



3. In the principal rules, for Form D, the following Form shall be substituted, namely.—

“Form D  
[See rule 5(1)]  
Unified Annual Return Form

**A. General Part:**

(a) Name of the establishment

address of the establishment. House No./Flat No. \_\_\_\_\_ Street/Plot No. \_\_\_\_\_  
\_\_\_\_\_ Town \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

(b) Name of the employer

address of the employer. House No./Flat No. \_\_\_\_\_ Street/Plot No. \_\_\_\_\_  
Town \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

E-mail ID \_\_\_\_\_ Telephone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

(c) Name of the manager or person responsible for supervision and control of establishment

Address House No./Flat No. \_\_\_\_\_ Street/Plot No. \_\_\_\_\_ Town \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_  
E-mail ID \_\_\_\_\_ Telephone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

**B. Employer's Registration/ License number under the Acts mentioned in column (2) of the Table below:**

S.No (1)	Name (2)	Registration (3)	If yes (Registration No.) (4)
01.	The Building and Other Construction Workers (Regulation of Employment and Condition of Service) Act, 1996.		
02.	The Contract Labour (Regulation and Abolition) Act, 1970.		
03.	The Inter-State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979.		
04.	The Employees Provident Funds and Miscellaneous Provisions Act, 1952.		
05.	The Employees' State Insurance Act, 1948.		
06.	The Mines Act, 1952. Notice of opening under Regulation 3 of the Coal Mines Regulation, 1957 or Regulation 3 of the Metalliferous Mines Regulations, 1961.		
07.	The Factories Act, 1948.		
08.	The Motor Transport Workers Act, 1961.		
09.	The Shops & Establishments Act (State Act).		
10.	Any other Law for the time being in force		

**C. Details of Principal Employer, Contractor and Contract Labour:**

01.	Name of the principal employer in the case of a contractor's establishment	
02.	Date of commencement of the establishment	
03.	Number of Contractors engaged in the establishment during the year.	
04.	Total number of days worked by Contract Labour during the year	
05.	Total number of man-days worked by Contract Labour during the year	



06.	Name of the Manager Agent ( in case of mines)			
07.	Address House No./Flat No.	Street/Plot No.	Town	
	District	State	Pin Code	
	E-mail ID	Telephone Number	Mobile. No.	

**D. Working hours and week day:**

01.	Number of days worked during the year	
02.	Number of mandays worked during the year	
03.	Daily hours of work	
04.	Day of weekly holiday	

**E. Maximum number of persons employed in any day during the year:**

Sl. No.	Males	Females	Adolescents (between the age of 14 to 18 years.)	Children (below 14 years of age.)	Total

**F. Wage rates (Category Wise):**

Category	Rates of Wages	No. of workers							
		Regular				Contract			
		male	female	children	Adolescent	male	female	children	Adolescent
Highly Skilled									
Skilled									
Semi-skilled									
Un-skilled									

**G. (a) Details of Payments:**

Gross wages paid		Deductions				Net wages paid	
In cash	In kind	Fines	Deductions for damage or loss	Others	In cash	In kind	

**(b) Number of workers who were granted leave with wages during the year:**

Sl. No.	During the year	Number of workers	Granted leave with wages

**H. Details of various welfare amenities provided under the statutory schemes:**

Sl. No.	Nature of various welfare amenities provided	Statutory (specify the statute)

**I. Number of employees benefited by bonus payments:**

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Total amount payable as bonus	Settlement, if any, reached	Percentage of bonus declared	Total amount of bonus actually paid	Date on which payment made	Whether bonus has been paid to all the employees, if not, reasons for non-payment	Remarks

**DECLARATION**

It is to certify that the above information is true and correct and also I certify that I have complied with the all provisions of Labour Laws applicable to my establishment.

PLACE  DATE  SIGN. HERE  .”

[F.No.Z-16016/1/2014-WB]

P. P. MITRA, Principal Labour and Employment Adviser

**Note :** The principal rules were published in the Gazette of India, Part II, Section 3, Sub-section (i), vide G.S.R. No. 2367, dated the 6th September, 1975 and subsequently amended by S.O. No.251, dated the 7th January, 1984.