

**FORM NO. 25**  
(Prescribed under clause (2) of Rule 107)  
**Half Yearly Return**

For the half year ending June, 20.....

Registration No.:  
Licence No.:  
\*NIC Code No.:  
(As given in the licence)

- |  |   |  |
|--|---|--|
| 1. Name of factory   | : |  |
| 2. Name of Occupier  | : |  |
| 3. Name of Manager   | : |  |
| 4. District  | : |  |
| 5. Full postal address of the factory<br>(including PIN Code)  | : |  |
| 6. Industry  | : |  |
| (a) Name of Industry<br>(See explanatory note-1)   | : |  |
| (b) Sector of Industry<br>(Mention whether establishment<br>belonging to public or private sector<br>see explanatory Note 2) | : |  |
| (c) Section of the Act under<br>Which the factory is<br>Covered (please tick ( ✓ )<br>the appropriate box)                   | : | 2 (m)(i) : <input style="width: 100px; height: 20px;" type="text"/><br>2 (m)(ii) <input style="width: 100px; height: 20px;" type="text"/><br>Section 85 : <input style="width: 100px; height: 20px;" type="text"/> |
| 7. Number of days factory<br>worked during the half year<br>ending 30 <sup>th</sup> June, 20_____                            |   |  |
| 8. Number of mandays worked<br>during the half year<br>ending 30 <sup>th</sup> June, 20_____                                 | : |  |
| (a) Adults   | : | (i) Men  |
|  | : | (ii) Women   |
| (b) Adolescents  | : | (i) Male   |
|  | : | (ii) Female  |
| (c) Children   | : | (i) Boys   |
|  | : | (ii) Girls   |
|  | : | Total  |
| 9. Average number of workers<br>employed daily<br>(See explanatory note-3)   |   |  |

- |     |             |             |   |
|-----|-------------|-------------|---|
| (a) | Adults      | (i) Men     | : |
|     |             | (ii) Women  | : |
| (b) | Adolescents | (i) Male    | : |
|     |             | (ii) Female | : |
| (c) | Children    | (i) Boys    | : |
|     |             | (ii) Girls  | : |
|     |             | Total       | : |

10. Medical Information

- |    |  |   |
|----|--|---|
| a) | Total numbers of workers employed in hazardous processes | : |
| b) | Name of the hazardous agents                             | : |
| c) | Number of the medical Officers employed :                |   |
|    | i) full_time   | : |
|    | ii) Part_time  | : |
| d) | Number of workers Examined by Factory Medical Officer    | : |
|    | i) workers working in hazardous process                  | : |
|    | ii) Others   | : |

Signature of Manager  
Name (in block letters)

Date :

\*National Industrial Classification. (NIC)

**Explanatory Notes :-**

1. Mention what is actually manufactured, including repairs of all types, following the NIC Code at the four digit level.
2. Established in 'public sector' means an establishment, owned, controlled or managed by (i) the Government or the Department, or (ii) a Government Company as defined in Section 617 of the

companies Act, 1956, or (iii) a Corporation established by or under Central, Provincial or State Act, which is owned, controlled or managed by the Government or (iv) a Local Authority.

Establishment in 'Joint Sector' means an establishment managed by the Government and Private Entrepreneur.

Establishment in 'Cooperative Sector' means an establishment managed by a Cooperative Society registered under the Cooperative Societies Act, 1912.

3. (i) Working day should be taken to be day on which the establishment actually worked and manufacturing process was carried on including the day on which although no manufacturing process was carried on but more than 50% of the workers (preceding the date under considering) were deployed on maintenance and repair work, etc. on closed days. Days on which the factory was closed for whatever cause and days on which no manufacturing process was carried on should not be treated as working days.

(ii) for seasonal factories\* information about working season and off-season should be given separately.

4. Mandays worked should be the aggregate number of attendance of all workers, covered under the Act, in all shifts on all the working days. In reckoning attendance, should be counted, and all employees should be included, whether they are employed directly or under contractors (Apprentices, who are not covered under the Apprentices Act, 1961, are also to be included). Attendance on separate shifts (e.g. night and day shifts) should be counted separately. Partial attendance for less than half a shift on working days should be ignored while attendance for a half a shift or more on such day should be treated as full attendance.

5. The average daily number should be calculated by dividing the aggregate number of attendance (mandays worked) on working days by the number of working days during the half-year.

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\*Section 2(12) of E.S.I. Act, 1948 defines 'Seasonal factory' as follows :-

'Seasonal Factory' means a factory which is exclusive engaged in one or more of the following manufacturing processes, namely cotton ginning, cotton or jute pressing, decortication of groundnuts, the manufacture of coffee, indigo, lac, rubber, sugar (including gur) or tea any manufacturing process which is engaged for a period of not exceeding seven months in a year-

(a) in any process of blending, packing or re-packing of tea or coffee; or

(b) in such other manufacturing process as the Central government may, by notification in the Official Gazette, specify :

The expression 'manufacturing process' and 'power' shall have the meaning respectively assigned to them in the Factories Act, 1948, (63 of 1948).

\*National Industrial Classification (NIC).]