

GOVERNMENT OF PUDUCHERRY  
ABSTRACT

Labour Department - Ease of Doing Business - Simplification of Procedure for furnishing of **Consolidated Annual Return and Integrated Register** by an Establishment under various Labour Laws - Final Notification - Orders - Issued.

LABOUR DEPARTMENT

G.O Ms. No. 6 /AIL/Lab/G/2021

Puducherry, the

29 NOV 2021

READ: This Department's I.D.No. 23/AIL/LAB/G/2020, dated 29.01.2021.

**ORDER :**

WHEREAS, in pursuance of implementation of the "Business Reform Action Plan - Ease of Doing Business" as formulated by the Government of India, New Delhi, the Government of Puducherry has proposed to formulate Simplification of procedure for furnishing of Consolidated Annual Return and Integrated Register by an Establishment under various Labour Laws to sub-serve the purposes more specifically electronically, of the said labour related Laws and the Rules made thereunder, wherein provisions have been made for maintenance of registers. The integrated registers provided under the proposed Order will facilitate ease of compliance, maintenance and inspection, and will also make the information provided there under easily accessible to the public through electronic means thereby increasing transparency. Further, issuing a separate Order for furnishing of Consolidated Annual Return and Integrated Register will benefit making references of registers provided under different labour related Laws simple, which will serve public purpose in a better way;

AND WHEREAS, draft order of the Ease of Doing Business for furnishing of Return and Integrated Register by an Establishment under various Labour Laws have been issued vide G.O.Ms.No.129/AIL/Lab/G/2020, dated 3<sup>rd</sup> December, 2020 and published in Part-I Extraordinary Gazette No.182, dated 17<sup>th</sup> December, 2020, inviting objections and suggestions from all persons likely to be affected thereby, within forty-five days from the date of pre-publication of the notification in the Official Gazette of Puducherry;

AND WHEREAS, the said pre-publication of the Notification was notified for information of the general public on 17<sup>th</sup> December, 2020;

AND WHEREAS, pursuant to the said notification no objections or suggestions have been received within the above said stipulated time limit;

NOW, THEREFORE, in exercise of the powers conferred,-

- (1) under section 53 (1) of the Puducherry Shops and Establishments Act, 1964, r/w rule 22 (1) of the Puducherry Shops and Establishments Rules, 1964;

- (2) under section 35 (1) and section 29 (1) of the Contract Labour (Regulation & Abolition) Act, 1970 r/w rules 74, 75 and 78 of the Puducherry Contract Labour (Regulation and Abolition) Rules, 1973;
- (3) under section 35 (1) of the Inter State Migrant workers' (Regulation of Employment) Act, 1979, read with rules 48, 49, 51 and 52 of the Puducherry Inter-State Migrant Workmen (Regulation of Employment and Condition of Service) Rules, 2012;
- (4) under section 26 (1) of the Payment of Wages Act, 1936 read with section 13-A and rules 3,4 and 5 of the Puducherry Payment of Wages Rules,1964;
- (5) under section 38 (1) of the Industrial Disputes Act, 1947 read with rule 56-A of the Industrial Disputes (Central) Rules, 1957;
- (6) under section 30 (1) of the Minimum Wages Act, 1948, r/w rule 28 of the Puducherry Minimum Wages Rules, 1964;
- (7) under section 28 (1) and 20 of the Maternity Benefit Act, 1961;
- (8) under section 38 (1) and 26 of the Payment of Bonus Act, 1965;
- (9) section 15 (1) of the Payment of Gratuity Act, 1972 read with rule 16 of the Puducherry Payment of Gratuity Rules, 1973, and
- (10) under section 40 (1) of the Motor Transport Workers Act, 1961 read with rule 35 and rule 39 of the Puducherry Motor Transport Workers Rules, 1965, the Lieutenant-Governor, Puducherry, is hereby pleased to issue the following order simplifying the procedure for furnishing of common periodical Return in Form-I and Integrated Register in Form-II and Form-III together, by an employer falling under the jurisdiction of State, as follows:
  - (i) Annual Return in Form-I, for the financial year ending 31<sup>st</sup> March, may be prepared by an employer and shall be filed only through online.
  - (ii) Integrated Register in Form-II and Form-III together, may be maintained by an employer and shall be filed only through online.
  - (iii) Where an employer furnishes Return in Form-I, and maintains Integrated Register in Form-II and Form-III together, nothing contained under the above Acts/Rules shall render himself liable to any penalty:

Provided that if, any employer fails to furnish periodical Return for the end of the financial year 31<sup>st</sup> March, on or before 30<sup>th</sup> April, or on the date so specified under any particular Act or Rule, of the succeeding year, in Form-I to the Inspector; and also, if, any employer fails to maintain and produce Integrated Register in Form-II and Form -III together, to the Inspector on demand in complete shape, he shall render himself liable to penalty under the relevant provision of law, after a due Notice is served on him giving him an opportunity.

**Form- I**

Annual Return for the Financial Year.....

(to be filed before 30th April to the Inspector concerned)

1. Details of Establishment:

- (a) Name of the Establishment:-----  
-----
- (b) Address of the Establishment:-----  
-----
- (c) Establishment registered under which Act? (tick the correct option)
- (i) The Puducherry Shops and Establishments Act, 1964
- (ii) The Motor Transport Workers Act, 1961
- (iii) The Contract Labour (Regulation & Abolition) Act, 1970
- (iv) The Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979
- (d) Name of Employer-----
- (e) Address of Employer-----  
-----
- (f) E-mail of employer-----
- (g) Telephone Number of employer (Office)----- (Resi)-----
- (h) Mobile Number-----
- (i) Name and address of the Manager or person responsible for supervision and control of the establishment:-----  
-----  
-----
- (j) Brief description of business/work/product:-----  
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2. Details of Registration under applicable Acts:

Enter details only for the Acts which are applicable:

Sl. No.	Name of the Act (tick at appropriate Acts)	Registration /License No.	Date of issue/ last renewal
(i)	Puducherry Shops and Establishments Act, 1964/Motor Transport Workers Act, 1961.		
(ii)	Contract Labour (Regulation & Abolition) Act, 1970		
(iii)	Inter-State Migrant Workmen (Regulation of Employment and Condition of Service), Act, 1979 (if applicable).		
(iv)	Other (Specify)		

3. Details of workers directly employed the establishment (excluding contract workers) during the financial year

(a) Average number of workers employed daily:-----

(b) Average number of hours worked in a day (including overtime):-----

(c) Number of man-days during the year:

(i) Male .....

(ii) Female .....

(iii) Adolescent .....

(iv) Children .....

TOTAL .....

(d) Day of weekly holiday [Tick(✓)]:

(Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday).

(e) Timings of shift working:

General Shift: Time from \_\_\_\_\_ Hrs. To.....Hrs.

First Shift: Time from \_\_\_\_\_ Hrs. To.....Hrs.

Second Shift: Time from \_\_\_\_\_ Hrs. To.....Hrs.  
(if applicable)

Third Shift: Time from \_\_\_\_\_ Hrs. To.....Hrs.  
(if applicable)

(f) Number of working days during the financial year:-----

4. Details of Contract Labour (if employed)

No. of contract-tors engaged (1)	No. of contract labour employed (2)					No. of days worked	Total man days during the year (3)
	Males	Females	Adolescents (between the age of 14 to 18 years)	Children (below 14 years of age)	Total		

5. Maximum number of persons employed in any day during the Financial Year.

Males	Females	Adolescents (between the age of 14 to 18 years)	Children (below 14 years of age)	Total
(1)	(2)	(3)	(4)	(5)

6. Details of workers retired, retrenched, discharged etc., during the Financial Year.

No. of workers (1)				Amount of benefits paid (benefit-wise) Rs. (2)
Retired on superannuation	Retrenched/Discharged /Terminated	Dismissed	Terminal benefit paid Rs.	

## 7. Man-days lost during the Financial Year on account of:-

Sl. No.	Reasons	No. of workers involved	No. of man-days lost	Loss in terms of money
(1)	(2)	(3)	(4)	(5)
(a)	Strike			
(b)	Lock-out			
(c)	Lay-off			
(d)	Retrenchment			
(e)	Fatal accidents			
(f)	Non-fatal but serious accidents			
(g)	Any other			
	Total			

## 8. Wages paid during the Financial Year:

Category (1)	Rates of wages (2)	No. of workers (3)				
		Male	Female	Children	Adolescent	Total
Highly skilled						
Skilled						
Semi-skilled						
Un-skilled						
Total						

- (a) Whether Minimum wages GO is applicable to the establishment and if so, mention the G.O. No. and Date.
- (b) Whether Minimum wages paid to all the workers
- (c) Whether equal wages paid to male and female workers
- (d) Whether claim applications under Minimum Wages Act are pending before the Authority
- (e) If so, the amount claimed in the application
- (i) No. of workers filled claim application
- (ii) Period of claim

## 9. Details of Wage Payments:-

Gross wages paid		Deductions			Net wages paid	
(1)		(2)			(3)	
In cash	In kind	Fines	Deductions for damage or loss	Other (Welfare contribution etc)	In cash	In kind

## 10. Details of various welfare amenities provided to workers:-

- (1) Total number of workers in the establishment: \_\_\_\_\_
- (2) No. of workers granted Casual Leave: / Sick leave / Leave with Wages / Earned Leave \_\_\_\_\_
- (3) No. of workers granted Leave with wages or paid wages in lieu of leave: \_\_\_\_\_
- (4) No. of workers who were provided ambulance facility: \_\_\_\_\_
- (5) No. of workers who availed facility of canteen: \_\_\_\_\_
- (6) No. of rest rooms: \_\_\_\_\_

## 11. Payment of Bonus Act, 1965

Number of employees benefited by bonus payments during the Financial Year: -----

Total no. of workers in the Estt.	Total no. of worker entitled to bonus	Total amount payable as bonus	Settlement, if any reached	Percentage of bonus declared or minimum bonus @ 8.33% paid	Total amount of bonus actually paid	Date on which payment made	Whether bonus has been paid to all the employees (yes/No)	Reasons for non-payment of bonus to any employee (if applicable)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

## 12. Payment of Gratuity Act, 1972

Details of Gratuity paid to workers during the Financial Year.

Sl. No	Name of worker	Employment No.	Superannuation/retrenchment/resignation	Period of service (Years and days)	Last monthly wage drawn (Rs.)	Gratuity paid	Date of payment	If not paid (Reasons)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

## 13. If woman worker is employed, enter following details, otherwise skip:

(A) Leave granted under Maternity Benefit Act, 1961 or ESI Act, 1948:

(a) Total no. of female employees in the establishment: \_\_\_\_\_

(b) Total no. of days of leave granted: \_\_\_\_\_

(c) No. of employees who availed Maternity Leave or other benefits from ESI \_\_\_\_\_

(B) Detail of medical check-up:-

(i) Name of Medical Officer who paid visit during the calendar year: \_\_\_\_\_

(ii) Qualification of Medical Officer: \_\_\_\_\_

(iii) Is medical officer employed by the establishment or part-time? \_\_\_\_\_

- (iv) If a part time, how often does he/she pay visit to establishment? (mention no. of visit in a quarter): \_\_\_\_\_
- (v) Is there any Hospital in the establishment? (YES / NO): \_\_\_\_\_
- (vi) If so, how many beds are provided?: \_\_\_\_\_
- (vii) Is a lady Doctor engaged by the establishment on regular or part-time basis? (YES / NO): \_\_\_\_\_
- (viii) What are her qualification?: \_\_\_\_\_
- (ix) Is there a qualified mid-wife in the establishment? (YES / NO): \_\_\_\_\_
- (x) Has any crèche been provided? (YES / NO): \_\_\_\_\_

14. Details of Works Committee under Industrial Disputes Act, 1947 (If more than 100 workers are employed):

(1) Whether works committee has been functioning (YES / NO): \_\_\_\_\_

If yes, please provide the following information:

(a) Date of its constitution: \_\_\_\_\_

(b) Number of workmen's representatives (Elected Members):  
\_\_\_\_\_

(c) Number of employer's representatives (Nominated Members):  
\_\_\_\_\_

(d) Number of meetings held during the year with dates:  
\_\_\_\_\_

(2) If, the Works Committee had not been functioning, the difficulties encountered in its constitution / functioning:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Number of Unions in the establishment: \_\_\_\_\_

15. Details of Inter-State migrant workmen (if employed):

Males	Females	Adolescents (between the age of 14 to 18 years)	Children (below 14 years of age)	Total	Total wages paid
(1)	(2)	(3)	(4)	(5)	(6)

Digital signature / signature of the Employer/Manager \_\_\_\_\_

Date \_\_\_\_\_

Name of signatory \_\_\_\_\_

Place \_\_\_\_\_

Designation in the establishment \_\_\_\_\_





(iii) Adolescents (14 to 18 years) : Male ----- Female -

7. Date of Cleaning/White Washing : -----

8. Date of Inspection under various Labour Laws : -----

9. Inspection Team Leaders  
Name and Designation : -----

10. Date and Time of Accident (if any) : -----

11. No. of workers injured in the Accident  
(if any) : -----

12. No. of workers died in the Accident  
(if any) : -----

**Form -III**

**INTEGRATED REGISTER**

MUSTR ROLL-CUM-REGISTER OF  
WAGES/DEDUCTIONS/OVERTIME/ADVANCES

For the month -----

Name of the Establishment and Address	
Location of work	
Name and address of Employer/Manager	
Address	
Nature of Establishment/Production/Business etc.	

Sl. No	Name of the worker (ID/Token No. if any)	Age/Date of birth	Address	Education/skill	Sex (M/F)	Father's/Husband's name	Name & Address of the nominee	Designation/category/nature of work performed	Total no. of days worked	Category of leaves	Leaves available	Total balance leaves	Wage rate/pay or (piece rate/wages per unit)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

### **INTEGRATED REGISTER**

Other allowances	Over time worked (number of hours in the month)	Amount of overtime wages	Amount of maternity benefit (if any)	Any other amount (Pl mention)	Total /gross wages/Earnings	Amount of advances/loans, if any and purpose of advance	Deductions of fines imposed, if any	Other Deductions like EPF/ESI/Welfare Fund etc. (if any)	Net amount payable 14-(15+16+17)	Signature/thumb impression	Remarks, if any
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)

Signature of the Employer/Contractor \_\_\_\_\_

Name of signatory \_\_\_\_\_

**CERTIFICATE BY THE PRINCIPAL EMPLOYER IF THE EMPLOYER IS  
CONTRACTOR**

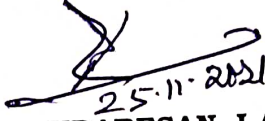
This is to certify that the Contractor has paid wages to workmen employed by him as shown in this register in his/ in the presence of his authorised representatives.

Signature of Representatives of Principal Employer: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Designation in the Establishment: \_\_\_\_\_

//BY ORDER OF THE LIEUTENANT-GOVERNOR//

  
25.11.2021  
(S.D. SUNDARESAN, I.A.S.,)  
SECRETARY TO GOVERNMENT  
(LABOUR)

To  
The Director of Stationery & Printing, } with a request to supply 50 copies of  
Puducherry. } the notification to this Department.

Copy to:-

1. The Director, Department of Industry and Commerce, Puducherry.
2. The Regional Administrative Officer, Mahe/Yanam.
3. The Deputy Labour Commissioner, Puducherry.
4. The Joint Chief Inspector of Factories & Boilers, Puducherry.
5. The Labour Officer (Enforcement), Puducherry.
6. The Labour Officer (Conciliation), Puducherry.
7. The Inspector of Factories, Karaikal.
8. The Labour Officer, Karaikal.
9. The Assistant Inspectors of Labour, Puducherry/Karaikal/Mahe/Yanam.
10. The Web Master, Labour Department, Puducherry.
11. G.O. Copy / 12. Spare.