



Customised Professional Labour Law Report

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Company: **My Detail Company**

Location: **Bengaluru**

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Report Summary

Register	Rule	License	Display	Remittance	Return
38	62	9	15	4	20

Acts	Count
Employees Provident Fund And Miscellaneous Provisions Act, 1952	8
Employment Exchanges (Compulsory Notification Of Vacancies) Act, 1959	3
The Equal Remuneration Act, 1976	1
The Payment Of Bonus Act, 1965	6
The Sales Promotion Employees (Conditions Of Service) Act, 1976	7
The Child And Adolescent Labour (Prohibition And Regulation) Act, 1986	7
Employees State Insurance Act,1948	10
Minimum Wages Act, 1948	12
Payment Of Gratuity Act,1972	5
Karnataka Industrial Establishments National Festival Holidays Act, 1963	4
The Karnataka Labour Welfare Fund Act, 1965	3
The Payment Of Wages Act, 1936	8
The Maternity Benefit Act, 1961	7
The Employees Compensation Act, 1923	4
Industrial Employment (Standing Orders) Act, 1946	3
The Karnataka Tax On Professions, Trades, Callings And Employments Act,1976	8
The Factories Act, 1948	52

List Of Compliances

Act - Employees Provident Fund And Miscellaneous Provisions Act, 1952

Rule - Employees Provident Funds Scheme, 1952, Employees Deposit-Linked Insurance Scheme, 1976, Employees Pension Scheme , 1995

Compliance Title - Remittance Of PF Contribution					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-15	15th of every month	High		Remittance	No
Description - As per EPS Section 6,6A 6C, EPFS Chapter 5 Para 29,30,36 (1) Chapter IX Para 76,Para 3 And 4 Employees Pension Scheme, EDLI Para 7 and 8 the employer has to deduct employee contribution (12% of PF wages) along with matching employer contribution and an additional admin charges of 1.36% (EPFO Notofication No. WSU/4(2)97/Administrative charges) and remit these monthly contributions and Administrative Fees by obtaining the challan on the EPFO website and remitting the amount in the authorized bank. For the international workers the PF wages and EDLI wages shall be contributed on full basic wages and should not be restricted to the ceiling limit as prescribed by the government					
Consequence - Delay in payment of contribution will attract an interest of 12% as per section 7Q and damages upto 25 % as per Section 32A of EPFS,Para 5 of the EPS Scheme and Para 8A of EDLI Scheme . The employer shall also be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both as per Section 76 of EPFS (where an offence has been committed by a company every person,who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company,shall be liable to be proceeded against and punished accordingly)					

Compliance Title - Inclusion Of New Joiners To The Provident Fund Scheme					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-15	15th of every month	High		Return	No
Description - EPFS Para 26 (2) And Para 36 (2) (a) requires that every employee other than the excluded employees shall be made member of the Employees Provident Fund Scheme on joining an establishment. The information needs to be updated on the EPFO website and a copy of the ECR Part B should be obtained online					
Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both as per Section 76 of EPFS (where an offence has been committed by a company every person,who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company,shall be liable to be proceeded against and punished accordingly)					

Compliance Title - Inspection Book					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-27	27th of the month	High		Register	Yes
Description - EPFS Para 36 (4) requires that every employer shall maintain an inspection note book in such form as the Commissioner may specify, for an Inspector to record his observation on his visit to the establishment					
Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both as per Section 76 of EPFS (where an offence has been committed by a company every person,who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company,shall be liable to be proceeded against and punished accordingly)					

Compliance Title - Amendment Of PF Registration					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-27	27th of the month	High		Return	Yes
<p>Description - EPFS Para 36A requires that every employer in relation to a factory or other establishment to which the Act applies shall furnish [in duplicate] to the Regional Commissioner in Form 5A [particulars of all the branches and departments, owners], occupiers, directors, partners, manager or any other person or persons who have the ultimate control over the affairs of such factory or establishment and also send intimation of any change in such particulars, within fifteen days of such change, to the Regional Commissioner</p>					
<p>Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both as per Section 76 of EPFS (where an offence has been committed by a company every person, who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly)</p>					

Compliance Title - PF Declaration					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-28	28th of every month	High	FORM 11	Rule	No
<p>Description - EPFS Para 34 And 57 requires that every employer shall obtain a declaration in Form 11 from every employee at the time of joining. As per the new circular released by the EPFO, capturing of KYC details and allotment of UAN numbers to new employees is mandatory for every employer. (For further details, refer to the links provided in the references tab below)</p>					
<p>Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both as per Section 76 of EPFS (where an offence has been committed by a company every person, who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly)</p>					

Compliance Title - Exclusion Of Employees Leaving Service					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-15	15th of every month	High		Return	No
<p>Description - EPFS Para 36 (2) (b) requires that the employer shall inform the Commissioner of the employees leaving service of the employer during the preceding month. The information needs to be updated on the EPFO website and a copy of the ECR Part C should be obtained online</p>					
<p>Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both as per Section 76 of EPFS (where an offence has been committed by a company every person, who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly)</p>					

Compliance Title - PF Nomination					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-15	15th of every	High	FORM 2	Rule	No

	month		Nomination And Declaration Form For Unexempted-Exempted Establishments		
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Description - EPFS Para 33 And 61 requires that the employer should obtain particulars from the employee concerning himself/herself and his/her nominee in Form 2

Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both as per Section 76 of EPFS (where an offence has been committed by a company every person, who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly)

Compliance Title - PF Registration

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-02	NA	High		License	No

Description - Section 1 of the PF Act requires that every establishment or factory has to be registered with EPFO once 20 employees or more are employed. (Section 2A mentions for the removal of doubts, it is hereby declared that where an establishment consists of different departments or has branches, whether situated in the same place or in different places, all such departments or branches shall be treated as parts of the same establishment)

Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both as per Section 76 of EPFS (where an offence has been committed by a company every person, who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly)

Act - Employment Exchanges (Compulsory Notification Of Vacancies) Act, 1959

Rule - Employment Exchanges (Compulsory Notification Of Vacancies) Rules, 1960

Compliance Title - Employment Exchange Return

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-30	30th of the month	Low	FORM ER-1	Return	No

Description - Section 4 of the Act and Rule 6 requires that every employer shall submit quarterly returns in Form ER-1 to the Local Employment Exchange for Quarter ending March, June, September and December

Consequence - Employer shall be punishable for the first offence with fine which may extend to five hundred rupees and for every subsequent offence with fine which may extend to one thousand rupees

Compliance Title - Employment Exchange Bi-Annual Return

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-10-31	31st October	Low	FORM ER II	Return	No

Description - Section 4 of the Act and Rule 6 requires every employer to submit an occupational return in ER-II to the local Employment Exchange once in every 2 years

Consequence - Employer shall be punishable with fine ranging from two hundred and fifty rupees to one thousand

rupees

Compliance Title - Notification Of Vacancies And Selection

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-26	26th of the month	Low	Notification Of Vacancy	Return	Yes

Description - Section 4 of the Act and Rule 3 requires every Public Sector employer shall notify any vacancy in any employment, in the prescribed format, to the jurisdictional Employment Exchanges, at least 15 days in advance of filling up the vacancy and to intimate the result of selection to the Employment Exchanges within 15 days of such selection. (This requirement is applicable only to Public Sector companies)

Consequence - Employer shall be punishable with fine ranging from two hundred and fifty rupees to one thousand rupees

Act - The Equal Remuneration Act, 1976

Rule - The Equal Remuneration Rules, 1976

Compliance Title - Equal Remuneration And Register To Be Maintained By The Employer

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	High	FORM D Register To Be Maintained By The Employer	Register	No

Description - Section 8 of the Act and Rule 6 requires that every employer shall maintain an up-to-date register in relation to the workers employed in Form D. Section 4 and 5 of the Act also requires that the employer pay equal remuneration to men and women workers for the same work or work of a similar nature and not to discriminate between men and women workers while recruiting

Consequence - Failure to comply with the provisions, may attract imprisonment from one month to three months or fine from of ten thousand rupees to twenty thousand rupees. (where an offence has been committed by a company every person,who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly)

Act - The Payment Of Bonus Act, 1965

Rule - The Payment Of Bonus Rules, 1975

Compliance Title - Allocable Surplus Register

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-12-31	31st December	High	FORM A Computation Of The Allocable Surplus	Register	No

Description - Rule 4 (a) requires that every employer shall maintain a register showing the computation of the allocable surplus referred to in clause (4) of section 2 of the Act, in Form A

Consequence - Employer shall be punishable with imprisonment which may extend to six months or fine which may extend up to one thousand rupees or with both. (where an offence has been committed by a company every

person,who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company,shall be liable to be proceeded against and punished accordingly)

Compliance Title - Bonus Entitlement

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-12-31	31st December	High		Rule	No

Description - Section 8 of the Act requires that every employee shall be entitled to be paid by his employer in an accounting year, bonus, in accordance with the provisions of this Act, provided he has worked in the establishment for not less than thirty working days in that year. (For purposes of this act the "employee" means any person employed on a salary or wage not exceeding twenty one thousand rupees per month in any industry to do any skilled or unskilled manual, supervisory, managerial, administrative, technical or clerical work. For further directions on entitlement refer to the wage definition in the Act) The caveats of payment are mentioned in Section 10 (Payment of minimum bonus), Section 11 (Payment of maximum bonus), Section 12 (Cap of seven thousand rupees or the minimum wage for the scheduled employment, as fixed by the appropriate Government, whichever is higher), Section 16 (Bonus payment exception for first five years for organization not making profit)

Consequence - Employer shall be punishable with imprisonment which may extend to six months or fine which may extend up to one thousand rupees or with both. (where an offence has been committed by a company every person,who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company,shall be liable to be proceeded against and punished accordingly)

Compliance Title - Register Showing Set-On And Set-Off Allocable Surplus

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-12-31	31st December	High	FORM B Set-On And Set-Off Of Allocable Surplus	Register	No

Description - Section 15 of the Act and Rule 4 (b) requires that every employer shall maintain a register showing the set-on and set-off of the allocable surplus in Form B

Consequence - Employer shall be punishable with imprisonment which may extend to six months or fine which may extend up to one thousand rupees or with both. (where an offence has been committed by a company every person,who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company,shall be liable to be proceeded against and punished accordingly)

Compliance Title - Register Of Bonus

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-12-31	Every Year	High	FORM C Bonus Paid To Employees	Register	No

Description - Rule 4 (c) requires that every employer shall maintain a register showing the details of the amount of bonus due to each of the employees, the deductions under sections 17 and 18 and the amount actually disbursed, in Form C

Consequence - Employer shall be punishable with imprisonment which may extend to six months or fine which may extend up to one thousand rupees or with both. (where an offence has been committed by a company every person,who at the time, the offence was committed was in charge of and was responsible to the company for conduct

of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly)

Compliance Title - Annual Returns

Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-02-01	Every Year	High	FORM D	Return	No

Description - As per the Rule 5 (1) amended vide notifications dated 10th November 2014 (G.S.R 784 (E)) and 6th December 2016 (G.S.R 1115 (E)) every employer shall file an annual return in Form D on the online portal of Labour Ministry for every year ended 31st Dec on or before 1st February of the following year. Rule 5 (2) further provides that every employer shall also deliver to the Labour Inspector within the same date the Form D in physical copy

Consequence - Employer shall be punishable with imprisonment which may extend to six months or fine which may extend up to one thousand rupees or with both. (where an offence has been committed by a company every person, who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly)

Compliance Title - Time Limit For Payment Of Bonus

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-12-31	Every Year	High		Rule	No

Description - Section 19 of the Act requires that all amounts payable to an employee by way of bonus under this Act shall be paid in cash by his employer in the following manner : (a) where there is a dispute regarding payment of bonus pending before any authority under Section 22, within a month from the date on which the award becomes enforceable or the settlement comes into operation, in respect of such dispute; (b) in any other case, within a period of eight months from the close of the accounting year

Consequence - Employer shall be punishable with imprisonment which may extend to six months or fine which may extend up to one thousand rupees or with both. (where an offence has been committed by a company every person, who at the time, the offence was committed was in charge of and was responsible to the company for conduct of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly)

Act - The Sales Promotion Employees (Conditions Of Service) Act, 1976

Rule - The Sales Promotion Employees (Conditions Of Service) Rules, 1976

Compliance Title - Entitlement Of Leave And Conditions

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-12-31	Yearly	Low		Rule	Yes

Description - Section 4 (1) of the Act requires that every sales promotion employee shall be entitled for leave with wages (earned leave) on full wages for not less than one-eleventh of the period spent on duty, i.e., at the rate of one day for every eleven days of work performed by him and is entitled for leave on the basis of medical certificate on one-half of the wages for not less than one eighteenth of the period of service, i.e., for every eighteen days worked half day of paid medical leave on production of medical certificate. Please refer Rule 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 and 20 which prescribes rules and regulations for application for leave, earned leave and cash compensation, medical leave, quarantine leave, extraordinary leave, leave not due, study leave, casual leave. (This Act shall apply in the first instance to every establishment engaged in pharmaceutical industry)

Consequence - Employer shall be punished with fine which may extend to one thousand rupees

Compliance Title - Issue Of Appointment Letter					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	Low	FORM A	Rule	Yes
<p>Description - Section 5 of the Act requires that every employer in relation to a sales promotion employee shall furnish to such employee a letter of appointment at the time of appointment. Rule 22 (1) requires that the appointment order should be issued to the sales promotion employee by the employer in Form A. Every change in the particulars mentioned in the letter of appointment given to an employee shall be communicated to the employee concerned forthwith either by personal service with proper receipt or by registered post acknowledgement due. (This Act shall apply in the first instance to every establishment engaged in pharmaceutical industry)</p>					
<p>Consequence - Employer shall be punished with fine which may extend to one thousand rupees</p>					

Compliance Title - Holidays And Weekly Off					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low		Rule	Yes
<p>Description - Rule 4 of the Act requires that every sales promotion employee should be allowed ten holidays in each calendar year. Rule 5 requires that any sales promotion employee is required to work on a holiday, he shall be allowed a compensatory off within thirty days in which the holiday is due to him and on a day mutually agreed upon by him and his employer. Rule 6 and 7 requires that sales promotion employee shall be entitled to wages on all holidays and weekly days of rest as if they were on duty. (This Act shall apply in the first instance to every establishment engaged in pharmaceutical industry)</p>					
<p>Consequence - Employer shall be punished with fine which may extend to one thousand rupees</p>					

Compliance Title - Register Of Employment					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low	FORM B	Register	No
<p>Description - Section 7 of the Act and Rule 23 (a) requires that every employer shall maintain a register of sales promotion employees in Form B. (This Act shall apply in the first instance to every establishment engaged in pharmaceutical industry)</p>					
<p>Consequence - Employer shall be punished with fine which may extend to one thousand rupees</p>					

Compliance Title - Service Book For Employees					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low	FORM C	Register	No
<p>Description - Section 7 of the Act and Rule 23 (b) requires that every employer shall maintain a register of service book for every employee in Form C. (This Act shall apply in the first instance to every establishment engaged in pharmaceutical industry)</p>					
<p>Consequence - Employer shall be punished with fine which may extend to one thousand rupees</p>					

Compliance Title - Register Of Service Book					
Due Date	Recurrence	Risk	Form	Type	Best Practice

2017-03-31	Every Month	Low	FORM D	Register	No
Description - Section 7 of the Act and Rule 23 (c) requires that every employer shall maintain a register of service books in Form D. (This Act shall apply in the first instance to every establishment engaged in pharmaceutical industry)					
Consequence - Employer shall be punished with fine which may extend to one thousand rupees					

Compliance Title - Register Of Leave					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low	FORM E	Register	No
Description - Section 7 of the Act and Rule 23 (d) requires that every employer shall maintain a register of leave account of each employee in Form E. (This Act shall apply in the first instance to every establishment engaged in pharmaceutical industry)					
Consequence - Employer shall be punished with fine which may extend to one thousand rupees					

Act - The Child And Adolescent Labour (Prohibition And Regulation) Act, 1986

Rule - The Child Labour (Prohibition And Regulation) Karnataka Rules, 1998

Compliance Title - Prohibition Of Employment Of Children And Adolescent					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every month	High		Rule	Yes
Description - Section 3 of the Act prohibits the employment of any child in any occupation or process. However, there are certain exceptions set forth in Section 3 (2) where a child may be allowed to help his family or any family enterprise except in any hazardous occupations or processes set forth in the Schedule. Further, a child may also work as an artist in the entertainment industry, provided that such work does not effect the school education of the child. Section 3A prohibits the employment of any adolescent (Adolescent means a person who has completed his fourteenth year of age, but has not completed his eighteenth year) in any hazardous employment or process as set forth in the Schedule to the Act. The Schedule prohibits employment in mines, inflammable substances or explosive and hazardous processes					
Consequence - Employer shall be punishable with imprisonment for a term not less than six months, but which may extend to two years or with fine which shall not be less than twenty thousand rupees but which may extend to fifty thousand rupees					

Compliance Title - Display Of Notice					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High	Abstract Of The Child And Adolescent Labour (Prohibition And Regulation) Act 1986	Display	Yes
Description - Section 12 of the Act requires the employer to display notice containing abstracts of Section 3, 3A and Section 14 pertaining to prohibition of employment of adolescents and the provision for penalties in the local language and English					

Consequence - Employer shall be punishable with simple imprisonment which may extend to one month or with fine which may extend to ten thousand rupees or with both

Compliance Title - Hours And Period Of Work for Adolescents

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-30	Every Quarter	High		Rule	Yes

Description - Section 7 of the Act requires that no adolescent shall be required or permitted to work in any establishment as follows (1) No adolescent shall be required or permitted to work in any establishment in excess of such number of hours, as may be prescribed for such establishment or class of establishments (2) The period of work on each day shall be so fixed that no period shall exceed three hours and that no adolescent shall work for more than three hours before he has had an interval for rest for at least one hour (3) The period of work of a adolescent shall be so arranged that inclusive of his interval for rest, it shall not be spread over more than six hours, including the time spent in waiting for work on any day (4) No adolescent shall be permitted or required to work between 7 p.m. and 8 a.m (5) No adolescent shall be required or permitted to work overtime (6) No adolescent shall be required or permitted to work in any establishment on any day on which he has already been working in another establishment

Consequence - Employer shall be punishable with simple imprisonment which may extend to one month or with fine which may extend to ten thousand rupees or with both

Compliance Title - Provision Of Weekly Holiday For Adolescents

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-30	Every Quarter	High		Rule	Yes

Description - Section 8 of the Act requires every adolescent employed in an establishment to be allowed in each week, a holiday of one whole day. The day shall be specified by the occupier in a notice permanently exhibited in a conspicuous place in the establishment, and the day so specified shall not be altered by the occupier more than once in three months

Consequence - Employer shall be punishable with simple imprisonment which may extend to one month or with fine which may extend to ten thousand rupees or with both

Compliance Title - Written Notice To The Inspector

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-30	Every Quarter	High	Written Notice To The Inspector	Rule	Yes

Description - Section 9 of the Act requires that every employer employing adolescent shall within a period of thirty days from such commencement, send to the Inspector a written notice containing the following particulars (a) the name and address of the establishment (b) the name of the person in actual management of the establishment (c) the address to which communications relating to the establishment should be sent and (d) the nature of the occupation or process carried on in the establishment

Consequence - Employer shall be punishable with simple imprisonment which may extend to one month or with fine which may extend to ten thousand rupees or with both

Compliance Title - Maintenance Of Register

Due Date	Recurrence	Risk	Form	Type	Best Practice
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2017-04-30	Every Quarter	High	FORM A	Register	No
Description - Section 11 of the act and Rule 3 requires that there shall be a register maintained by every occupier in respect of adolescents employed or permitted to work in any establishment					
Consequence - Employer shall be punishable with simple imprisonment which may extend to one month or with fine which may extend to ten thousand rupees or with both					

Compliance Title - Health And Safety Precautions					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-06-30	Every Year	High	FORM C	Rule	Yes
Description - Section 13 of the Act and Rule 6, 7, 8 requires health and safety precautions for the benefit of adolescents employed or permitted to work in any establishment or class of establishments. Please refer the attached Act and Rule for detailed health and safety guidelines					
Consequence - Employer shall be punishable with simple imprisonment which may extend to one month or with fine which may extend to ten thousand rupees or with both					

Act - Employees State Insurance Act,1948

Rule - The Employees State Insurance (Central) Rules, 1950, The Employees State Insurance (General) Regulations, 1950

Compliance Title - Registration And Change in Family Information					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-27	Every Quarter	High		Rule	Yes
Description - Regulation 15 A requires that on the issue of a notification under Regulation 95-A specifying the date from which the family of an insured person shall also be entitled to medical benefit under the Act, every insured person who has not furnished the particulars of his family at the time of his registration under the Act, shall furnish to the employer correct particulars along with their photograph in respect of his family in Form 1-A. Regulation 15 B requires that an insured person shall intimate all changes in the membership of the family as defined under the Act, to the employer within 15 days of such change having occurred and the employer shall enter such particulars in Form 2 and shall forward it to the appropriate Office within ten days of the date on which the particulars of the changes were furnished. In both cases the employer has to update the information online on the ESIC portal					
Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both					

Compliance Title - ESIC Registration					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-24	NA	High		License	No
Description - Section 2-A of the Act and Regulation 10-B requires that every factory or establishment shall be registered within 15 days of the ESIC Act becoming applicable i.e when a factory/establishment employs the headcount threshold of 10/20 employees as the case maybe for different states(On obtaining registration separate sub codes need to be obtained online for establishments falling under different ESIC zones)					
Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both					

Compliance Title - Accident Book					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-28	Every Month	High	FORM 11	Register	No
<p>Description - Regulation 66 requires that every employer shall keep a book readily accessible in Form 11, in which the appropriate particulars of any accident causing personal injury to an employee may be entered</p>					
<p>Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both</p>					

Compliance Title - Accident Report					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-27	Every Month	High		Return	Yes
<p>Description - Regulation 68 requires that every employer shall submit a report online on the ESIC portal in Form 12 to the appropriate branch office and to the Insurance Medical Officer of the insured person (i) immediately, if the injury is serious, i.e., it is likely to cause death or permanent disablement or loss of a member, and (ii) in any other case within forty eight hours after the receipt of the notice under regulation 65 or of the time when the accident came to the notice of the employer or of a foreman or other official under whose supervision the employee was employed at the time of the accident or any other person designated for the purpose by the employer. Regulation 69 requires that the employer needs to arrange for first-aid, medical care and transport to the hospital in the event of an accident</p>					
<p>Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both</p>					

Compliance Title - Reporting Of Death and Disposal Of Dead Body					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-18	Every Quarter	High		Rule	Yes
<p>Description - Regulation 77 and 95 -B requires that every employer shall report the death caused by an employment injury of an ESIC covered employee online on the ESIC portal. Rule 78 requires that the body of an ESIC covered employee dying by employment injury can be disposed only after examination by the ESIC medical officer</p>					
<p>Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both</p>					

Compliance Title - ESIC Contribution Challan					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-21	Every month	High		Remittance	No
<p>Description - Section 39 of the Act and Regulation 29 and 31 read with Rule 51 of the regulations, requires that the employer pays the contribution payable under the Act (Employer - 4.75% and Employee - 1.75%) through an online remittance on the ESIC portal within 21st of the following month (vide new rule no 51-B introduced by GSR 959 (E) by Ministry of Labour dated 6th October 2016, in areas where the act is implemented for the first time, the contribution for the initial twenty-four months from such date of implementation for employer is 3% and employee is 1%). The wage limit for coverage of an employee under Sub-Clause (b) of clause 9 of Section 2 of the Act shall be rupees twenty one thousand as per the Rule 50 amended vide notification No. G.S.R 1116 (E) with effect from 1st Jan 2017. Provided further that the wages (excluding remuneration for overtime work) exceeds twenty one thousand rupees a month at any time after and not before the beginning of contribution period (the contribution periods being 1st April to 30th September and 1st Oct to 31st March) shall continue to be eligible employee for ESIC contribution till the end of the</p>					

Contribution period

Consequence - Delay in payment of contribution will lead to interest at 12% per annum and damages up to 25% per annum. Willful default will attract the employer an imprisonment for a term which may extend to three years but which shall not be less than one year. In case of failure to pay the employees contribution which has been deducted by the employer from the employees wages, the employer shall be liable to a fine of ten thousand rupees (b) imprisonment which shall not be less than six months. In any other case the employer shall also be liable to a fine of five thousand rupees (where an offence has been committed by a company, every person who at the time the offence was committed, was in charge of, and was responsible to the company for the conduct of the business of the company as well as the company shall be liable to be proceeded against and punished accordingly)

Compliance Title - Register Of Employees

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Month	High	FORM 6 Register Of Employees	Register	No

Description - Regulation 32 requires that every employer shall maintain a register in FORM 6 in respect of every employee of the factory or establishment

Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both

Compliance Title - Inspection Book

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-12	Every Quarter	High		Register	Yes

Description - Regulation 102-A requires that every principal employer shall maintain a bound inspection book and shall be responsible for its production, on demand by a Social Security Officer or any other officer of the Corporation duly authorised to exercise the powers of a Social Security Officer irrespective of the fact whether the principal employer is present in the factory or establishment or not during the inspection

Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both

Compliance Title - ESIC Declaration

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-23	Every Week	High		Rule	No

Description - Section 38 of Act and Regulation 12 requires that employer should ensure that employees whose wages are less than or equals to twenty one thousand rupees a month (Amended vide notification No. G.S.R 1116 (E)) are to be covered under the ESIC Act by obtaining the particulars of employees in FORM 1. The data collected by the employer in FORM 1 should be uploaded online on the ESIC portal to obtain the temporary ESIC card with photo and thereafter for obtaining ESIC Smart card by the employees

Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both

Compliance Title - ESIC Half Yearly Return

Due Date	Recurrence	Risk	Form	Type	Best Practice
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2017-05-11	Half Yearly	High	CA Certificate	Return	No
Description - Regulation 26 requires that ESIC Half yearly returns has to be uploaded in the ESIC online portal along with CA certification (if the ESIC covered employee headcount exceeds forty) copy and self certification declaration for the period ending March and September					
Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to four thousand rupees or with both					

Act - Minimum Wages Act, 1948

Rule - Karnataka Minimum Wages Rules, 1958

Compliance Title - Display Of Notice					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	Low	FORM XIII	Display	Yes
Description - Rule 30-A requires that the employer display a notice in FORM XIII indicating weekly holidays, working hours and time for payment of wages					
Consequence - Employer shall be punishable with fine which may extend to five hundred rupees					

Compliance Title - Payment Of Minimum Wages					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	High		Rule	No
Description - Section 12 requires that the employer shall pay to every employee engaged in a scheduled employment under him wages at a rate not less than the minimum rate of wages fixed by such notification for that class of employees in that employment without any deduction except as may be authorised within such time and subject to such conditions as may be prescribed					
Consequence - Employer shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both					

Compliance Title - Register Of Wages					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low	FORM T	Register	No
Description - Section 18 of the Act and Rule 29 (1) requires the employer to maintain a register of wages in FORM V or in Form T, combined muster roll cum wage register of wages as prescribed under sub-rule (9-B) of Rule 24 of the Karnataka Shops and Commercial Establishments Rules, 1963 as the case may be					
Consequence - Employer shall be punishable with fine which may extend to five hundred rupees					

Compliance Title - Register Of Overtime And Payment Of Overtime Wages					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low	FORM IV, FORM T	Register	No

Description - Section 14 of the Act and Rule 28 requires that when a worker works in an employment for more than nine hours on any day or more than forty-eight hours in any week or more than the hours of work notified under sub-rule (6) of Rule 25, as the case may be, he shall in respect of overtime work be entitled to wages at double the ordinary rate of wages. A register of overtime shall be maintained by every employer in Form IV or in respect of any commercial establishment the employer shall maintain the combined Muster Roll-cum-Register of Wages in Form T prescribed under sub-rule (9-B) of Rule 24 of the Karnataka Shops and Commercial Establishments Rules, 1963

Consequence - Employer shall be punishable with fine which may extend to five hundred rupees

Compliance Title - Register Of Fines And Register Of Deductions For Damages Or Loss

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low	FORM I, FORM II, FORM T	Register	No

Description - Section 18 of the Act and Rule 22 (4) requires the employer to maintain a register for any fines imposed and deductions for damage or loss so made in Form I and II respectively or in Form T, Combined Muster Roll cum Wage Register of wages as prescribed under sub-rule (9-B) of Rule 24 of the Karnataka Shops and Commercial Establishments Rules, 1963 as the case may be

Consequence - Employer shall be punishable with fine which may extend to five hundred rupees

Compliance Title - Schedule Of Payment Of Wages

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low		Rule	No

Description - Rule 22 (1) (i) (a) (b) requires that the wage period with respect to any scheduled employment for which wages have been fixed shall not exceed one month and the wages of a worker in such employment shall be paid on a working day by the employer before the following days of the month (a) in the case of establishments in which less than one thousand persons are employed before the expiry of the seventh day; and (b) in the case of other establishments before the expiry of the tenth day, after the last day of the wage period in respect of which the wages are payable

Consequence - Employer shall be punishable with fine which may extend to five hundred rupees

Compliance Title - Issue Of Payslips

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low	FORM VI	Rule	No

Description - Rule 29 (2) requires that wage slips in Form VI shall be issued by every employer to every person employed by him/her at least a day prior to the disbursement of wages

Consequence - Employer shall be punishable with fine which may extend to five hundred rupees

Compliance Title - Muster Roll

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low	FORM T, FORM VII	Register	No

Description - Section 18 of the Act and Rule 29 (5) requires the employer to maintain a Muster Roll in FORM VII or in

Form T, Combined Muster Roll cum Wage Register of wages as prescribed under sub-rule (9-B) of Rule 24 of the Karnataka Shops and Commercial Establishments Rules, 1963 as the case may be

Consequence - Employer shall be punishable with fine which may extend to five hundred rupees

Compliance Title - Inspection Book

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	Low		Register	Yes

Description - Section 18 of the Act and Rule 30 requires that every employer shall maintain a bound inspection book and shall provide it when so required by the Inspector

Consequence - Employer shall be punishable with fine which may extend to five hundred rupees

Compliance Title - Annual Returns

Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-01-31	Every Year	Low	FORM III, FORM U	Return	No

Description - Rule 22 (4) requires that a return in Form III and in case of establishments other than Factories in Form U online prescribed under sub-rule (9-C) of Rule 24 of the Karnataka Shops and Commercial Establishments Rules, 1963 shall be submitted annually by the employer to the Inspector of the area within a period of one month after the expiry of the year to which the return relates

Consequence - Employer shall be punishable with fine which may extend to five hundred rupees

Compliance Title - Display Of Abstract

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	Low	FORM X Abstract Under Minimum Wages Act (English Version), FORM X Abstract Under Minimum Wages Act (Kannada Version)	Display	Yes

Description - Rule 23 requires that the employer shall display notices containing the minimum rates of wages fixed together with abstracts from the Act, the rules made thereunder in Form No. X and the name and address of the Inspector is to be displayed in English and Kannada at a conspicuous place or where wages are disbursed, and shall be maintained in a clean and a legible condition

Consequence - Employer shall be punishable with fine which may extend to five hundred rupees

Compliance Title - Weekly Day Of Rest For Night Shift Employees

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	Low		Rule	Yes

Description - Rule 26 requires that if a worker in a scheduled employment works in a shift which extends beyond midnight, his/her weekly rest day shall be upto twenty four hours from the time that the night shift ends. His/her next work day shall only begin post completion of the twenty four hours

Consequence - Employer shall be punishable with fine which may extend to five hundred rupees

Act - Payment Of Gratuity Act,1972

Rule - The Karnataka Payment Of Gratuity Rules, 1973

Compliance Title - Notice Of Opening

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-24	NA	High	FORM A Notice Of Opening	Return	No

Description - Rule 3 (1) requires that every establishment within thirty days of employing ten or more employees needs to submit a notice in Form A (Notice of Opening) to the controlling authority of the area

Consequence - An employer who contravenes, or make default in complying with, any of the provisions of this Act or any rule or order made thereunder shall be punishable with imprisonment for a term which shall not be less than three months but which may extend to one year, or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees, or with both

Compliance Title - Display Of Notice

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High	Gratuity Notice Display	Display	Yes

Description - Rule 4 (1) requires that the employer shall display a notice mentioning the name of the officer with designation authorized to receive the notice under the Act in the notice board

Consequence - An employer who contravenes, or make default in complying with, any of the provisions of this Act or any rule or order made thereunder shall be punishable with imprisonment for a term which shall not be less than three months but which may extend to one year, or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees, or with both

Compliance Title - Display Of Abstract

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High	FORM U Abstract Of The Payment Of Gratuity Act,1972 (English Version), FORM U Abstract Of The Payment Of Gratuity Act,1972 (Kannada Version)	Display	Yes

Description - Rule 20 requires that the employer shall display an abstract of The Payment of Gratuity Act and Rules in English and Kannada at a conspicuous place or near the main entrance of the establishment

Consequence - An employer who contravenes, or make default in complying with, any of the provisions of this Act or any rule or order made thereunder shall be punishable with imprisonment for a term which shall not be less than three months but which may extend to one year, or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees, or with both

Compliance Title - Payment Of Gratuity

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-15	Every Month	High	FORM I, FORM J, FORM K, FORM L	Rule	No

Description - Section 4 (1) (2) (3) requires that gratuity shall be paid to an employee on the termination of his employment after he has rendered continuous service for not less than five years. For every completed year of service or part thereof in excess of six months, the employer shall pay gratuity to an employee at the rate of fifteen days wages based on the rate of wages last drawn by the employee concerned. The amount of gratuity payable to an employee shall not exceed Ten lakh Rupees. Section 2A of the Act explains the various caveats which qualify for continuous service of an employee. Rules 7 and 8 requires that an employee who is eligible for payment of Gratuity shall apply for Gratuity with in thirty days from the date the gratuity became payable, in Form I to the employer. Within fifteen days of the receipt of an application under Rule 7 for payment of gratuity, the employer shall issue a notice in Form L to the applicant employee, nominee or legal heir, as the case may be, specifying the amount of gratuity payable and fixing a date, not being later than the thirtieth day after the date of receipt of the application, for payment thereof. Form J and Form K are to be used in case of nominee or legal heir respectively

Consequence - Employer shall be punishable with imprisonment for a term which shall not be less than six months but which may extend to two years or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees, or with both

Compliance Title - Nomination Form And Updation Of Nomination Form

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-15	Every Month	High	FORM F, FORM G	Rule	No

Description - Section of 6 of the Act and Rule 6 (1) requires that the employer obtain nominations from all employees in Form F. In case of an employee acquiring a family fresh nominations have to be obtained in Form G

Consequence - An employer who contravenes, or make default in complying with, any of the provisions of this Act or any rule or order made thereunder shall be punishable with imprisonment for a term which shall not be less than three months but which may extend to one year, or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees, or with both

Act - Karnataka Industrial Establishments National Festival Holidays Act, 1963

Rule - Karnataka Industrial Establishments (National And Festival) Holidays Rules,1964

Compliance Title - Wages To Be Paid For Approved Holidays

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-20	Every Month	Low		Rule	Yes

Description - Section 5 of the Act requires that each employee has to be paid wages if made to work on a holiday for each of the holidays mentioned under Section 3 of the Act, The employee is eligible either for two days of wages or one day wages plus one day off if made to work on any of the holidays mentioned in Section 3 of the Act

Consequence - Employer shall be punishable with fine which, for the first offence may extend to one hundred and twenty-five rupees and for a second and subsequent offences may extend to two hundred and fifty rupees

Compliance Title - Grant Of National And Festival Holidays

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-12-31	Every Year	Low	General And Restricted Holidays - Karnataka - 2016	Rule	No

Description - Section 3 of the Act requires that every employee should be allowed five National Holidays (26th Jan, 1st May, 15th Aug, 2nd Oct and 1st Nov) and five festival holidays

Consequence - Employer is punishable with fine which, for the first offence may extend to one hundred and twenty-five rupees and for a second and subsequent offences may extend to two hundred and fifty rupees

Compliance Title - Display Of Holiday List

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	Low	Display Of Holiday List	Display	Yes

Description - Section 4 of the Act and Rule 5 requires a notice of holiday list to be displayed on the notice board in Kannada and English

Consequence - Employer shall be punishable with fine which, for the first offence may extend to one hundred and twenty-five rupees and for a second and subsequent offences may extend to two hundred and fifty rupees

Compliance Title - Notice To The Inspector

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-12-31	Every Year	Low	Letter To The Labour Inspector	Rule	No

Description - Section 4 of the Act requires a notice of the Holiday list to be submitted to the Inspector

Consequence - Employer shall be punishable with fine which, for the first offence may extend to one hundred and twenty-five rupees and for a second and subsequent offences may extend to two hundred and fifty rupees

Act - The Karnataka Labour Welfare Fund Act, 1965

Rule - The Karnataka Labour Welfare Fund Rules, 1968

Compliance Title - Register Of Wages

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-28	Every Month	High	FORM A Register Of Wages	Register	No

Description - Rule 29 requires that every employer of an establishment to which the Payment of Wages Act, 1936, does not apply shall maintain a register of wages in Form A

Consequence - Employer shall be punished for the first offence with fine which may extend to five hundred rupees or with imprisonment for a term which may extend to three months and for the second and subsequent offences, with fine which may extend to one thousand rupees or with imprisonment for a term which may extend to one year or with both

Compliance Title - Register Of Unclaimed Wages And Payment To The Board

Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-01-31	Every Year	High	FORM B Register Of Fines And Unpaid Accumulations	Register	No

Description - Section 7 and 7B of the Act requires that consolidated register for unclaimed wages and fines should be maintained in Form B and an extract of the same should be forwarded to the Labour Welfare Commissioner by 31st January. Section 3 (1) of the Act requires that all unpaid accumulations shall be paid at such intervals as may be prescribed to the Board

Consequence - Employer shall be punished for the first offence with fine which may extend to five hundred rupees or with imprisonment for a term which may extend to three months and for the second and subsequent offences, with fine which may extend to one thousand rupees or with imprisonment for a term which may extend to one year or with both. If the employer fails to pay any unpaid accumulations and fines collected, the labour commissioner may serve a notice to pay the amount in a specified period. If the employer fails to pay any such amount mentioned in the notice, he shall, in addition to that amount payable, pay to the Board simple interest, (a) for the first three months at twelve percent per annum of the said amount for each complete month after the last date by which he should have paid it according to the notice, and (b) at eighteen percent per annum of that amount for each complete month thereafter, during the time he continues to make default in the payment of that amount

Compliance Title - LWF Payment And Returns

Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-01-15	Every Year	High	FORM D	Remittance	No

Description - Section 7A of the Act and Rule 3-A requires that the employer should deduct contribution of six rupees from the salary of each employee in the month of December every year and remit a management contribution of twelve rupees in respect of each employee and submit to the Welfare Commissioner on or before 15th of January, of every year a statement in Form D of the contributions by the employers and the employees paid during the preceding year

Consequence - Employer shall be punished for the first offence with fine which may extend to five hundred rupees or with imprisonment for a term which may extend to three months and for the second and subsequent offences, with fine which may extend to one thousand rupees or with imprisonment for a term which may extend to one year or with both. If the employer fails to pay any unpaid accumulations and fines collected, the labour commissioner may serve a notice to pay the amount in specified period. If the employer fails to pay any such amount mentioned in the notice, he shall, in addition to that amount payable, pay to the Board simple interest, (a) for the first three months at twelve percent per annum of the said amount for each complete month after the last date by which he should have paid it according to the notice, and (b) at eighteen percent per annum of that amount for each complete month thereafter, during the time he continues to make default in the payment of that amount

Act - The Payment Of Wages Act, 1936

Rule - The Karnataka Payment Of Wages Rules, 1963, The Karnataka Payment Of Wages (Nomination) Rules, 2009

Compliance Title - Rates of Wages To Be Displayed

Due Date	Recurrence	Risk	Form	Type	Best Practice
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2017-04-10	Every Quarter	Low	FORM VI	Display	Yes
Description - Section 25 of the Act and Rule 7 requires that the employer shall display the rates of wages at or near the main entrance of the factory or industrial establishment payable to different classes of employees employed in the establishment. (As per notification S.O. No.2260(E) Published in the Gazette of India (extraordinary) part II, Section 3, Sub section (ii), dated 20th September, 2012, this act applies to wages payable to an employed person in respect of a wage period if such wages for that wage period does not exceed eighteen thousand rupees per month)					
Consequence - Employer shall be punishable with fine which may extend to two hundred rupees					

Compliance Title - Display Of Abstract					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	Low	FORM V Abstract Under The Payment Of Wages Act, 1936 (English Version), FORM V Abstract Under The Payment Of Wages Act, 1936 (Kannada Version)	Display	Yes
Description - Section 25 of the Act and Rule 21 requires that the abstract of Payment of Wages Act and Rules be displayed in the Notice Board of every establishment in Form V in English and Kannada (As per notification S.O. No.2260(E) Published in the Gazette of India (extraordinary) part II, Section 3, Sub section (ii), dated 20th September, 2012, this act applies to wages payable to an employed person in respect of a wage period if such wages for that wage period does not exceed eighteen thousand rupees per month)					
Consequence - Employer shall be punishable with fine which may extend to three thousand seven hundred and fifty rupees					

Compliance Title - Display Of Notice					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	Low	Notice To Be Displayed	Display	Yes
Description - Section 25 of the Act and Rule 9 requires that the employer display a notice in Kannada and English on the Notice Board showing for not less than two months in advance ,the days for which the wages are to be paid (As per notification S.O. No.2260(E) Published in the Gazette of India (extraordinary) part II, Section 3, Sub section (ii), dated 20th September, 2012, this act applies to wages payable to an employed person in respect of a wage period if such wages for that wage period does not exceed eighteen thousand rupees per month)					
Consequence - Employer shall be punishable with fine which may extend to three thousand seven hundred and fifty rupees					

Compliance Title - Payment Of Wages And Schedule					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Medium		Rule	No

Description - Section 5 of the Act requires that the employer of an establishment with less than one thousand employees pay the wages of the employees before the seventh of every month and in other cases pay the wages of the employees before the tenth of each month. Section 4 requires that no wage period shall exceed one month (As per notification S.O. No.2260(E) Published in the Gazette of India (extraordinary) part II, Section 3, Sub section (ii), dated 20th September, 2012, this act applies to wages payable to an employed person in respect of a wage period if such wages for that wage period does not exceed eighteen thousand rupees per month)

Consequence - Employer shall be punishable with fine which shall not be less than one thousand five hundred rupees but which may extend to seven thousand five hundred rupees

Compliance Title - Register Of Wages

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low	FORM T	Register	No

Description - Rule 5 requires that the employer shall maintain a combined muster roll cum register of wages in Form T prescribed under sub-rule 9-B of Rule 24. This act applies to employees whose wages do not exceed eighteen thousand rupees per month for a wage period. (As per notification S.O. No.2260(E) Published in the Gazette of India (extraordinary) part II, Section 3, Sub section (ii), dated 20th September, 2012)

Consequence - Employer shall be punishable with fine which may extend to two hundred rupees

Compliance Title - Register Of Fines, Deductions For Damages Or Loss And Advances

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	Low	FORM I, FORM T	Register	No

Description - Rule 3, 4, 19 (4) requires that the employer shall maintain a Register of Fines, Deductions for damages or loss and Advances in Form I [If the employer is registered under the Karnataka Shops and Commercial Establishment Act, 1961 a Combined Muster roll cum Register of Wages in Form T prescribed under sub-rule 9-B of Rule 24 can be maintained) This act applies to employees whose wages do not exceed eighteen thousand rupees per month for a wage period. (As per notification S.O. No.2260(E) Published in the Gazette of India (extraordinary) part II, Section 3, Sub section (ii), dated 20th September, 2012)

Consequence - Employer shall be punishable with fine which may extend to two hundred rupees

Compliance Title - Annual Returns

Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-01-31	Every Year	Low	FORM U	Return	No

Description - Rule 20 requires that the employer shall send a combined annual returns in Form U as prescribed under sub rule 9-C of Rule 24 of the Karnataka Shops and Commercial Establishment Rules, 1963 (As per notification S.O. No.2260(E) Published in the Gazette of India (extraordinary) part II, Section 3, Sub section (ii), dated 20th September, 2012, this act applies to wages payable to an employed person in respect of a wage period if such wages for that wage period does not exceed eighteen thousand rupees per month)

Consequence - Employer shall be punishable with fine which may extend to two hundred rupees

Compliance Title - Nomination Form

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-05	Every Month	Low	FORM I	Rule	No

Description - Rule 3 (1) of The Payment of Wages (Nomination) Rules, 2009 requires that the employer obtain nomination form from all employees in Form I in which the employee confers the right to receive the amount that may stand in his/her credit at the event of his/her death before that amount standing to his credit has become payable or where the amount has become payable, before payment has been made

Consequence - Employer shall be punishable with fine which may extend to three thousand seven hundred and fifty rupees

Act - The Maternity Benefit Act, 1961

Rule - The Karnataka Maternity Benefit Rules, 1966

Compliance Title - Muster Roll Of Women Workers

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	High	FORM A	Register	No

Description - Section 20 of the Act and Rule 3 requires that the employer of every establishment in which women are employed shall prepare and maintain a muster-roll in Form A and shall enter therein particulars of all women workers in the establishment

Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to five thousand rupees or with both

Compliance Title - Annual Returns

Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-01-31	Every Year	High	FORM M, FORM L, FORM K, FORM U	Return	No

Description - Rule 16 requires that the employer shall submit on or before the 31st of January in each year, submit to the competent authority a return in Form U or in each of the returns of Form K, L and M

Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to five thousand rupees or with both

Compliance Title - Maternity Benefit Leave

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-22	Every Quarter	High		Rule	Yes

Description - Section 5 requires that any woman who has worked for a period of not less than eighty days in the twelve months immediately preceding the date of her expected delivery to be eligible for maternity benefit. Maternity benefit is equivalent to normal salary for the period of absence but to a maximum period of twelve weeks of which not more than six weeks shall precede the date of her expected delivery. In the event of her death either while delivery or immediately post that, she (that is her nominees/dependents) are eligible for the maternity benefit in full. However if the child also dies, the eligibility is restricted upto the date of the death of the child

Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to five thousand rupees or with both

Compliance Title - Display Of Abstract					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High	Form J Abstract Under The Maternity Benefit Act, 1961(English Version), Form K Abstract Under The Maternity Benefit Act, 1961(Kannada Version)	Display	Yes
Description - Section 19 of the Act requires that every employer shall display an abstract of the Act in Kannada and English on the notice board					
Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to five thousand rupees or with both					

Compliance Title - Maternity Benefit Bonus					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-22	Every Month	High	FORM 'B', 'C', 'D', 'E', 'G', 'H'	Rule	No
Description - Section 8 requires every employer to pay to every woman entitled to maternity benefit under this Act a medical bonus of three thousand five hundred rupees only if no pre-natal confinement and post natal care is provided for by the employer free of charge					
Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to five thousand rupees or with both					

Compliance Title - Employment Of Women During And After Pregnancy					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-22	Every Quarter	High		Rule	Yes
Description - Section 4 requires that every employer shall ensure employment of work by women should be prohibited for six weeks following delivery, miscarriage or medical termination of pregnancy. Section 11 requires that after delivery, workers who are mothers should be provided nursing breaks every day upto a period till the child becomes fifteen months of age. Section 12 prohibits employers from dismissing women workers during pregnancy or varying of terms of employment adversely. Section 13 prohibits employers from reducing wages for lesser work assigned during pregnancy or for nursing periods					
Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to five thousand rupees or with both					

Compliance Title - Maternity Benefit For Miscarriage, MTP, Tubectomy Or Pregnancy Related Illness					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-22	Every Quarter	High		Rule	Yes
Description - Section 9 of the Act requires that the employer provide Maternity Benefit for six weeks post the					

miscarriage or medical termination of pregnancy(MTP) . Section 9A requires that in the event of a tubectomy operation the woman is provided 2 weeks of Maternity Benefit. Section 10 provides that in addition to the maternity benefit payable for delivery an additional one month of maternity benefit should be provided in the event of illness arising out of any of such instances such as miscarriage, MTP and tubectomy

Consequence - Employer shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to five thousand rupees or with both

Act - The Employees Compensation Act, 1923

Rule - The Workmen Compensation (Central) Rules, 1924 And (Karnataka) Rules, 1966

Compliance Title - Display Of Abstract

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	Medium	FORM 36 Abstract Under Karnataka Workmen's Compensation Rules, 1966	Display	Yes

Description - Section 32 (2) (o) of the Act and Karnataka Rule 79 requires that the employer display an abstract of the Act on the notice board

Consequence - Employer shall be punishable with fine which may extend to five thousand rupees

Compliance Title - Employers Liability For Compensation And Payment Of Compensation

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-20	Every Quarter	Medium	FORM A, FORM F, FORM D	Rule	Yes

Description - Section 3 requires that if a personal injury is caused to an employee by accident arising out of and in the course of his/her employment, his/her employer shall be liable to pay compensation in accordance with the provisions of this Act. For the purpose of this Act, the employee means a person as mentioned in Section 2 (1) (dd) and Schedule II (The nature of work of these employees are generally in a hazardous area and includes persons such as drivers, security guards, maintenance staff etc of a Shop or Establishment. For more clarity on the nature of employees covered under this act, please refer to Schedule II of the Act). Section 4 specifies the amount of compensation payable, related to whether the injury results in disablement (permanent/temporary) or death. The provisions of this Act applies only to employees who are not covered under the ESIC Act Section 8 requires that the employer submit all compensation due as per the act to the Commissioner for payment to the employee in Form A for fatal accidents and Form D for non-fatal accidents The employee who is due for compensation shall apply for the compensation to the Commissioner for Employees Compensation in Form F . In case of the death of the employee, Section 4 (4) also prescribes that funeral reimbursement of five thousand rupees shall be paid

Consequence - In case of non-payment of the compensation the employer will have to pay arrears at a simple interest thereon at the rate of twelve per cent per annum on the amount due as compensation

Compliance Title - Notice Book

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-10	Half Yearly	Medium	FORM 35	Register	Yes

Description - Section 10 (3) of the Act and Karnataka Rules 78 requires the employer to maintain a notice book in

FORM 35 in Textile Mills, Jute Mills, Railway Workshops and Distilleries which employ one thousand employees or more

Consequence - Employer shall be punishable with fine which may extend to five thousand rupees

Compliance Title - Report Of Accidents

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-20	Every Quarter	Medium	FORM EE	Return	Yes

Description - Section 10 B of the Act and Central Rule 11 requires that the employer submit a report in Form EE of any accident occurring on his/her premises and shall send a report to the commissioner giving the circumstances causing the death or serious bodily injuries

Consequence - Employer shall be punishable with fine which may extend to five thousand rupees

Act - Industrial Employment (Standing Orders) Act, 1946

Rule - The Karnataka Industrial Employment (Standing Orders) Rules, 1961

Compliance Title - Submission Of Draft Standing Order For Approval

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-02	NA	Medium	Schedule I Model Standing Orders , Schedule II FORM I	Rule	No

Description - Section 3 of the Act and Rules 3,4 and 5 requires that every commercial establishment within six months of employing fifty employees should submit a draft standing order for approval with the Certifying officer (normally a Deputy Labour Commissioner) Five Copies of Draft Standing Orders as per Model Standing Order in Schedule I is to be submitted to Commissioner Of Labour with Covering Form in Form I with details required under Rule 5. (IT/ITeS companies are exempted from submitting standing order from effective from 25th January 2014 for a period of five years, provided the establishment has in place a sexual harassment committee, a Grievance redressal committee and intimates the labour commissioner about all disciplinary action where an employee has been dismissed, suspended or terminated from the organization)

Consequence - Employer shall be punishable with fine which may extend to five thousand rupees, and in the case of a continuing offence, a further fine which may extend to two hundred rupees for every day after the first, during which the offence continues

Compliance Title - Modification Of Standing Orders

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-20	Half Yearly	Medium	FORM IA, Schedule I Model Standing Orders	Rule	Yes

Description - Section 10 of the Act requires that any modifications to the certified standing orders can be done by applying to the Certifying Officer to have the standing orders modified. Such applications shall be accompanied by five copies of the modifications proposed along with the agreement between the employer and the workmen/trade union or other representative body of the employees agreeing to such modifications. (IT/ITeS companies are exempted from submitting standing order effective from 25th January 2014 for a period of five years, provided the establishment has in place a sexual harassment committee, a Grievance redressal committee and intimates the labour commissioner about all disciplinary action where an employee has been dismissed, suspended or terminated from the organization)

Consequence - Employer shall be punishable with fine which may extend to five thousand rupees, and in the case of a continuing offence, a further fine which may extend to two hundred rupees for every day after the first, during which the offence continues

Compliance Title - Display Of Standing Orders

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	Low		Display	Yes

Description - Section 9 of the Act requires that the text of the standing orders as finally certified under this Act shall be prominently posted by the employer in English and Kannada on special boards to be maintained for the purpose at or near the entrance through which the majority of the workmen enter the industrial establishment and in all departments thereof where the workmen are employed

Consequence - Employer shall be punishable with fine which may extend to one hundred rupees, and in the case of a continuing offence with a further fine which may extend to twenty-five rupees for every day after the first during which the offence continues

Act - The Karnataka Tax On Professions, Trades, Callings And Employments Act, 1976

Rule - The Karnataka Tax On Professions, Trades, Callings And Employments Rules, 1976

Compliance Title - PT Registration

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-24	NA	Low	FORM 1	License	No

Description - Section 5 (1) (3) of the Act and Rule 3(1) requires that within thirty days of the date of commencement of business/profession, the employer shall apply for a registration certificate in Form I. If the employer has more than one place of business, all such places shall be listed with principal place of business and the application for registration shall be filed with the authority who has jurisdiction over principal place of business. This certificate is required for deducting employees' professional tax and remitting on behalf of the employees

Consequence - Employer shall be punishable with fine which shall not exceed one thousand rupees

Compliance Title - Amendment Or Cancellation Of Registration Certificate

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-06-10	Every Year	Low		License	Yes

Description - Rule 5 requires that where the holder of a certificate of registration granted under Rule 3 desires the certificate to be amended, shall submit an application to the authority together with the certificate of registration. Rule 7(1) requires that the certificate of registration granted under Rule 3 may be cancelled by the assessing authority after it has satisfied itself that the employer to whom such a certificate was granted has ceased to be an employer. Rule 26 also requires that if an employer shifts the place of work (principal place of work) he shall within 15 days, intimate the PT authority with whom they have registered and also the PT authority who has jurisdiction over the new place of work

Consequence - Employer shall be punishable with fine which shall not exceed one thousand rupees

Compliance Title - Certificate Of Enrolment

Due Date	Recurrence	Risk	Form	Type	Best Practice
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2017-03-24	NA	Low	FORM 2	License	No
Description - Section 5 of the Act and Rule 4 (1) requires that every employer shall apply for certificate of enrollment within 30 days from the date of commencement of profession, trade, calling or employment in Form 2. If the employer has more than one place of business, all such places shall be listed with principal place of business and the application for enrolment shall be filed with the authority who has jurisdiction over principal place of business. This certificate is required for paying the professional tax for the employer					
Consequence - Employer shall be punishable with fine which shall not exceed one thousand rupees					

Compliance Title - Amendment Or Cancellation Of Certificate Of Enrolment					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-06-10	Every Year	Low		License	Yes
Description - Rule 6 requires that where the holder of a certificate of enrolment desires the certificate to be amended, he shall submit an application to the authority in Form 2 for revised certificate of enrollment. Rule 7 (2) requires that if the liability to pay Professional Tax ceases, the certificate of enrolment shall be cancelled. Rule 26 also requires that if an employer shifts the place of work (principal place of work), he shall within 15 days, intimate the PT authority with whom they have registered and also the PT authority who has jurisdiction over the new place of work					
Consequence - Employer shall be punishable with fine which shall not exceed one thousand rupees					

Compliance Title - Monthly PT Remittance And Filing Of Return					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-20	Every Month	Low	FORM 9-A, FORM 5-A	Return	No
Description - Section 6-A of the Act and Rule 11-A requires that every employer shall furnish to the assessing authority within twenty days of the expiry of a month, a statement in Form 5-A, showing therein the salary and wages paid and the amount of tax deducted in respect thereof during the preceding month. Form 5A shall be accompanied by Form 9A, which is the online challan for proof of remittance of PT to the treasury. As per Notification No. 267 dated 31st March 2015 this tax is not to be paid by any person aged above 60 years					
Consequence - Employer shall be punishable with fine which may extend to two hundred fifty rupees and simple interest at one and a quarter per cent of the amount of the tax due for each month or part thereof for the period for which the tax remains unpaid. Non payment of tax can also attract penalty upto 50% of tax payable.					

Compliance Title - Annual Returns					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-30	Every Year	Low	FORM 5	Return	No
Description - Section 6 of the Act and Rule 11 (1) requires that every employer shall submit a return within sixty days of the expiry of a year in Form 5					
Consequence - Employer shall be punishable with fine which may extend to five thousand rupees and when the offence is a continuing one, with fine which may extend to fifty rupees per day of such continuance					

Compliance Title - Display Certificate Of Registration And Certificate Of Enrolment					
Due Date	Recurrence	Risk	Form	Type	Best Practice

2017-04-10	Every Quarter	Low		Display	Yes
Description - Rule 8 requires that the registration certificate and certificate of enrolment shall be prominently displayed in a conspicuous place of the establishment					
Consequence - Employer shall be punishable with fine which may extend to five thousand rupees and when the offence is a continuing one, with fine which may extend to fifty rupees per day of such continuance					

Compliance Title - Payment Of Enrolment Tax					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-30	Every Year	Low		Remittance	No
Description - Section 10 of the Act requires that the employer pays the tax payable by him every year before April 30th					
Consequence - Employer shall be punishable with fine which may extend to two hundred fifty rupees and simple interest at one and a quarter per cent of the amount of the tax due for each month or part thereof for the period for which the tax remains unpaid. Non payment of tax can also attract penalty upto 50% of tax payable.					

Act - The Factories Act, 1948

Rule - The Karnataka Factories Rules, 1969

Compliance Title - Report Of Examination Of Water-Sealed Gasholder					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High	FORM No	Register	Yes
Description - Rule 69 (8) (iii) requires that every occupier shall maintain a report of examination of water-sealed gasholder in Form 35					
Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued					

Compliance Title - Register Of Sickness, Absenteeism For Hazardous Factories					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-15	Every Month	High	FORM No	Register	No
Description - Section 2 (cb) of the Act defines 'Hazardous Process' to mean any process or activity in relation to an industry in the First Schedule to the Act. Section 41-C (a) of the Act requires every occupier of a factory involving any hazardous process to maintain accurate and up-to-date health records or, as the case may be, medical records in the factory of workers who are exposed to any chemical, toxic, or any other harmful substances which are manufactured, stored, handled or transported. Such records shall be accessible to the workers. Rule 88-L (1)(d) requires that the manager of every Hazardous Factory shall maintain a sickness and absenteeism register in Form No. 40 in duplicate. Rule 88-L (1)(e) requires that a copy of Form No. 40 shall be furnished to the Inspector for each calendar month or or before 15th of the succeeding month					
Consequence - Occupier shall be punishable with imprisonment for a term which may extend to seven years or with fine which may extend to two lakh rupees or with both. If the contravention continues after conviction the fine may extend to five thousand rupees for each day on which the contravention is continued					

Compliance Title - Pre-Employment, Periodical Health Check And Health Register					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-15	Every Quarter	High	FORM No, FORM No	Register	No
<p>Description - Section 2 (cb) of the Act defines 'Hazardous Process' to mean any process or activity in relation to an industry in the First Schedule to the Act. Section 41-C (a) and (c) requires every occupier of a factory involving any hazardous process to maintain accurate and up-to-date health records or, as the case may be, medical records in the factory of the workers who are exposed to any chemical, toxic, or any other harmful substances which are manufactured, stored, handled or transported. Such records shall be accessible to the workers. Rule 88-L (2) requires that no person shall be employed for the first time in a Hazardous Process without a Certificate of Fitness in Form No.4 granted by the Factory Medical Officer. Rule 88-L (1) (b) requires that once in a period of six months, every worker in a Hazardous Process shall be examined by a Qualified Medical Practitioner. All the details of Pre-employment and periodical medical examinations carried out as required shall be recorded in a Health Register in Form No. 16</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to seven years or with fine which may extend to two lakh rupees or with both. If the contravention continues after conviction the fine may extend to five thousand rupees for each day on which the contravention is continued. If the failure or contravention continues beyond a period of one year after the date of conviction the offender shall be punishable with imprisonment for a term which may extend to ten years</p>					

Compliance Title - Register And Notice Of Compensatory Holidays					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-15	Every Quarter	High	FORM No	Register	No
<p>Description - Section 53 (1) of the Act and Rule 105 (1) requires that except in the case of workers engaged in any work for technical reasons that must be carried on continuously throughout the day, no worker shall be granted more than two compensatory holidays in a week. Rule 105 (2) requires the manager of a factory shall display, on or before end of the month in which holiday are lost, a notice in respect of workers allowed compensatory holidays during the following month and of the work dates thereof. Rule 105 (3) requires that any compensatory holidays to which a worker is entitled shall be given to him before he is discharged or dismissed or paid in lieu of and shall not be reckoned as part of any period of notice required to be given before discharge or dismissal. Rule 105 (4)(a) requires the manager of a factory to maintain a register in Form No. 8, showing compensatory holidays granted</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Over Time Muster Roll For Exempted Workers					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-20	Every Month	High	FORM 9 Register Of Overtime And Payment	Register	No
<p>Description - Section 64 and 65 of the Act provides powers to Chief Inspector to exempt certain types of workers from the requirements of Section 51 and 54 (limits on weekly and daily hours of work). Rule 107 requires that the manager of every factory shall maintain an over time payment muster roll for such exempted workers in which the overtime hours of work and payments therefore of all exempted workers shall be correctly entered. Rule 116 provides a Schedule which details the type of factories and the nature of work where such exemptions are available</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Compulsory Disclosure Of Hazardous Process					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-28	NA	High		Rule	No
<p>Description - Section 2 (cb) of the Act defines 'Hazardous Process' to mean any process or activity in relation to an industry in the First Schedule to the Act. Section 41-B (1) and (5) of the Act requires that the occupier of every factory involving a hazardous process shall within thirty days before the commencement of such process disclose all information regarding dangers, including health hazards and the measures to overcome such hazards arising from the exposure to, or handling of the materials or substances in the manufacture, transportation, storage and other processes, to the Chief Inspector, the local authority within whose jurisdiction the factory is situated and to general public in the vicinity. Section 41-B (3) of the Act requires that in addition the intimation should include accurate information as to the quantity, specifications and other characteristics of waste and the manner of their disposal</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to seven years or with fine which may extend to two lakh rupees or with both. If the contravention continues after conviction the fine may extend to five thousand rupees for each day on which the contravention is continued. If the failure or contravention continues beyond a period of one year after the date of conviction the offender shall be punishable with imprisonment for a term which may extend to ten years</p>					

Compliance Title - Qualified And Experienced Persons To Handle Hazardous Process					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-01-15	Every Year	High		Rule	Yes
<p>Description - Section 2 (cb) of the Act defines 'Hazardous Process' to mean any process or activity in relation to an industry in the First Schedule to the Act. Section 41-C (b) requires every occupier of a factory involving any hazardous process to appoint persons who possess qualifications and experience in handling hazardous substances and are competent to supervise such handling within the factory. Rule 88-Q provides that all persons who are required to supervise the handling of hazardous substances shall possess a degree in Chemistry or Diploma in Chemical Engineering or Technology with 5 years experience or Masters Degree in Chemistry or a Degree in Chemical Engineering or Technology with 2 Years experience. Experience should have been in process operations and maintenance in a Chemical Industry</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to Seven years or with fine which may extend to two lakh rupees or with both. If the contravention continues after conviction the fine may extend to five thousand rupees for each day on which the contravention is continued. If the failure or contravention continues beyond a period of one year after the date of conviction the offender shall be punishable with imprisonment for a term which may extend to ten years</p>					

Compliance Title - Hazardous Process Information To Workers					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-01-15	Every Year	High	FORM MSDS Material Safety Data Sheet	Rule	Yes
<p>Description - Section 2 (cb) of the Act defines 'Hazardous Process' to mean any process or activity in relation to an industry in the First Schedule to the Act. Section 41-B (1) of the Act requires that the Occupier of every factory involving a hazardous process shall within thirty days before the commencement of such process disclose all information regarding dangers, including health hazards and the measures to overcome such hazards arising from the exposure to or handling of the materials or substances in the manufacture, transportation, storage and other processes, to the Chief Inspector, the local authority within whose jurisdiction the factory is situated and general public in the vicinity. Section 41-B(3) of the Act requires that in addition such notice should include accurate information as to the quantity, specifications and other characteristics of wastes and manner of their disposal. Rule 88-F requires the occupier of every factory carrying on a hazardous process shall arrange to obtain or develop information in the form of Material</p>					

Safety Data Sheet (MSDS) in respect of every hazardous substance, material handled in the manufacture, transportation and storage in the factory. It shall be accessible upon request. Such MSDS shall be in the form specified in schedule to the Rule 88-F. Rule 88-G requires the occupier of such a factory to supply to all workers all information relating to handling of hazardous materials or substances in the manufacture, transportation, storage and other processes with a list of hazardous processes carried out in the factory, location and availability of MSDS as per Rule 88-F. Such Information shall be compiled and made known to workers individually through supply of booklets or leaflets and display of cautionary notices at the work places. Rule 88-I requires that such information/documentation should also contain details of industrial waste. Rule 88-J requires that such documentation is reviewed once in every calendar year and modified if necessary. Rule 88-H requires all information furnished to the workers be made available in writing to the Chief Inspector

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to seven years or with fine which may extend to two lakh rupees or with both. If the contravention continues after conviction the fine may extend to five thousand rupees for each day on which the contravention is continued. If the failure or contravention continues beyond a period of one year after the date of conviction the offender shall be punishable with imprisonment for a term which may extend to ten years

Compliance Title - The Health And Safety Policy

Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-02-15	Every Year	High		Rule	Yes

Description - Section 2 (cb) of the Act defines 'Hazardous Process' to mean any process or activity in relation to an industry in the First Schedule to the Act. Section 41-B (2) of the Act requires the occupier at the time of registering such a factory to lay down a detailed policy with respect to the health and safety of the workers employed therein and intimate such policy to the Chief Inspector and the local authority and thereafter inform of the changes made in the said policy. Rule 88-E requires that occupier of every factory which is engaged in a Hazardous Process shall prepare a written statement of his policy in respect of health and safety of workers at work. In general such a policy should contain and deal with the declared intention and commitment of the top management to health, safety and environment and compliance with all the statutory requirements, organizational set up to carry out the declared policy clearly assigning the responsibility to different levels, and arrangements in making the policy effective

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to seven years or with fine which may extend to two lakh rupees or with both. If the contravention continues after conviction the fine may extend to five thousand rupees for each day on which the contravention is continued. If the failure or contravention continues beyond a period of one year after the date of conviction, the offender shall be punishable with imprisonment for a term which may extend to ten years

Compliance Title - Occupational Health Centers

Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-03-15	Every Year	High		Rule	Yes

Description - Section 2 (cb) of the Act defines 'Hazardous Process' to mean any process or activity in relation to an industry in the First Schedule to the Act. Section 41-C (b) of the Act requires every occupier of a factory involving any hazardous process to provide at the working place all the necessary facilities for protecting the workers. Rule 88-M requires in respect of such hazardous factory, there shall be provided and maintained in good order an Occupational Health Centre (OHC) with the required services and facilities. For factories employing less than 50 workers, a qualified Medical Practitioner (Factory Medical Officer) shall be on retainer to do all the pre-employment and periodical medical check up, which can done at the FMO's clinic and should employ minimum, five persons trained in first aid procedures amongst whom at least one shall always be available during the working period and a fully equipped First Aid Box. For factories employing more than 50 but less than 200, an Occupational Health center having a room of 15 sq.m with adequate illumination and ventilation along with equipment detailed in schedule in the rule and a part time FMO who is overall in charge of OHC who shall visit at least twice in a week with ready availability for emergencies, one qualified and trained dresser-cum-compounder on duty through out the work period. For factories employing above 200 workers, one full time FMO with an additional one required for every additional 1000 workers. OHC should be in 2

rooms of 15 sq.m each in which there shall be one nurse, dresser-cum-compounder and one sweeper-cum-ward boy through out the working period

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to seven years or with fine which may extend to two lakh rupees or with both. If the contravention continues after conviction the fine may extend to five thousand rupees for each day on which the contravention is continued. If the failure or contravention continues beyond a period of one year after the date of conviction the offender shall be punishable with imprisonment for a term which may extend to ten years

Compliance Title - Precautions Against Certain Chemical Substances At Work Location

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High		Rule	Yes

Description - Rule 131-A provides for measures to ensure safety of workers against exposure to certain chemical substances in work location. The schedule to the rule in Table 1, 2 and 3 lists the substances and the permissible limits of exposure for those substances in both time-weighted average concentration and short term maximum concentration. The rule further provides for frequent sampling of the air, method of such sampling to find out the extent of concentration of substances. The factories which store, use, have by products of such chemicals as listed in the tables shall ensure that requirements of the Rule are completely fulfilled

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - The Health And Safety Policy For Non-Hazardous Factories

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Year	High		Rule	Yes

Description - Section 7-A (3) of the Act requires every occupier shall prepare and as often as may be appropriate, revise, a written statement of his general policy with respect to the health and safety of the workers at work and the organization and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision thereof to the notice of all the workers. Rule 88-E requires that occupier of every factory which runs on power and employs more than 50 workers or if it works not on power but employs more than 100 workers even if not engaged in Hazardous Process, shall prepare a written statement of his policy in respect of health and safety of workers at work. In general such a policy should contain and deal with the declared intention and commitment of the top management to health, safety and environment and compliance with all the statutory requirements, organizational set up to carry out the declared policy clearly assigning the responsibility to different levels, and arrangements in making the policy effective

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Safety Committee For Hazardous Factories

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-18	Every Quarter	High		Rule	Yes

Description - Section 2 (cb) of the Act defines 'Hazardous Process' to mean any process or activity in relation to an industry in the First Schedule to the Act. Section 41-G of the Act requires occupier of every factory involving any hazardous process or where hazardous substances are used or handled, set up a Safety Committee consisting of equal number of representatives of workers and management to promote co-operation between the workers and management in maintaining proper safety and health. Rule 88-C requires that such Safety Committee headed by a

Chairman who is a senior official of the Management, Factory Medical Officer as member, three other representatives of Management, one each from production, maintenance and purchase departments. Another three representatives of workers from the same departments with Safety Officer being the Secretary. The Tenure of Safety Committee shall be two years and it shall meet at least once in three months. The minutes of the meetings shall be recorded and produced to the inspector when demanded

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Register Of Authorised Workers And Tight Fitting Clothing

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-23	Every Quarter	High	FORM No, FORM No	Register	Yes

Description - Section 21 of the Act provides for various safety measures to be adopted such as fencing of machinery like prime mover, flywheel etc. Section 22 of the Act provides that examination or maintenance of such machinery shall be carried out only by trained adult male worker wearing tight fitting clothing which shall be supplied by the Occupier. Rule 58 further requires that a register of workers attending to machinery in motion as provided under sub-section (1) of 22 shall be in Form No 33, supported by a declaration in Form No.30 at the time of first appointment by the manager

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Register Of Examination Of Lifts, Hoists, Cranes And Lifting Machines

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-06-15	Half Yearly	High	FORM No, FORM No	Register	No

Description - Section 28 and 29 of the Act provides various measures to ensure safety of workers in factory that use hoists, lifts, lifting machines, chains, ropes and lifting tackles. Section 28 (1) (a) (ii) of the Act requires that all hoists and lifts shall be properly maintained and examined once every six months. Rule 61 requires that a register shall be maintained to record particulars of examination of hoists or lifts and shall give particulars as shown in Form No. 31. Section 29 (1) (a) (iii) of the Act and Rule 64 (3) requires that all lifting machines, ropes, chains and lifting tackles should be thoroughly examined by a competent person at least once in every 12 months and a register shall be kept in Form No. 32

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Record Of Eye Examination

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-11-30	Every Year	High	FORM No	Register	Yes

Description - Rule 65 B requires that no person shall be employed to operate a crane, locomotive, or fork-lift truck, or to give signals to a crane or locomotive operator unless his eyesight and color vision have been examined and declared fit by a qualified ophthalmologist to work whether with or without the use of corrective glasses. Such examination shall be conducted every twelve months up to the age of 45 years and once in every six months beyond that age. The record of examination or re-examination carried out as required shall be maintained in Form No. 39

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Register And Employment Of Children And Adolescent

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-13	Every Month	High	FORM No, FORM No	Register	No

Description - Section 68 and 69 of the Act and Rule 15 (2) requires that no child who has completed the 14th year or an adolescent (Aged 15 and above up to 18) shall be required or allowed to work in any factory, unless a certificate of fitness is granted by the Certifying Surgeon and such certificate is in the custody of the manager of the factory. Such child or adolescent shall carry a token giving reference to such certificate of fitness. Section 70 of the Act provides that an Adolescent who has been granted such a certificate of fitness to work and carries the required token shall be deemed to be an adult and all legal requirements of working hours, leave, OT etc will be applicable to him as an Adult worker. Section 71 of the Act requires that no child (above age 14 but less than 15) shall be employed for more than four and a half hours in any day and during the night. Kindly refer to Sections 71 to 75 of the Act which provides for further restriction on employing a child (above age 14 but less than 15). Rule 118 requires that every occupier in a factory shall maintain a register of child workers in Form No. 13

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Register Of Leave And Leave Book

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	High	FORM No, FORM No	Register	No

Description - Section 79 of the Act and Rule 119 requires that every manager in a factory shall maintain a leave with wages register in Form 14 and it shall be preserved for a period of three years. Rule 121 also requires that the manager shall provide each worker with a book called the leave book in Form No. 15. Such leave book shall be provided to each worker before 31st January of each year

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Register Of Adult Workers Cum Muster Roll

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	High	FORM No, FORM No, FORM No, FORM No	Register	No

Description - Section 62 of the Act requires that the manager of every factory shall maintain a register of adult workers to be available to the inspector at all times during the working hours or when any work is being carried on in the factory. Section 63 of the Act requires that no adult worker shall be required or allowed to work in any factory otherwise than in accordance with the entries made beforehand against his name in the register of adult workers of the factory. Rule 112 requires that the register of adult workers shall be in Form 11. Further Rule 112 requires that the details of transfer of worker from one group/one shift to other shall be entered before such transfer. In the event of a worker being

discharged from or leaves his employment, the date of leaving or discharge shall be entered against his name. Rule 137 requires that every manager of a factory shall maintain a combined Muster Roll-cum-Register of Wages/salary/subsistence allowance in Form No.22 in respect of all workers employed in the factory. However, if the daily attendance is noted in the Register of Adult Workers in Form No. 11 or the particulars required under a Muster Roll in Form 22 are noted in any other register, then a separate muster roll in Form 22 need not be maintained

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - First Aid In Factories

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-06-10	Half Yearly	High		Rule	Yes

Description - Section 45 of the Act and Rule 91 requires that there shall in every factory be provided and maintained so as to be readily accessible during all working hours first aid boxes or cupboards equipped with the prescribed contents. The contents shall be as per list provide in Clause A of Rule 91 for factories in which number of persons employed does not exceed ten or fifty in case of factories not employing mechanical power. Clause B and C of Rule 91, lists the contents of a first aid box or cupboard for factories employing more than ten but does not exceed fifty and for factories employing more than fifty respectively. There shall be one first aid box or cupboard for every one hundred and fifty workers. Section 45 (3) of the Act requires that the first aid box or cupboard shall be kept in charge of a separate responsible person who holds a certificate in first aid treatment and who shall always be readily available during the working hours. Rule 91-A requires that a notice containing the names of the persons working within the precincts of the factory who are trained in first aid treatment and who are in charge of the first aid boxes or cupboard, shall be posted in every factory at a conspicuous place and near each such box or cupboard

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Regulation On Employment Of Women Workers

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-14	Every Quarter	High		Rule	Yes

Description - Section 66 of the Act requires that no women shall be required or allowed to work in any factory except between the hours of 6 A.M and 7 P.M. If the state government varies this limit in respect of a factory however no such variation shall entitle factories to employ women between 10 P.M. and 5 A.M. As per the Karnataka High Court's decision in "Natural Textiles Pvt Ltd, Bangalore and Other Vs Union Of India, 2007 (3) KAR.L.J.286" , if any female worker, comes forward to work during the night shift, necessary safe guards for the safety of such women shall be ensured by the occupier

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Special Provisions For Dangerous Manufacturing Processes Or Operations

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-05-05	Every Year	High		Rule	Yes

Description - Section 87 of the Act states that where the State Government is of opinion that any manufacturing process or operation carried on in a factory exposes any persons employed in it to a serious risk of bodily injury, poisoning or disease, it may make rules applicable to any factory or class or description of factories in which the

manufacturing process or operation is carried on. Rule 129 lists 26 different manufacturing processes to be dangerous and provides specific safety requirements for each of them in different schedules. Factories engaged in of these processes are to required to abide by the respective requirements apart from all other requirements of the Act and Rules

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Approval of Site, Construction Or Extension Of A Factory

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-24	NA	High	FORM No, FORM No	License	No

Description - Section 6 of the Act and Rule 3 requires that no site shall be used for the location of a factory nor shall any building be constructed, reconstructed or extended or taken into use as a factory or part of a factory, nor shall any manufacturing process be carried on in any building constructed, reconstructed or extended without the previous permission of the Chief Inspector of Factories. Such permission shall be sought for in Form No.1 which should be accompanied by a flow chart of the manufacturing process, plans of the building, plants, approval from Pollution Control Board etc. The factory building, plant etc should be certified by a qualified structural or civil engineer in Form No. 1-A or the Combined Application Form

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Registration And Grant Of Licence To A Factory

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-24	NA	High	FORM No	License	No

Description - Section 6 and 7 of the Act and Rules 4 and 5 requires that at least fifteen days before the an occupier begins to occupy or use any premises as a factory he shall be required to send to the Chief Inspector a written notice in Form No 2. In the event of a existing factory which comes under the Act for the reason of crossing ten (if using machinery with power) or twenty employees (if using machinery without power), the Form No. 2 shall be filed within 30 days of such coverage. The application in Form No. 2 shall be accompanied by specified fees in the rules and also with the plans as approved by the Chief Inspector for building and plant as required by Rule 3

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Renewal Of License

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-06-21	NA	High	FORM No	License	No

Description - Rule 7 (2) requires that the occupier shall apply for the renewal of license within 60 days before expiry of license in Form No. 2

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Notice Of Period Of Work For Adult Workers					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-20	Every Quarter	High	FORM No	Rule	Yes
<p>Description - Section 61 of the Act requires that there shall be displayed and correctly maintained in every factory a notice of period of work for adults, showing clearly for every day the period during which the adult workers may be required to work. Sub-sections 2 to 7 provide for further conditions on period of work and shifts, relay of shifts etc. Section 61 (9) of the Act requires that every such notice of period of work for adults shall be sent in duplicate to the inspector before the day on which work is begun in the factory. Section 61 (10) of the Act further requires that any change in the notice shall be intimated in duplicate to the Inspector. Prior approval of the inspector would be required if any change is made before the lapse of one week since the last change. Rule 111 requires that the notice of periods of work for adult workers shall be in Form No. 10 and shall be in English and Kannada. Section 108 (2) provides that all such notices shall be displayed at a conspicuous and convenient place at or near the main entrance to the factory and shall be maintained in a clean and legible condition. Section 63 requires that no adult worker shall be required or allowed to work in any factory otherwise than in accordance with the notice of periods of work for adults displayed in the factory</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Register Of Accidents And Dangerous Occurrences					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	High	FORM No	Register	No
<p>Description - Rule 138 requires that every manager of a factory shall maintain a register of accidents and dangerous occurrences in Form No.23</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Inspection Book And Other Registers To Be Maintained					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-17	Every Quarter	High	FORM No, FORM No, FORM No	Register	Yes
<p>Description - Rule 139 (1) requires that every manager of a factory shall maintain a bound Inspection book of the size 34 cm*22 cm. Inspection book shall contain at least 180 pages, every third page thereof shall be consecutively numbered and the other two un-numbered pages between each two consecutively numbered pages shall have a vertical perforated straight line on the margin side at margin on 2.5 cm. Inspection book is available for Inspector or Certifying Surgeon for recording their observations about the exemptions granted or available to the Factory in Form 28. Section 16 of the Act and Rule 140 requires that the particulars of measurements of each room in the factory in which workers are employed shall be entered in Form 29. Rule 141 requires that maximum number of workers who may be employed in each work-room or work-hall shall be posted prominently by means of a notice painted on the internal wall in each such room or hall. Space requirement specified by Section 16 is exclusive of the space occupied by machinery, fixtures and materials in the room. Section 16 of the Act requires that no room in any factory shall be overcrowded to an extent injurious to the health of the workers. Every room in a factory shall at least provide 14.2 cubic meters of space for every worker employed in that room. Section 11 of the Act and Rule 17 requires that the record of dates on which white washing, varnishing etc are carried out shall be entered in Form 6</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine</p>					

which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Annual Returns					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2018-02-01	Every Year	High	FORM 20 Combined Annual Return	Return	No
Description - Section 110 of the Act and Rule 134 (1) requires that the manager of every factory shall submit a combined annual return in Form 20 to the concerned Inspector on or before 1st February of each year					
Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued					

Compliance Title - Half Yearly Returns					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-15	Every Year	High	FORM No	Return	No
Description - Section 110 of the Act and Rule 134 (3) requires that the manager of every factory shall submit a half yearly returns in Form No. 21 to the concerned Inspector on or before 15th July of each year					
Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued					

Compliance Title - Notification Of Accidents And Dangerous Occurrences					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Month	High	FORM No, FORM No	Register	No
Description - Rule 130 (1) requires that when any accident which results in the death of any person or which results in such bodily injury to any person as likely to cause his death or when any dangerous occurrence (more details available in Schedule to the Rule such as bursting of plant, collapse of a crane, explosion, fire bursting etc) takes place in a factory, the manager of the factory shall forthwith send a notice thereof by telephone, special messenger or telegram to the Inspector and Chief Inspector. Rule 130 (2) requires that such notice given as above shall be confirmed by the manager of the factory within 12 hours of the event by sending a written report in Form 17 in the case of an accident or dangerous occurrence causing death or bodily injury to any person and in Form 17-A in the case of a dangerous occurrence which has not resulted in death or in any bodily injury to any person					
Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued					

Compliance Title - Notice Of Poisoning Or Disease					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-03-31	Every Month	High	FORM No	Return	No

Description - Rule 131 requires that a notice in Form No. 18 should be sent forthwith to the Chief Inspector, the Certifying Surgeon and the Administrative Medical Officer, ESIC by the manager of a factory in which there occurs a case of lead, phosphorous, mercury, manganese, arsenic, carbon-disulphide or benzene poisoning or poisoning by nitrous fumes or by halogens or halogen derivatives of the hydrocarbons of the aliphatic series or of chrome ulceration, anthrax, silicosis, toxic anemia, toxic jaundice-primary epithelomatous, cancer of the skin, or pathological manifestations due to radium or other radio active substances or X Rays

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Nomination Form

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-05	Every Month	High	FORM No	Rule	No

Description - Rule 126 requires that if a worker dies before he resumes work, the balance of his pay due for the period of leave with wages not availed shall be paid to his nominee within one week of the intimation of the death of the worker. For this purpose, each worker shall submit a nomination in Form 25 duly signed by himself and attested by two witnesses

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Health Measures

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-25	Half Yearly	High		Rule	Yes

Description - Section 11 to 20 of Chapter III of the Act requires that every employer shall ensure the cleanliness, effective arrangements for disposal of waste and effluents, proper ventilation and temperature, dust and fume, artificial humidification, not overcrowding of rooms, sufficient and suitable lighting, drinking water, sufficient latrines, urinals and spittoons. Chapter III of the Rules details the health facilities required. Factories involved in specific industry/activities as detailed in the rules should observe specific provisions of the Rule as advised

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Safety Measures

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-25	Half Yearly	High		Rule	Yes

Description - Section 21 to 41 of Chapter IV of the Act requires that every employer shall ensure the safety of the workers, general public near by, etc by various requirements like fencing of machinery which are dangerous, rules regarding work on or near machineries, casing of machinery, hoists, lifts etc and regulations of young persons, women workers near such dangerous machinery/spots. Chapter IV of the Rules details the safety requirements. Factories involved in specific industry/activities as detailed in the rules should observe specific provisions as required

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Welfare Facilities					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-25	Half Yearly	High		Rule	Yes
<p>Description - Section 42, 43 and 44 of Chapter V of the Act requires every occupier to ensure washing facilities, facilities for storing and drying of wet clothing and facilities for sitting. Rule 89 and 90 provide further details on these facilities to be provided</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Ambulance Room And Ambulance Van					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-25	Half Yearly	High		Rule	Yes
<p>Description - Section 45 (4) of the Act requires that in every factory where in more than two hundred workers are ordinarily employed, there shall be provided and maintained an ambulance room of the prescribed size, containing prescribed equipment and in the charge of such medical and nursing staff as may be prescribed. Rule 92 (1) provides that every ambulance room shall be under the charge of at least one full time qualified medical practitioner assisted by at least one qualified nurse or dresser-cum-compounder and one nursing attendant in each shift. There shall be displayed in the ambulance room a notice giving the name, address and telephone number of the medical practitioner and also that of the nearest hospital. The ambulance room apart from containing materials as listed in Rule 91 Clause C should also meet the requirements of Rule 92 (4). An ambulance van shall also be provided in such factories unless otherwise exempted by the Chief Inspector of Factories</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Provisions Of Shelters, Rest Rooms, Canteen And Lunch Rooms					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-10	Half Yearly	High		Rule	Yes
<p>Description - Section 47 of the Act requires that in every factory, wherein more than one hundred and fifty workers are ordinarily employed, adequate and suitable shelters or rest rooms and a suitable lunch room with provision for drinking water where workers can eat meals brought by them, shall be provided and maintained for the use of the workers. Rule 100 provides further specifications such as ventilation required, furniture like chairs, tables, cleanliness of such rooms etc. Section 46 of the Act and Rule 93 requires that every occupier of a factory employing more than two hundred and fifty workers shall provide in or near the factory an adequate canteen. Rules 93 to 99 and 99A further provide that the canteen plan and site shall be approved by the Chief Inspector. Rule 94 prescribes various specifications to be catered for in the dining hall, which at any point in time shall be able to host at least 30% of the total workforce. Rule 95 describes the requirements of canteen equipment. Rule 96 requires that the canteen be run on a non-profit basis and the prices shall be fixed by the canteen managing committee. Rule 98 provides guidelines regarding canteen managing committee. Please refer to the Rules mentioned for further details</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Appointment Of Welfare And Safety Officer					
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Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-10	Half Yearly	High		Rule	Yes

Description - Section 49 of the Act requires that in every factory where in two hundred or more workers are ordinarily employed, the occupier shall employ in the factory such number of welfare officers as may be prescribed. Section 40-B of the Act requires that in every factory where in one thousand or more workers are ordinarily employed or where in any process or operations involving risk of bodily injury or poisoning or disease or hazard to health to the persons employed in the factory then the occupier shall employ such number of safety officers as may be required. Rule 88-A (a) (I) provides for qualifications of a safety officer which includes the requirement of a recognized degree in any branch of engineering or technology and has had practical experience of working in a factory in a supervisory capacity for period of not less than 2 year. Or a recognized degree in physics or chemistry and has had practical experience of working in a factory in a supervisory capacity for a period of not less than 5 years. Or a recognized diploma in any branch of engineering or technology and has had practical experience of working in a factory in a supervisory capacity for a period not less than 5 years. Further he or she should possess a degree or diploma in industrial safety with adequate knowledge of the language spoken by the majority of the workers. When more than one safety office is required, one of them should be nominated Chief Safety Officer. The Chief Safety Officer shall work directly under the Chief Executive of the factory. No safety officer shall be required or permitted to do any work which is inconsistent with or detrimental to the performance of the duties of a safety officer

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Weekly And Daily Working Hours

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High		Rule	Yes

Description - Section 51 and 54 of the Act requires that no adult worker shall be required or allowed to work for more than forty eight hours in any week and nine hours in any day. Provided if approved by the Chief Inspector of Factories the daily working hours can be exceeded to facilitate change of shifts

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Weekly Holidays And Compensatory Off

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High		Rule	Yes

Description - Section 52 and 53 of the Act requires that no adult worker shall be required or allowed to work on the 1st day of the week unless, he has or will have a holiday for one whole day on one of the three days immediately before or after the said day. The manager or occupier of the factory may require the worker to work on a weekly holiday, by giving prior intimation to the inspector. Such intimation shall be displayed on the notice board. Any worker who has worked on a weekly holiday shall be allowed a compensatory off within the month in which the holiday is due to him. Section 57 of the Act provides that in the event of a worker working in a night shift which ends post midnight on any day, the weekly holiday for a whole day shall mean in his case a period of twenty-four consecutive hours beginning when his shift ends

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Interval For Rest					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-25	Half Yearly	High		Rule	Yes
<p>Description - Section 55 of the Act requires that the periods of work of an adult worker in a factory each day shall be so fixed that no period shall exceed five hours and that no such person shall work for more than five hours before he has had an interval of rest of at least half an hour. The period can be extended to six hours with the prior approval of the Chief Inspector of Factories</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Spread Over Hours					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-05	Half Yearly	High		Rule	Yes
<p>Description - Section 56 of the Act requires that the periods of work of an adult worker in a factory shall be so arranged that inclusive of his intervals for rest under Section 55 they shall not spread over more than ten and a half hours in any day</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Prohibition Of Overlapping Shifts					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High		Rule	Yes
<p>Description - Section 58 of the Act requires that work shall not be carried on in any factory by means of a system of shifts so arranged that more than one relay of workers is engaged in work of the same kind at the same time</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Hours And Payment For Overtime					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-20	Every Month	High		Rule	No
<p>Description - Section 59 of the Act requires that if employees are working overtime, OT shall be paid at twice the rate of ordinary wages. Section 64 (4) of the Act requires that total hours of work including overtime shall not exceed ten hours in a day, the total number of hours of work in a week including overtime shall not exceed sixty hours and the total number of overtime hours of work in a quarter shall not exceed fifty hours. Rule 109 requires that over time slips in duplicate shall be issued to the worker by the manager immediately after completion of the over time work</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Restriction On Double Employment					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-10	Half Yearly	High		Rule	Yes
<p>Description - Section 60 of the Act requires that, no adult worker shall be required or allowed to work in any factory on any day on which he has already been working in any other factory. Rule 110 also prescribes that an adult worker may be employed in more than one factory on the same day, with the previous approval of the Inspector subject to the following conditions: (1) He shall not be employed for more than nine hours in all on any one day (2) He shall receive a weekly holiday in accordance with the provisions of Section 52</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Prohibition Of Employment Of Child Labour					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-13	Every Month	High		Rule	No
<p>Description - Section 67 of the Act requires that no child, who has not completed 14th year of age shall be required or allowed to work in any factory</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Annual Leave With Wages					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-12-20	Every Year	High		Rule	No
<p>Description - Section 79 of the Act requires that, every worker who has worked for a period of two hundred and forty days in a factory during a calendar year shall be allowed to during the subsequent calendar year leave with wages at the rate of one day for every twenty days of work performed by him during the previous calendar year. In case of a Child, one day for every fifteen days of work performed by him during the previous calendar year. The wages shall be paid to the worker or to his nominee for the un-availed leaves while leaving service or in case of death of an employee. Section 79 (5) of the Act requires that in case a worker does not avail the leave allowed in the entire calendar year, any leave not taken can be carried forward to the next calendar year. The total number of days of leave that may be carried forward to a succeeding year shall not exceed thirty days in case of adult worker and forty days in case of a Child. Section 79 (7) of the Act and Rule 122 requires that the worker shall produce a medical certificate in the event of availing leave with wages due to his illness</p>					
<p>Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued</p>					

Compliance Title - Provision Of Crèches For Women Workers And Appointment Of Women Supervisors					
Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-07-10	Half Yearly	High		Rule	Yes
<p>Description - Section 48 of the Act requires that in every factory where in more than thirty women workers are ordinarily employed there shall be provided and maintained a suitable room or rooms for the use of children under the</p>					

age of six years of such women. Rule 101 provides further specifications of such a crèche including size of the rooms, ventilation required, playground, cradles, bedding, facility for feeding children etc. Rule 104A/104B provides for conditions in which the a factory need not have a creche if approved by Chief Inspector of Factories. Section 49 (1-A) of the Act requires that in every factory where two hundred or more women workers are ordinarily employed the occupier shall employ in the factory, such number of female supervisors, as may be prescribed

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Display Of Abstract

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High	Abstract Under The Factories Act 1948 And The Karnataka Factories Rules 1969 (English Version), Abstract Under The Factories Act,1948 And The Karnataka Factories Rules,1969 (Kannada Version)	Display	Yes

Description - Section 108 (1) of the Act and Rule 133 requires that the abstract of the Factory Act and Rules shall be displayed by the occupier in Form 19 in English and Kannada at a conspicuous place at or near the main entrance of the factory and shall be maintained in a clean and legible manner

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Display Of Notice

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High		Display	Yes

Description - Section 108 of the Act requires that notices showing the name and addresses of the Inspector and also that of the Certifying Surgeon shall be displayed in conspicuous place or near the main entrance at the factory. Such Notice shall be in English and language understood by the majority workers in the factory

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

Compliance Title - Notice Of Change Of Manager

Due Date	Recurrence	Risk	Form	Type	Best Practice
2017-04-10	Every Quarter	High	FORM No	Return	Yes

Description - Rule 2 (l) defines manager as the person responsible to the Occupier for the working of the factory for the purposes of the Act. Rule 12 (3) requires that the occupier of every factory shall send notice to the inspector if there is any change of the manager

Consequence - Occupier shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to one lakh rupees or with both. If the contravention continues after conviction the fine may extend to one thousand rupees for each day on which the contravention is continued

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