 6 day		M.W act	every month
	Register of Pilles (Form - 5) Register of Deductions for damage or loss				
		Every Month Before 6 day		M.W act	every month
	Register of Advances made to employees	Every Month Before 6 day		M.W act	every month
	Statement of workers Joining the service - Form 5	15th of following month		PF. Act	every month
14		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			
		way or coming			
1	Namination Form E to be functioned (Functions				
1	Nomination Form-F to be furnished (Employee on				
	completion of 1 year to make nomination) Rule 6(2)			Gra. Act	1st day of joinir
2	Nomination Form - 2	At the time of enrolment as member		PF Act	1st day of joinir
3	Form 11	At the time of enrolment as member		PF Act	1st day of joinir
		At the time of enrolment as member (with in			
4	Form - 1 (Regulation 11 & 12)	10 days)		ESI ACT	1st day of joinir
	1. o.m. 2 [negalation 11 & 12]			1207.701	123c day or joilin
1	Ab-t	Display on Notice Board		I	Latinantana
1	·	Most urgently		F.A. Act	display
2	Abstract of Maternity Act (Form - K)			meter. Act	display
_	Abstract, Rate of Minimum Wages (Form - XI) and				
3	Address of Inspector (Form-XI)			M.W act	display
,	Abstract of the Act and Rules (Form-V)			P.W.ACT	display
4				IC A-t	display
5				Gra. Act	
	Display of Abstract Form-U Rule-19 Abstract to be displayed in English / Local Language			Con. Lab.Act	display

Variety Common   Fig. Act			Eveny Month submission 9 maintenance of	recentle.				
2   Wager 10		1 D (F 4C)	Every Month Submission & maintenance of	records	F A A-+			
Begins of Ordering and State of Person 3.5]   Contract Register Form 3.6   Contract Register Form 3.6   Contract Register Form 3.7	-							
B. Notice of period of work to pelit workers (Form-1-1)								
5 Must real (19mm - 1) 6 Was Peligited from 30) 7 Doerhor Register (19mm - 1) 8 Register of Particular for damage or loss 1 Register of Particular for damage or loss (19mm - 1) 8 Register of Particular for dam						every month		
Bowlets Register (From -19)	4	Notice of period of work for adult workers (Form-14)			F.A. Act	every month		
Register of Fire (Form -3) Register (Form -3) Register of Fire (Form -3) Register (Form -3) Register of Fire (Form -3) Register o	5	Muster Roll (Form - 5)			M.W act	every month		
Register of Fire (Form -3) Register (Form -3) Register of Fire (Form -3) Register (Form -3) Register of Fire (Form -3) Register o								
Biggliet of Pleas (From 19)   Bigg								
Beginser of Industross Ford Interagraphy								
Displace of Anderson Completes   Displace of Anderson Completes   Displace of Anderson Completes   Displace of Anderson Completes Service - Form 10   Statement of workers Johns Beaving the service - Form 10   Statement of workers Johns Beaving the service - Form 10   Statement of workers Johns Beaving the service - Form 10   Statement of workers Johns Beaving the service - Form 10   Fr. Act   Displace of Anderson Service Ser								
Sil Statement of workers losining the service - Form 3   15th of following month	9	Register of Deductions for damage or loss			M.W act	every month		
In Presence Card   Statement of workers looking the service - form 5   15th of following month   Pr. Act   every month   every month   Pr. Act   every month   e	10	Register of Advances made to employees			M.W act	every month		
Signature of workers looking the service - Form 10   Sifts of following month   Pr. Act   every month   Side for the context leaving the service - Form 11   Sifts of following month   Pr. Act   every month   Side for the country month   Pr. Act   Pr. MACT   Pr.					M.W act	every month		
Section   Sect	-		15th of following month					
Payment of wages Register Form III   Payment of wages Register Form III								
15   Symmetr of wages Register - From II-A		ů	15th of following month					
16 Beginter of Intelligent of James   19 P.W.ACT   every month   18 Register of advances made to worker (Form III)   18 Register of advances made to worker (Form III)   18 Register of advances made to worker (Form III)   18 Register of advances made to worker (Form III)   18 Register of advances made to worker (Form III)   19 P.W.ACT   every month   18 Register of advances made to worker (Form III)   19 P.W.ACT   every month   18 Register of advances made to worker (Form III)   19 P.W.ACT   every month   19 P.W.ACT   every mon	14	Form - D			EQUAL REMUNERATION ACT, 1973	every month		
16 Beginter of Intelligent of James   19 P.W.ACT   every month   18 Register of advances made to worker (Form III)   18 Register of advances made to worker (Form III)   18 Register of advances made to worker (Form III)   18 Register of advances made to worker (Form III)   18 Register of advances made to worker (Form III)   19 P.W.ACT   every month   18 Register of advances made to worker (Form III)   19 P.W.ACT   every month   18 Register of advances made to worker (Form III)   19 P.W.ACT   every month   19 P.W.ACT   every mon	15	Payment of wages Register - Form II-A			P.W.ACT	every month		
19 Register of advances made to workers (prom. 18)   P.W.ACT   every month					P W ACT	every month		
18 Register of advances made to workers (From - III)   As and when   F.A. Act   every month   F.A. Act   when it require   F.A. Act   F.A. Act   When it require   F.A. Act   When it requir								
To be completed by License (Form. 2)								
20   Campaign of Registration (Form.)   With in own month   P.W.ACT   when it require								
22 cmm - 16 Accident Report (Regulation 68)	19	Amendment in License (Form - 2)	As and when		F.A. Act	when it require		
22 Form - 16) Change In family particulars 23 Form - 16 Accident Report (Regulation 66) 24 Form - 15 Accident Report (Regulation 66) 25 Form - 15 Accident Report (Regulation 66) 26 Form - 15 Accident Report (Regulation 66) 27 Form - 15 Accident Report (Regulation 66) 28 Form - 15 Accident Report (Regulation 66) 29 Form - 15 Accident Report (Regulation 66) 29 Form - 15 Accident Report (Regulation 66) 20 Form - 15 Accident Report (Regulation 66) 20 Form - 15 Accident Report (Regulation 66) 21 Form - 15 Accident Report (Regulation 66) 23 Form - 15 Accident Report (Regulation 66) 24 Form - 15 Accident Report (Regulation 66) 25 Form - 15 Accident Report (Regulation 66) 25 Form - 15 Accident Report (Regulation 66) 26 Form - 15 Accident Report (Regulation 66) 26 Form - 15 Accident Report (Report Report Repo	20	Change of Registration (Form-I)	With in one month		P.W.ACT	when it require		
With in 48 Hz. in Ordinary Cases and immediately in death cases.   F.A. & ES) ACT   When it require			As and when		FSI ACT			
SN   Particulars   Last Date   F.A. & ESI ACT   when it require	Ħ	Torni 1(b) change in farmly particulars			ESTACT	Wilciricrequire		
Form: 19 Accodent Report (Regulation 68)   Immediately on death cases.   F.A. & ESIACI   When it require	22				5 A 0 501 A 5-			
SN Particulars  Last Date To be completed by Perry month To be completed by New youth New youth New youth New youth New youth To be completed by New youth New yout		Form - 16 Accident Report (Regulation 68)	ımmediately in death cases.		F.A. & ESI ACT	when it require		
SN Particulars  Last Date To be completed by Perry month To be completed by New youth New youth New youth New youth New youth To be completed by New youth New yout								
SN Particulars  Last Date To be completed by Perry month To be completed by New youth New youth New youth New youth New youth To be completed by New youth New yout			FACTORY ACT					
Register of Accident Form 21   Immediately on occurrence   Immediately on of F.A. Act   every month	SNI	Particulars		To be completed	by			
Register of Noting Environment (From 32)   Immediately on occurrence   Immediately on occurrence   A. Act   Act								
Sepective Of Accident (Form - 29)						every month		
A spectron Book   Form - 32   Carl Grés T and 102   As and when   As and when   F.A. Act	2	Notice of Accident - Form 21	Immediately on occurrence	Immediately on oc	F.A. Act			
A spectron Book   Form - 32   Carl Grés T and 102   As and when   As and when   F.A. Act	3	Register of Accident (Form - 29)	Maintained	Maintained	F.A. Act			
Second   Register   Grown   20 (ReST and 102)   Maintained   Maintained   F.A. Act								
F. Register of Compensatory Off (Form - 12)   Maintained   Maintained   F.A. Act								
The Register of Lime washing, Painting etc. (Form. 7)   Maintained   F.A. Act								
S. List of stock of chemicals entered and used in the factory   S. Afect	6	Register of Compensatory Off (Form - 12)	Maintained	Maintained	F.A. Act			
S. List of stock of chemicals entered and used in the factory   S. Afect	7	Register of Lime washing, Painting etc. (Form - 7)	Maintained	Maintained	F.A. Act			
Safety and Health Policy of the Management   To Prepare   E.A. Act   Bahopiya   E.A. Act   Decide the places   E.A. Act   Bahopiya   E.A. Act   Decide the places   Security - E.A. Act   E.A. Act   Decide the places   Security - E.A. Act   E.A. Act   Decide the places   Security - E.A. Act   E.A. Act   Decide the places   Security - E.A. Act   E.A.								
10 First Aid Boxes and its in-charges and training to the employees. Decide the places security. F.A. Act 1. 11. Register of - Adult workers (Form - 15)								
1   Deliver   Security   F.A. Act	9		10 Prepare		F.A. ACT			
Employees.   Decide the places   Security   F.A. Act	10	First Aid Boxes and its in-charges and training to the		Bahopiya				
11 Register of -Adult workers (Form - 15) 12 Register of Working Environment (Form-37) 13 Certificate of fitness 13 Certificate of fitness 14 Register of compensation of allocable surplus - Form A 15 (Sec.26 Rule - 4(a)) 16 Register of compensation of allocable surplus - Form A 16 (Sec.26 Rule - 4(a)) 17 Register of compensation of allocable surplus - Form A 18 Register of compensation of allocable surplus - Form A 19 Register of compensation of allocable surplus - Form A 19 Register of compensation of allocable surplus - Form A 19 Register of compensation of allocable surplus - Form A 19 Register of compensation of allocable surplus - Form A 10 Sec.26 Rule - 4(a)) 10 Register of compensation of allocable surplus - Form A 10 Sec.26 Rule - 4(b)) 11 Supervision over the disbursement of wages made by 12 Inspection Book	10	employees.	Decide the places	Security -	F.A. Act			
12 Register of Working Environment (Form-37)   F.A. Act   F.A. Act   F.A. Act	11		·					
SN   Particulars								
SN   Particulars								
SN Particulars   To be completed by   Bonus act	13	Certificate of fitness			F.A. Act			
SN Particulars   To be completed by   Bonus act								
Register of Compensation of allocable surplus - Form A   Bonus act								
Register of Compensation of allocable surplus - Form A   Bonus act	H		BONUS ACT	1				
Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  **Particulars**    Supervision over the disbursement of wages made by the contractors   M.W. act	SN	Particulars	BONUS ACT	To be completed	hv			
Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  SN Particulars  Supervision over the disbursement of wages made by the contractors  1 Supervision Book  3 Proof of Minimum Wages paid by the contractors  4 Spread Over time should not be more than 10.5 Hrs.  5 Weekly off and its wages  6 Desposit of unpaid wages over 3 years  PAYMENT OF WAGES ACT  SN Particulars  1 Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  GRATUITY ACT  SN Particulars  To be completed by  1 Inspection Book  1 Inspection Book  2 Gratuity Register showing payment made to eligible employees at the time of specification  3 Compliance of inspection remarks by the inspector.  3 Display notice specifying the names of the officer with designation to receive notices on company's behalf.  5 Notice of Change Form-B (Rule 3(2))  EQUAL REMUNERATION ACT  SN Particulars  To be completed by  1 PF ACT  EQUAL REMUNERATION ACT  EQUAL REMUNERATION ACT  FOUNDAMENT OF BOOK PAYMENT OF BOOK PAYMENT OF SECONAL PAYMEN	SN		BONUS ACT	To be completed	by			
Surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))   MINIMUM WAGES ACT		Register of compensation of allocable surplus - Form A	BONUS ACT	To be completed				
Surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))   MINIMUM WAGES ACT		Register of compensation of allocable surplus - Form A	BONUS ACT	To be completed				
Surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))   MINIMUM WAGES ACT		Register of compensation of allocable surplus - Form A	BONUS ACT	To be completed				
SN   Particulars   To be completed by	1	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))	BONUS ACT	To be completed				
SN   Particulars   To be completed by	1	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated	BONUS ACT	To be completed	Bonus act			
Supervision over the disbursement of wages made by the contractors  2 Inspection Book As and when As and when M.W. act As and when M.W. act As and when M.W. act M.W. act As proof of Minimum Wages paid by the contractors M.W. act As pread Over time should not be more than 10.5 Hrs. M.W. act M.W. act Desposit of unpaid wages M.W. act Desposit of unpaid wages over 3 years M.W. act	1	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated		To be completed	Bonus act			
the contractors   M.W act   2 Inspection Book   As and when   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   7 Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.   7 Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.   7 SN Particulars   To be completed by   8 Particulars   To be completed by   9 Particulars   To be completed by   1 Inspection Book   Gra. Act   9 Gratuity Register showing payment made to eligible employees at the time of specification   Gra. Act   9 Gra. Act   9 Display notice specifying the names of the officer with   9 designation to receive notices on company's behalf.   1 Notice of Opening Form - A (Rule - 3(1))   Gra. Act   1 Notice of Change Form-B (Rule 3(2))   1 PF Inspection Book   PF ACT    SN Particulars   To be completed by   1 Notice of Change Form-B (Rule 3(2))   1 PF Inspection Book   PF ACT    SN Particulars   To be completed by   1 Notice of Change Form-B (Rule 3(2))   1 PF Inspection Book   PF ACT    SN Particulars   To be completed by   1 Notice of Change Form-B (Rule 3(2))   1 Notice of Change Form-B (Ru	2	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))  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			
the contractors   M.W act   2 Inspection Book   As and when   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   7 Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.   7 Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.   7 SN Particulars   To be completed by   8 Particulars   To be completed by   9 Particulars   To be completed by   1 Inspection Book   Gra. Act   9 Gratuity Register showing payment made to eligible employees at the time of specification   Gra. Act   9 Gra. Act   9 Display notice specifying the names of the officer with   9 designation to receive notices on company's behalf.   1 Notice of Opening Form - A (Rule - 3(1))   Gra. Act   1 Notice of Change Form-B (Rule 3(2))   1 PF Inspection Book   PF ACT    SN Particulars   To be completed by   1 Notice of Change Form-B (Rule 3(2))   1 PF Inspection Book   PF ACT    SN Particulars   To be completed by   1 Notice of Change Form-B (Rule 3(2))   1 PF Inspection Book   PF ACT    SN Particulars   To be completed by   1 Notice of Change Form-B (Rule 3(2))   1 Notice of Change Form-B (Ru	2	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars			Bonus act			
2   Inspection Book	1 2 SN	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars			Bonus act			
3 Proof of Minimum Wages paid by the contractors 4 Spread Over time should not be more than 10.5 Hrs. 5 Weekly off and its wages 6 Desposit of unpaid wages over 3 years 6 Desposit of unpaid wages over 3 years	1 2 SN	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by			Bonus act  Bonus act			
4 Spread Over time should not be more than 10.5 Hrs. 5 Weekly off and its wages 6 Desposit of unpaid wages over 3 years  PAYMENT OF WAGES ACT  SN Particulars 1 Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  SN Particulars 1 Inspection Book 2 Gratuity Register showing payment made to eligible employees at the time of specification 4 Display notice specifying the names of the officer with designation to receive notices on company's behalf. 5 Notice of Change Form-8 (Rule 3(2))  EPF ACT  SN Particulars 1 To be completed by  Gra. Act  To be completed by  To be completed by  Gra. Act  Gra. Act  Gra. Act  Gra. Act  Gra. Act  To be completed by  Gra. Act  Gra. Act  To be completed by  Gra. Act  To be completed by  Gra. Act  Gra. Act  Gra. Act  To be completed by  Gra. Act  Gra. Act  Gra. Act  Gra. Act  Gra. Act  Gra. Act  To be completed by  Gra. Act  To be completed by  Gra. Act	1 2 <b>SN</b> 1	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors	MINIMUM WAGES ACT	To be completed	Bonus act  Bonus act  by  M.W act			
5   Weekly off and its wages   M.W act	1 2 SN 1 2	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book	MINIMUM WAGES ACT	To be completed	Bonus act  Bonus act  by  M.W act M.W act			
5   Weekly off and its wages   M.W act	1 2 SN 1 2	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors	MINIMUM WAGES ACT	To be completed	Bonus act  Bonus act  by  M.W act M.W act			
6 Desposit of unpaid wages over 3 years  PAYMENT OF WAGES ACT  To be completed by  1 Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  GRATUITY ACT  SN Particulars  1 Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  3 Compliance of Inspection remarks by the inspector. Display notice specifying the names of the officer with designation to receive notices on company's behalf.  5 Notice of Openining Form - A (Rule - 3(1)) 6 Notice of Change Form-B (Rule 3(2))  EPF ACT  SN Particulars  1 PF Inspection Book  FQUAL REMUNERATION ACT  SN Particulars  To be completed by  EQUAL REMUNERATION ACT, 1971	1 2 SN 1 2	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors	MINIMUM WAGES ACT	To be completed	Bonus act  Bonus act  by  M.W act M.W act 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.  SN Particulars  To be completed by  1 Inspection Book  2 Gratuity Register showing payment made to eligible employees at the time of specification  3 Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.  5 Notice of openinig Form - A (Rule - 3(1))  6 Notice of Change Form-B (Rule 3(2))  EPF ACT  SN Particulars  1 PF Inspection Book  FOR Description Heads (Act and address)  FOR Description Heads (Act and address)  EQUAL REMUNERATION ACT  SN Particulars  To be completed by  EQUAL REMUNERATION ACT, 1971	1 2 SN 1 2 3 4	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.	MINIMUM WAGES ACT	To be completed	Bonus act  Bonus act  by  M.W act  M.W act  M.W act  M.W act			
SN   Particulars	1 2 SN 1 2 3 4 5	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages	MINIMUM WAGES ACT	To be completed	Bonus act  Bonus act  M.W act M.W act M.W act M.W act M.W act M.W act			
1 Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  SN Particulars  1 Inspection Book  2 Gratuity Register showing payment made to eligible employees at the time of specification  3 Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.  SN Notice of openinig Form - A (Rule - 3(1))  6 Notice of Change Form-B (Rule 3(2))  EPF ACT  SN Particulars  1 PF Inspection Book  FQUAL REMUNERATION ACT  SN Particulars  1 Muster Roll  EQUAL REMUNERATION ACT, 1971	1 2 SN 1 2 3 4 5	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages	MINIMUM WAGES ACT  As and when	To be completed	Bonus act  Bonus act  M.W act M.W act M.W act M.W act M.W act M.W act			
address of the Inspector appointed under the Act.    SN   Particulars   To be completed by	1 2 SN 1 2 3 4 5 6	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years	MINIMUM WAGES ACT  As and when	To be completed  As and when	Bonus act  Bonus act  by  M.W act			
address of the Inspector appointed under the Act.  SN Particulars  Inspection Book  Gra. Act  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.  Notice of openinig Form - A (Rule - 3(1))  Notice of Change Form-B (Rule 3(2))  FPF ACT  SN Particulars  P.W.ACT  To be completed by  Gra. Act  Gra. Act  Gra. Act  Gra. Act  Gra. Act  Gra. Act  FPF ACT  SN Particulars  To be completed by  EQUAL REMUNERATION ACT  SN Particulars  To be completed by  EQUAL REMUNERATION ACT, 1971	1 2 SN 1 2 3 4 5 6	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years	MINIMUM WAGES ACT  As and when	To be completed  As and when	Bonus act  Bonus act  by  M.W act			
address of the Inspector appointed under the Act.  SN Particulars  Inspection Book  Gra. Act  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.  Notice of openinig Form - A (Rule - 3(1))  Notice of Change Form-B (Rule 3(2))  FPF ACT  SN Particulars  P.W.ACT  To be completed by  Gra. Act  Gra. Act  Gra. Act  Gra. Act  Gra. Act  Gra. Act  FPF ACT  SN Particulars  To be completed by  EQUAL REMUNERATION ACT  SN Particulars  To be completed by  EQUAL REMUNERATION ACT, 1971	1 2 SN 1 2 3 4 5 6	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years	MINIMUM WAGES ACT  As and when	To be completed  As and when	Bonus act  Bonus act  by  M.W act			
SN Particulars    To be completed by	1 2 SN 1 2 3 4 5 6 SN	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages Desposit of unpaid wages over 3 years  Particulars	MINIMUM WAGES ACT  As and when	To be completed  As and when	Bonus act  Bonus act  by  M.W act			
SN   Particulars   To be completed by	1 2 SN 1 2 3 4 5 6 SN	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and	MINIMUM WAGES ACT  As and when	To be completed  As and when	Bonus act  Bonus act  by  M.W act			
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Compliance of Inspection remarks by the inspector.   Gra. Act	1 2 SN 1 2 3 4 5 6 6 SN 1	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.	As and when  PAYMENT OF WAGES ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  by  M.W act			
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5 Notice of openinig Form - A (Rule - 3(1))   Gra. Act     6 Notice of Change Form-B (Rule 3(2))   Gra. Act     8N   Particulars   Fract     1   PF Inspection Book   PF ACT     8N   Particulars   EQUAL REMUNERATION ACT     8N   Particulars   EQUAL REMUNERATION ACT     1   Muster Roll   EQUAL REMUNERATION ACT, 1971     1   Muster Roll   EQUAL REMUNERATION ACT, 1971     2   PR ACT   PR ACT     3   PF ACT   PF ACT     4   PF ACT   PF ACT     5   PF ACT   PF ACT     6   PF ACT   PF ACT     7   PF ACT   PF ACT     8   PF ACT   PF ACT     8   PF ACT   PF ACT     9   PF ACT   PF ACT     1   PF ACT   PF A	1 2 3 4 5 6 SN 1 1 2 3 3	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with	As and when  PAYMENT OF WAGES ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  by  M.W act Gra. Act Gra. Act			
6 Notice of Change Form-B (Rule 3(2))         Gra. Act           EPF ACT           SN Particulars         PF ACT           1 PF Inspection Book         PF ACT           EQUAL REMUNERATION ACT           SN Particulars         To be completed by           1 Muster Roll         EQUAL REMUNERATION ACT, 1971	1 2 3 4 5 6 SN 1 1 2 3 3	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with	As and when  PAYMENT OF WAGES ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  by  M.W act Gra. Act Gra. Act			
EPF ACT   SN   Particulars   PF Inspection Book   PF ACT	1 2 3 4 5 6 SN 1 1 2 3 3 4 4	Register of compensation of allocable surplus - Form A (Sec. 26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compiliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.	As and when  PAYMENT OF WAGES ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  M.W act			
SN   Particulars	2 SN 1 2 3 4 5 6 SN 1 1 2 3 3 4 4 5 5	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.	As and when  PAYMENT OF WAGES ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  by  M.W act Gra. Act Gra. Act Gra. Act Gra. Act Gra. Act			
1         PF Inspection Book         PF ACT           EQUAL REMUNERATION ACT           SN Particulars         To be completed by           1         Muster Roll           EQUAL REMUNERATION ACT, 1971	2 SN 1 2 3 4 5 6 SN 1 1 2 3 3 4 4 5 5	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.	As and when  PAYMENT OF WAGES ACT  GRATUITY ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  by  M.W act Gra. Act Gra. Act Gra. Act Gra. Act Gra. Act			
1         PF Inspection Book         PF ACT           EQUAL REMUNERATION ACT           SN Particulars         To be completed by           1         Muster Roll           EQUAL REMUNERATION ACT, 1971	1 2 SN 1 2 3 4 5 6 6 SN 1 2 3 4 4 5 6 6	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.  Notice of Openinig Form - A (Rule - 3(1))  Notice of Change Form-B (Rule 3(2))	As and when  PAYMENT OF WAGES ACT  GRATUITY ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  by  M.W act Gra. Act Gra. Act Gra. Act Gra. Act Gra. Act			
EQUAL REMUNERATION ACT	1 2 SN 1 2 3 4 5 6 6 SN 1 2 3 4 4 5 6 6	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.  Notice of Openinig Form - A (Rule - 3(1))  Notice of Change Form-B (Rule 3(2))	As and when  PAYMENT OF WAGES ACT  GRATUITY ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  by  M.W act Gra. Act Gra. Act Gra. Act Gra. Act Gra. Act			
SN Particulars         To be completed by           1 Muster Roll         EQUAL REMUNERATION ACT, 1971	2 3 4 5 6 SN 1 2 3 4 4 5 6 6 SN 5 N 5 N 5 N 5 N 5 N 5 N 5 N 5 N 5 N	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.  Notice of Opening Form - A (Rule - 3(1))  Notice of Change Form-B (Rule 3(2))	As and when  PAYMENT OF WAGES ACT  GRATUITY ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  M.W act M.W act M.W act M.W act M.W act M.W act M.W act M.W act M.W act Gra. Act			
SN Particulars         To be completed by           1 Muster Roll         EQUAL REMUNERATION ACT, 1971	2 3 4 5 6 SN 1 2 3 4 4 5 6 6 SN 5 N 5 N 5 N 5 N 5 N 5 N 5 N 5 N 5 N	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.  Notice of Opening Form - A (Rule - 3(1))  Notice of Change Form-B (Rule 3(2))	As and when  PAYMENT OF WAGES ACT  GRATUITY ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  M.W act M.W act M.W act M.W act M.W act M.W act M.W act M.W act M.W act Gra. Act			
1 Muster Roll EQUAL REMUNERATION ACT, 1971	2 3 4 5 6 SN 1 2 3 4 4 5 6 6 SN 5 N 5 N 5 N 5 N 5 N 5 N 5 N 5 N 5 N	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.  Notice of Opening Form - A (Rule - 3(1))  Notice of Change Form-B (Rule 3(2))	As and when  PAYMENT OF WAGES ACT  GRATUITY ACT  EPF ACT	To be completed  As and when  To be completed	Bonus act  Bonus act  M.W act M.W act M.W act M.W act M.W act M.W act M.W act M.W act M.W act Gra. Act			
	1 2 3 4 5 6 SN 1 2 3 4 4 5 6 6 SN 1 1	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification Compliance of Inspection remarks by the inspector. Display notice specifying the names of the officer with designation to receive notices on company's behalf. Notice of openinig Form - A (Rule - 3(1))  Notice of Change Form-B (Rule 3(2))  Particulars  PF Inspection Book	As and when  PAYMENT OF WAGES ACT  GRATUITY ACT  EPF ACT	To be completed  As and when  To be completed  To be completed	Bonus act  Bonus act  by  M.W act Gra. Act			
	1 2 3 4 5 6 SN 1 2 3 4 4 5 6 6 SN 1 1	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification Compliance of Inspection remarks by the inspector. Display notice specifying the names of the officer with designation to receive notices on company's behalf. Notice of openinig Form - A (Rule - 3(1))  Notice of Change Form-B (Rule 3(2))  Particulars  PF Inspection Book	As and when  PAYMENT OF WAGES ACT  GRATUITY ACT  EPF ACT	To be completed  As and when  To be completed  To be completed	Bonus act  Bonus act  by  M.W act Gra. Act			
EMUNE REMOVEDATION AND 1, 1972	1 2 3 4 5 6 SN 1 2 3 3 4 5 6 6 SN 1 1 SN 1 1 SN 1 1	Register of compensation of allocable surplus - Form A (Sec.26 Rule - 4(a))  Register showing the set-on and set-off of the allocated surplus under sec 15 in Form - B (Sec. 26 Rule - 4(b))  Particulars  Supervision over the disbursement of wages made by the contractors Inspection Book  Proof of Minimum Wages paid by the contractors  Spread Over time should not be more than 10.5 Hrs.  Weekly off and its wages  Desposit of unpaid wages over 3 years  Particulars  Notice of wage period, Date of Payment and Name and address of the Inspector appointed under the Act.  Particulars  Inspection Book  Gratuity Register showing payment made to eligible employees at the time of specification  Compliance of Inspection remarks by the inspector.  Display notice specifying the names of the officer with designation to receive notices on company's behalf.  Notice of opening Form - A (Rule - 3(1))  Notice of Change Form-B (Rule 3(2))  Particulars  PF Inspection Book	As and when  PAYMENT OF WAGES ACT  GRATUITY ACT  EPF ACT	To be completed  As and when  To be completed  To be completed	Bonus act  Bonus act  by  M.W act M.W			
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	APPRENTICE ACT					
	Particulars	Date of compliance	To be completed	SN		
1	APP - 1 within 15 days of Registration (In duplicate one					
1	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 apprent	ice.	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					
3	license ?			Con. Lab.Act		
4	Muster Roll Form No. 16		Maintain	Con. Lab.Act		
5	Wage Register Form No. 17		Maintain	Con. Lab.Act		
	Notice to display section 29(2) (i)					
6	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 &					
11	signature of employees.			Con. Lab.Act		
12	Employment Card Form No. 14 to employees			Con. Lab.Act		
	Display in English & Gujarati 13.1					
	Rate of wages 13.2					
13	Working Hrs. 13.3					
13	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					
22	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		
	Rate of wages Working					
27	<u> </u>					
	Name & address of inspector having jurisdiction					
	copy of the above notice to the Inspector			Con. Lab.Act		