

# FORM 23

[ See Clause (2) of Rule 103 ]

## HALF-YEARLY RETURN UNDER THE WEST BENGAL FACTORIES RULES

Period ending 30th June.....

Registration No. ....

Classification Code No. ....

Name of Factory :

Name of Occupier :

Name of Manager :

1. District .....

2. Postal Address .....

3. Nature of Industry .....

4. Number of days worked during the half-year ending 30th June, .....

5. Number of man-days worked during the half-year ending 30th June, .....

Adults—Men ..... Women .....

Adolescents—Men ..... Female .....

Children—Boys ..... Girls .....

6. ★Average number of workers employed daily :

Adults—Men ..... Women .....

Adolescents—Men ..... Female .....

Children—Boys ..... Girls .....

Certified that the information furnished above is, to the best of my knowledge and belief, correct.

.....  
*Signature of Manager*

Date .....

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### The Return should be sent to the Chief Inspector of Factories by 15th July of the current year

★ The average daily number should be calculated by dividing the aggregate number of attendances on working days by the number of working days during the half-year. In reckoning attendances, attendance by temporary as well as permanent employees should be counted and all employees (including apprentices) should be counted and all employees should be included whether they are employed directly or under contractors. Attendance on separate shifts (e.g. night and day shifts) should be counted separately. Days on which the factory was closed for whatever cause, and days on which the manufacturing processes were not carried on, should not be treated as working days. However, if more than 50% of workers employed (on the previous day) attend to repair, maintenance or other such work on closed days, such days should be treated as working days.

'Partial attendance for less than half a shift of working day should be neglected and attendance for half a shift or more should be treated as full attendance.'