

### 2012

January							July								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7	1	2	3	4	5	6	7		
8	9	10	11	12	13	14	8	9	10	11	12	13	14		
15	16	17	18	19	20	★	15	16	17	18	19	20	★		
21	22	23	24	★	26	27	28	21	22	23	24	★	26	27	28
29	★	★					29	★	31						

  

February							August							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				★	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11	
12	13	14	★	16	17	18	12	13	14	★	16	17	18	
19	20	★	22	23	24	★	19	20	★	22	23	24	★	
26	27	28	29				26	27	28	29	30	31		

  

March							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	★	16	17	11	12	13	14	★	16	17
18	19	20	★	22	23	24	18	19	20	★	22	23	24
★	26	27	28	29	30	31	★	26	27	28	29	30	

  

April							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
★	16	17	18	19	20	★	★	16	17	18	19	20	★
22	23	24	★	26	27	28	21	22	23	24	★	26	27
29	★	31					28	29	30	★			

  

May							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	★	16	17	18	19	11	12	13	14	★	16	17
20	★	22	23	24	★	26	18	19	20	★	22	23	24
27	28	29	30	31			★	26	27	28	29	30	31

  

June							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
10	11	12	13	14	★	16	10	11	12	13	14	★	16
17	18	19	20	★	22	23	17	18	19	20	★	22	23
24	★	26	27	28	29	30	23	24	★	26	27	28	29

### COMMON COMPLIANCES

#### Every Month

Which Compliance?	Under which Act?	In which Form?	Whom/where to send?
15 ➡ Remittance of Contributions	Employees' Provident Funds & MP Act, 1952	Challans alongwith form 12-A	Concerned Regional office
15 ➡ Entitlement of every international worker with nationality and wages(L.W.S)	Employees' Provident Funds & MP Act, 1952	Form 5 alongwith declaration in Form 2	Concerned Regional office
21 ➡ Remittance of Contributions	Employees' State Insurance MP Act, 1948	Challans	Concerned Branch office
25 ➡ Return of employees qualifying for Employees' Provident Fund & aggregate of contributions	Employees' Provident Funds & MP Act, 1952	Form 5, 10 & 12 A	Concerned Regional office

#### Every Quarter

Which Compliance?	Under which Act?	In which Form?	Whom/where to send?
➡ Quarterly Return for quarter ended 31st March	Employment Exchanges (CNV) Act, 1959 & Rules	Form ER-1: Rule 6	Local Employment Exchange
➡ Quarterly Return for quarter ended 30st June	Employment Exchanges (CNV) Act, 1959 & Rules	Form ER-1: Rule 6	Local Employment Exchange
➡ Quarterly Return for quarter ended 31st September	Employment Exchanges (CNV) Act, 1959 & Rules	Form ER-1: Rule 6	Local Employment Exchange
➡ Quarterly Return for quarter ended 31st December	Employment Exchanges (CNV) Act, 1959 & Rules	Form ER-1: Rule 6	Local Employment Exchange

Within 30 days from due dates

### MONTH-WISE COMPLIANCES

Month	Date	Which Compliance?	Under which Act?	In which Form?	Whom/where to send?
JAN	15 ➡	Annual Returns	Factorial Act, 1948	From 21 as prescribed in State Rules	Chief inspector/director or other competent authority of the area
JAN	21 ➡	Annual returns & details of payment ending 31st Dec	Maternity Benefit Act, 1961	Forms L, M, N, & O: Rules 16(1)	Competent Authority under the Act
JAN	30 ➡	Half yearly return by contractor (in duplicate)	Contract Labour (R&A) Act, 1970 & Rules	Form XXIV: Rules 82(1)	Concerned Licencing Officer
JAN	31 ➡	Annual information about factory/establishment covered	Employees' State Insurance Act, 1948	Form 01 A: Regulation 10 C	Regional office (RO) or Sub. RO or Divisional Office
JAN	1 ➡	Annual Return	Minimum Wages Act, 1948	Form III: Rules 21(4A)	Concerned Area Inspector of Factories
FEB	1 ➡	Annual Return	Payment of Wages Act, 1936 & related Mines Rules	Form XXIV: Rule 82(1)	Concerned Licencing Officer
FEB	15 ➡	Annual information about factory/establishment covered	Contract Labour (R&A) Act, 1970 & Rules	Form XXV Rule 82(2)	Concerned Licencing Officer
APR	30 ➡	Annual Return	Employees' Provident Funds & MP Act, 1952	Form 3-A, 6-A	Concerned Regional Officer
MAY	12 ➡	Quadruplicate alongwith challans half yearly return	Employees' State Insurance Act, 1948, Rules & Regulations	Form 5: Sec 44: Regulation 26	Concerned Branch Office
JUL	15 ➡	Half-yearly Return	Factories Act, 1948	Form 22 prescribed in the Act/Rules	Concerned Director/Inspector
JUL	30 ➡	Half-yearly Return, by Contractor	Contract Labour (R&A) Act, 1970	Form XXIV: Rule 82(1)	Concerned Inspector
NOV	11 ➡	Return of contribution alongwith triplicate copy of challans	Employees' State Insurance Act, 1948, Rules & Regulations	Form 5: Sec 44: Regulation 26	Concerned Branch Office
NOV	30 ➡	List of holidays for next year	Factorial Act, 1948	No form prescribed	Intimation to Director/Chief Inspector of Factories
DEC	30 ➡	Annual Return, within 30 days after the expiry of 8 months from the close of the accounting year	Payment of Bonus Act, 1965 & Rules	Form D:Rule 5	Concerned Inspector under the Act

### COMPLIANCES - ON OCCURRENCE

Occurance	Action	Under which Act?	In which Form?	Whom/where to send?
Accident	<b>Report immediately</b> if fatal/death & <b>within 48 hrs</b> in ordinary cases	The Employees' State Insurance Act, 1948	Form 16	Concerned local Office/Dispensary of ESI
Accident/dangerous occurrence	<b>Notice Forthwith</b> of occurrence	The Factories Act, 1948	As prescribed in state Rules	Inspector/Director of Factories
Accident	<b>Report within 12 hours</b> of occurrence	The Factories Act, 1948	As prescribed in state Rules	Director/Inspector of Factories
Serious bodily injuries/fatal accidents	<b>Report within 7 days</b> of accident	The Employees' Compensation Act, 1923	Form EE	Concerned Commissioner of Employees' Compensation
As per column 1 of the Act	<b>Report within 15 days</b> of commencement or completion of each contract	The Contract Labour (R&A) Act, 1970	Form VI-B	Concerned Authority under the Act
Renewal of Licence	Application for renewal of licence in triplicate not less than 30 days before expiry of licence	The Contract Labour (R&A) Act, 1970	Form VII: Rule 29(2) Refer to State Rules	Concerned Inspector

### REGISTERS/RECORDS TO BE MAINTAINED

#### FACTORIES ACT, 1948

- ◆ Accident Register with Forms
- ◆ Inspection Book
- ◆ Muster roll & Wages Register
- ◆ Register of Adult Workers
- ◆ Register of Compensatory holidays & Overtime
- ◆ Register of Leaves with wages

#### EPF & MP ACT, 1952

- ◆ Eligibility Register
- ◆ Inspection Book

#### ESI ACT, 1948

- ◆ Accident register
- ◆ Register of Contributions
- ◆ Inspection book

#### PAYMENT OF WAGES ACT, 1936

- ◆ Registers of...
- ◆ Fines
- ◆ Deductions
- ◆ Advances

#### MINIMUM WAGES ACT, 1948

- ◆ Wage Slips

#### PAYMENT OF BONUS ACT, 1965

- ◆ Register A
- ◆ Register B
- ◆ Register C

#### EQUAL REMUNERATION ACT, 1976

- ◆ Register in Form D

#### CONTRACT LABOUR (R&A) ACT, 1970

- ◆ Register in Form 13