

HR Check List for Statutory Records & Returns

1. The Factories Act, 1948

- * Register of Compensatory Holidays - Form -8
 - * Register of Adult Workers - Form-11
 - * Register of Leave with Wage Register - Form-14
 - * Muster Roll - Form-22
 - * Register of Accident & Dangerous Occurrences - Form-23
 - * Inspection Book
 - * Half yearly Returns - Form - 21 (Before 15th of July & January of every year in duplicate)
 - * Accident & Dangerous Occurrences - Form - 23 (Every Month)
 - * Combined Annual Returns - Form - 20, (Before January every year)
 - * Notice of Adult workers - Form - 10

 - * Abstract of Factories Act, 1948
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2. Payment of Wages Act, 1936

- * Register of Fines
 - * Register of Advance
 - * Register of Deductions
 - * Register of Wages
 - * Annual Return - Form - IV (in duplicate, before Feb, 15 of every year to inspector of factories, cc: Labour Insp.)
 - * Payment of Wages Abstract - Form - V
 - * Notice of rates of wages - Form - VI
 - * Notice of Date of Payment
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3. Minimum Wages Act, 1936

- * Wage Register
 - * Over Time Register
 - * Annual Return - Form-III (Feb. 1)
 - * Abstract of Minimum Wages - Form-V
 - * Minimum rate of Wages fixed Form-XI, XII & XIII
 - * Name, Address of Inspector
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4. Payment of Gratuity Act

- * Notice of opening - Form - A (To: Labour Department)
- * Declaration - Form - F
- * Payment of Gratuity Act, Abstract

5. Payment of Bonus Act, 1965

- * Register of Bonus - Form - C
- * Annual Returns - Form-D (Before December every year)
- * Payment of Bonus Abstract

6. Equal Remuneration Act, 1976

- * Equal Remuneration - Form – D

7. Industrial Employment (Standing Order), 1946.

Standing Order to be displayed on Notice Board

8. Kerala Shops & Commercial Establishment Act 1960

- * Consolidated register containing 8 Forms
- * Inspection Book
- * Quarterly Return - Form H (10th April, July, Oct & Jan)
- * Annual Return - Form – B1 (Before 30th of November)

9. National & Festival Holidays Act

- * Form – V (Annual Return, Before 31st January)

10. Kerala state Labour Welfare Fund

- * Half Yearly Contribution (both employee & employer, Rs. 4/- & Rs. 8/- respectively) on every Jan & July
(To be deducted from December and June salary)

11. The Contract Labour (Regulation & Abolition) Act, 1970

- * Registration Certificate (Before appointing contractor) - Form-1
 - * Register of Contractors - Form-XII
 - * Register of Employees employed by Contractor - Form-XIII
 - * Muster Roll, Wage Register, Over Time Register
 - * Fine Register, Deduction Register, Advance Register (contractor)
 - * Notice regarding rates of wages
 - * Display of the Act & Rules both in English & Malayalam
 - * Half yearly return by contractor - Form – XXIV (January & July)
 - * Annual Return by Principle Employer - Form – XXV (before 15th Feb)
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12. Kerala Municipalities Act 1994

Contribution of PT to local bodies (Before 31st March and 30th September)
(To be deducted from February and August salary)

13. Employee State Insurance Corporation Act, 1948

- * Muster Roll
 - * Wage Register
 - * Inspection Book
 - * Accident Register
 - * Cash Books, Vouchers & Ledgers
 - * Paid Challans
 - * Register of Employees - Form -- 7
 - * Half Yearly Return - Form – 6 (Apr - Sep & Oct – Mar)
42 days after closing Contribution Period
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14. Employees Provident Fund Act, 1952.

- * Muster Roll
 - * Wage Register
 - * Form - 3A, 5, 10 & 12A
 - * Inspection Book
 - * Cash Book, Voucher & Ledger
 - * PF work sheet
 - * Monthly return - Form – 5, 10, 12A along with paid challans (before 25th of every month)
 - * Annual Return - Form – 3A & 6A (before 30th April every year)
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15. Maternity Benefit Act, 1961

- * Abstract - Form – G
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16. Employment Exchange (CNV) Act.

- * Notification of Vacancies - Form – 6
 - * Quarterly Return - Form: ER-I (Mar, June, Sep, Dec)
 - * Bi- Annual Return - Form: ER-II (Once in 2 years)
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