

THE CONTRACT LABOUR (REGULATION & ABOLITION) ACT, 1970

S.No	Forms	Description Of the Form	Section/Clause/S ub-clause	Schedule Of Submission/ Maintenance	Submitting Authority	Remarks
1	Form I	Application For Registration of Establishments employing contract labour	Rule 17(1)	As & when required	Registering Officer of the area in which the establishment sought to be registered is located	application to be accompanied by a DD showing payment of fees for registration; application shall be personally delivered or sent by registered post
2	Form II	Certificate Of Registration	Rule 18(1)	To be granted by the registering officer to the Principal Employer		
3	Form III	Register Of Establishments	Rule 18(3)	To be maintained by the Registering Officer showing particulars of establishments in relation to which certificates of registration have been issued		
4	Form IV	Application For Licence	Rule 21(1)	To be submitted by the contractor for grant of a licence to the licensing officer of the area in which the establishment, in relation to which he is the contractor, is located		
5	Form V	Form Of Certificate By Principal Employer	Rule 21(2)	As & when required	Issued by the Principal Employer to the contractor	
6	Form V-A	Application for the adjustment of security deposit	Rule 24(1-A)	Application to be made by the Contractor to the licensing Officer		
7	Form VI	Form of licence granted by the Office Of the licensing officer	Rule 25(1)	To be granted by the licensing officer to the Contractor		
8	Form VI-A	Notice of Commencement/ Completion Of Contract Work by the licensee	Rule 25(2)(viii)	Within 15 days of commencement & completion of contract work	Inspector appointed under Sec. 28	To be submitted by the contractor
9	Form VI-B	Notice Of Comencement/ Completion of contract work by the employer for each contractor	Rule 81(3)	Within 15 days of commencement & completion of contract work under each contractor	Inspector appointed under Sec. 28	To be submitted by the Principal Employer
10	Form VII	Application for renewal of licences	Rule 29(2)	To be applied to the licensing officer by the contractor within 30 days before the date on which licence expires		
11	Form VIII	Application for temporary registration of establishments employing contract labour	Rule 32(2)	When conditions arise requiring the employment of contract labour immediately and estimated to last not more than 15 days	Registering Officer of the area in which the establishment sought to be registered is located	application to be accompanied by a DD showing payment of fees for registration; application shall be personally delivered or sent by registered post
12	Form IX	Temporary Certificate Of Registration	Rule 32(3)	To be granted by the registering officer to the Principal Employer		
13	Form X	Application for temporary Licence	Rule 32(2)	To be submitted by the contractor for grant of a licence to the licensing officer of the area in which the establishment, in relation to which he is the contractor, is located		

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S.No	Forms	Description Of the Form	Section/Clause/S ub-clause	Schedule Of Submission/ Maintenance	Submitting Authority	Remarks
14	Form XI	Temporary Licence	Rule 32(3)	To be granted by the licensing officer to the Contractor		
15	Form XII	Register Of Contractors	Rule 74	To be maintained By the Principal Employer		
16	Form XIII	Register of Workmen employed by the contractor	Rule 75	To be maintained by the contractor in respect of each registered establishment where he employs contract labour		
17	Form XIV	Employment Card	Rule 76	To be issued by the contractor to each worker within 3 days of employment of worker		
18	Form XV	Service Certificate	Rule 77	To be issued by the contractor to the workman whose services have been terminated for any reason whatsoever		
19	Form XVI	Muster Roll	Rule 78(1)(a)(i)	To be maintained by the contractor in respect of each work on which he engages contract labour		
20	Form XVII	Register Of Wages	Rule 78(1)(a)(i)	To be maintained by the contractor in respect of each work on which he engages contract labour		
21	Form XVIII	Register Of Wages cum Muster Roll	Rule 78(1)(a)(i)	To be maintained by the contractor in respect of each work on which he engages contract labour		
22	Form XIX	Wage Slip	Rule 78(1)(b)	To be issued by the contractor to the workmen atleast a day prior to the disbursement of wages(applicable when wage period is one week or more		
23	Form XX	Register of deductions for damage or loss	Rule 78(1)(a)(ii)	To be maintained by the contractor in respect of each work on which he engages contract labour		
24	Form XXI	Register Of Fines	Rule 78(1)(a)(ii)	To be maintained by the contractor in respect of each work on which he engages contract labour		
25	Form XXII	Register Of Advances	Rule 78(1)(a)(ii)	To be maintained by the contractor in respect of each work on which he engages contract labour		
26	Form XXIII	Register Of Overtime	Rule 78(1)(a)(iii)	To be maintained by the contractor recording therein the number of hours, and wages paid for, overtime work, if any		
27	Form XXIV	Return to be sent by the contractor to the licensing officer	Rule 82(1)	To be sent by the contractor in duplicate to the licensing officer not later than 30 days from the close of half year		
28	Form XXV	Annual Return Of Principal Employer to be sent to the Registering Officer	Rule 82(2)	Before 15th February following the end of the year to which it relates	Registering Officer of the area in which the establishment sought to be registered is located	

**FORMS TO BE MAINTAINED UNDER
 FACTORIES ACT, 1948 & TAMILNADU FACTORIES RULES, 1950**

S.No	Type & Nature Of Document	Description Of the Form	Relevant Clause	Schedule Of Submission/ Maintenance	Submitting Authority	Remarks
1	Form 1	Application for permission to construct, extend or take into use any building as a factory	3	To be signed by the Occupier Of the factory before commencing the manufacturing process	Chief Inspector of Factories	
2	Form 2	Application for registration and grant or renewal of licence	To be submitted by the Occupier/Manager not later than the date on which the license expires		Chief Inspector of Factories	
3	Form 3	Register of Factories	Rule 4(4)			
4	Form 3-A	Notice of Change of Manager	Rule 12-A	To be made by the occupier with the signature of the new manager and occupier appended	Chief Inspector of Factories	
5	Form 4	Registration & Licence to work a factory	Rule 5	This licence shall remain valid upto 31st december of the year for which it is granted	Chief Inspector of Factories	
6	Form 5	Certificate Of Fitness	Rule 14-2(a)	To be granted to the young persons employed in a factory at the date of joining	Certifying surgeon	
7	Form 6	Humidity Regsiter	Rule 24	Temperatures recorded in a Hygrometer to be entered in this register.		
8	Form 7	Record of Lime Washings, Paintings etc.	Rule 15	To be maintained with the dates on which white washing, colour washing, varnishing etc. are carried out.		
9	Form 8	Report of examination of pressure vessel	Rule 56	As and when required		
10	Form 8-A	Report of examination of water sealed gas holders	Rule 56A	As and when required		

**FORMS TO BE MAINTAINED UNDER
FACTORIES ACT, 1948 & TAMILNADU FACTORIES RULES, 1950**

S.No	Type & Nature Of Document	Description Of the Form	Relevant Clause	Schedule Of Submission/ Maintenance	Submitting Authority	Remarks
11	Form 8-B	Application for testing or examination of pressure vessel or plant	Rule 56B (1)	As and when required		
12	Form 9	Register Of Compensatory Holidays	Rule 77(4)	As and when required	Maintained by the manager	
13	Form 10	Overtime Muster Roll for exempted workers	Rule 78	As and when required	Maintained by the manager of every factory in which workers are exempted under Sections 64 or 65	
14	Form 10-A	Overtime Slip		As and when required		
15	Form 11	Notice Of Periods Of Work for Adult Workers	Rule 79	To be exhibited by the Manager of every factory		
16	Form 12	Register Of Adult Workers	Rule 80	To be maintained in every factory		
17	Form 12-A	Identity Card Of Workers	Rule 80-A	To be issued to every worker with the signature of occupier/manager of the factory		
18	Form 13	Notice of Periods of work for child workers	Rule 85	To be exhibited by the Manager of every factory		
19	Form 14	Register Of Child Workers	Rule 86	To be maintained in respect of child workers employed		
20	Form 15	Register Of Leave with wages	Rule 87	To be maintained by the manager of every factory		
21	Form 17	Health Register	Rule 14	To be maintained by the manager in respect of dangerous operations		

**FORMS TO BE MAINTAINED UNDER
FACTORIES ACT, 1948 & TAMILNADU FACTORIES RULES, 1950**

S.No	Type & Nature Of Document	Description Of the Form	Relevant Clause	Schedule Of Submission/ Maintenance	Submitting Authority	Remarks
22	Form 17-A	Notice Of Accident or dangerous occurrence	Rule 96	Within 12 hours of occurrence of an accident	Factory Inspector; SDO; Officer-In-Charge of the nearest police station	
23	Form 18	Report of Accident	Rule 96			
24	Form 18-A	Report of dangerous occurrence	Rule 96			
25	Form 18-B	Report of further details of accident	Rule 96			
26	Form 19	Notice of poisoning disease	Rule 97	To be sent by the manager of the factory as soon as any worker contacts any disease specified in the schedule to the Chief Inspector/ Inspector/Medical Inspector/Certifying Surgeon		
27	Form 21	Half Yearly Return	Rule 100(1)	To be furnished by the Manager to the Chief Inspector before 30th June		
28	Form 22	Annual Return	Rule 100(2)	To be furnished by the Manager to the Chief Inspector before 31st December of the year subsequent to which it relates		
29	Form 25	Muster Roll	Rule 103	To be maintained by the manager of every factory in respect of workers employed in the factory		
30	Form 25-A	Muster Roll of Adult workers	Rule 103 (a)			
31	Form 25-B	Service card of the month	Rule 103 (b)			
32	Form 26	Register Of Accidents	Rule 104	To be maintained in every factory furnishing complete details in respect of every accident which may occur		
33	Form 26-A	Register of Dangerous occurrences				

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 FACTORIES ACT, 1948 & TAMILNADU FACTORIES RULES, 1950**

S.No	Type & Nature Of Document	Description Of the Form	Relevant Clause	Schedule Of Submission/ Maintenance	Submitting Authority	Remarks
34	Form 27	Special Certificate Of Fitness		To be granted by the certifying surgeon in respect of persons employed in operations involving use of lead compounds		
35	Form 27-A	Certificate Of Fitness for dangerous operations	Schedule XX Rule 95	To be granted by the certifying surgeon in respect of persons employed in dangerous operations		
36	Form 28	Register of Exemptions	Rule 105			
37	Form 29	Particulars of rooms in the factory	Rule 105&106			
38	Form 34	Nomination	Rule 93	In the event of death before resuming work, the balance of pay due for the period of leave with wages will be paid to the nominee		
39	Form 36	Report of Examination of Hoist or Lift	Rule 55			
40	Form 37	Test Report, Dust Extracting system	Rule 95			
41	Form 38	Record of eye examination	Sub rule (4) of Rule 61-K			
42	Form 39	Pre-employment Health Register	Rule 95	In respect of persons to be employed in dangerous operations under Sec. 87		
43	Form 40	Medical fitness certificate for Canteen Staff	Rule 67-A(c)			