



श्रम आयुक्त कार्यालय, मध्यप्रदेश
518, न्यू मोती बंगला, एम.जी. रोड़, इंदौर-452 007

दूरभाष : 0731-2432822, फ़ैक्स : 0731-2536600

ई-मेल : commlab@nic.in वेबसाइट : http://labour.mp.gov.in

क्रमांक: 1/19/तीन/2016/ 1673-86
प्रति,

इंदौर दिनांक 09-1-2019

1. सचिव,
फ़ेडरेशन ऑफ़ म.प्र. चेम्बर्स ऑफ़ कॉमर्स
एण्ड इण्डस्ट्रीज, उद्योग भवन, 129-ए,
मालवीय नगर, भोपाल
2. सचिव,
कॉन्फ़ेडरेशन ऑफ़ इंडियन इण्डस्ट्री,
(म.प्र.), ब्रिलीयंट प्लेटिना, प्लान-8,
स्कीम नं. 78, पार्ट-11, इन्दौर
3. सचिव,
पी.एच.डी. चेम्बर्स ऑफ़ कॉमर्स एण्ड
इण्डस्ट्रीज, 22 वैशाली नगर,
एम.ए.सी.टी. के पास, भोपाल
4. सचिव,
फ़ेडरेशन ऑफ़ इंडियन चेम्बर्स ऑफ़
कॉमर्स एण्ड इण्डस्ट्रीज, (फ़िक्की, म.प्र.)
192-ए.व्ही.एन. टॉवर, झोन-1,
एम.पी. नगर, भोपाल
5. सचिव,
एसोसिएशन ऑफ़ इण्डस्ट्रीज म.प्र.
उद्योग भवन, पोलो ग्राउंड
औद्योगिक क्षेत्र, इन्दौर
6. सचिव,
म.प्र. बीड़ी उद्योग संघ,
1, सिविल लाईन, सागर
7. सचिव,
ऑल इंडिया मैनुफ़ेक्चरर्स
आर्गेनाइजेशन, म.प्र., पोलो ग्राउंड
औद्योगिक क्षेत्र, इन्दौर
8. सचिव,
एसोसिएशन ऑफ़ इण्डस्ट्रीज, देवास
जिला-देवास
9. सचिव,
एम.पी. टैक्सटाईल मिल एसोसिएशन,
56/1 साउथ तुकोगंज, इन्दौर
10. सचिव,
म.प्र. चेम्बर्स ऑफ़ कॉमर्स एण्ड इण्डस्ट्रीज,
चेम्बर भवन, लशकर ग्वालियर
11. सचिव,
म.प्र. लघु उद्योग संघ,
इ-2/30, अरेरा कॉलोनी, महावीर नगर,
भोपाल
12. सचिव,
लघु उद्योग भारती, म.प्र.
एफ 116/33 शिवाजी नगर,
अंकूर कॉम्प्लेक्स के सामने, भोपाल
13. सचिव,
एसोसिएशन ऑफ़ इण्डस्ट्रीज, पीथमपुर
जिला-धार
14. सचिव,
एसोसिएशन ऑफ़ इण्डस्ट्रीज, उज्जैन
जिला-उज्जैन

विषय:-मध्यप्रदेश श्रम विधियों (संशोधन) और प्रकीर्ण उपबंध अधिनियम, 2015 के अन्तर्गत विभिन्न श्रम कानूनों में एकीकृत एक रजिस्टर एवं दो रिटर्न्स के प्रावधान की सुविधा बाबत।

आपको विदित होगा कि मध्यप्रदेश श्रम विधियों (संशोधन) और प्रकीर्ण उपबंध अधिनियम, 2015 के भाग-दस- "विभिन्न प्रकार की पंजियों के संधारण तथा विभिन्न प्रकार की विवरणियाँ प्रस्तुत किये जाने से छूट" (मध्यप्रदेश राजपत्र असाधारण दिनांक 27.11.2015) तथा इसके अनुक्रम में मध्यप्रदेश राजपत्र दिनांक 24 जून 2016 में जारी अधिसूचना क्रमांक एफ-4 इ-2/2015/ए-16 के अनुसार

सभी नियोजकों को 13 श्रम कानूनों में मात्र एक रजिस्टर तथा मात्र दो वार्षिक रिटर्न्स की सरलीकृत सुविधा एवं इस रजिस्टर एवं रिटर्न्स को कम्प्यूटरीकृत अथवा डिजीटल रूप में संधारित करने संबंधी प्रावधान किये गये हैं।

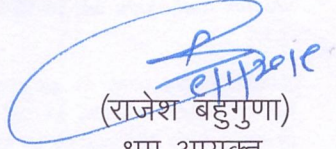
यह ज्ञात हुआ है कि "ईज ऑफ़ डुईंग बिजनेस" के अन्तर्गत प्रदान की जा रही इस सुविधा का लाभ इनकी पर्याप्त जानकारी नहीं होने से अधिकांश औद्योगिक एवं व्यावसायिक संस्थानों द्वारा नहीं लिया जा रहा है।

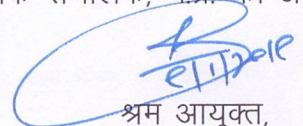
अतः उक्त प्रावधानों की प्रतियों संलग्न प्रेषित करते हुए अनुरोध है कि इनकी जानकारी आपके संगठन से संबद्ध इकाईयों तथा क्षेत्र में स्थित अन्य संस्थानों को प्रेषित करें और औद्योगिक एवं व्यावसायिक इकाईयों तक इस सुविधा का प्रचार-प्रसार करते हुए इसका लाभ उठाने हेतु प्रेरित करें। इस हेतु स्थानीय स्तर पर श्रम तथा औद्योगिक स्वास्थ्य एवं सुरक्षा के अधिकारियों से समन्वय करते हुए सेमिनार का आयोजन कर भी जानकारी प्रदान की जा सकती है।

संलग्न-उक्तानुसार

क्रमांक: 1/19/तीन/2016/1687-1756
प्रतिलिपि-

1. प्रमुख सचिव, मध्यप्रदेश शासन, श्रम विभाग, मंत्रालय, भोपाल की ओर सूचनार्थ।
2. समस्त सहायक श्रम आयुक्त/उप संचालक/श्रम पदाधिकारी/सहायक संचालक, म.प्र. की ओर आवश्यक कार्यवाही हेतु।


(राजेश बहुगुणा)
श्रम आयुक्त,
मध्यप्रदेश, इन्दौर
इंदौर दिनांक 09.11.2016


श्रम आयुक्त,
मध्यप्रदेश, इन्दौर

- (ix) Motor Transport Workers Act, 1961 (No. 27 of 1961);
- (x) Payment of Bonus Act, 1965 (No. 21 of 1965);
- (xi) Payment of Gratuity Act, 1972 (No. 39 of 1972);
- (xii) Payment of Wages Act, 1936 (No. 4 of 1936);
- (xiii) Sales Promotion Employees (Conditions of Service) Act, 1976 (No. 11 of 1976);

the State Government by order may devise or notify forms for maintaining registers and records and furnishing returns by an employer or establishment in lieu of the forms prescribed under the said Acts and the rules made thereunder:

Provided that the State Government may allow the registers and records to be maintained in computerised or digital formats.

PART XI MISCELLANEOUS PROVISIONS

18. (1) The State Government, subject to the condition of previous publication, may make rules for the purpose of giving effect to the provisions of this Act;

Power to make rules.

(2) All rules made under this Act shall, as soon as after they are made, be laid on the table of the Legislative Assembly.

19. (1) If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by general or special order published in the Gazette, make such provision not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty.

Removal of difficulties.

(2) Every order made under sub-section (1) shall be laid on the table of the Legislative Assembly.

No. F-4E-2-2015-A-XVI.—In exercise of the powers conferred by Section 17 of the Madhya Pradesh Labour Laws (Amendment) and Miscellaneous Provisions Act, 2015 (No. 21 of 2015) and by Section 14-D of the Madhya Pradesh Shram Kalyan Nidhi Adhiniyam, 1982 (No. 36 of 1983) and by Section 54 of the Madhya Pradesh Shops and Establishments Act, 1958 (No. 25 of 1958), the State Government, hereby, notifies alternate forms for maintaining registers and records and furnishing returns by as employer or establishment as notified under Voluntary Compliance Scheme, published in the Madhya Pradesh Gazette (Extraordinary), dated 7th October, 2014, in lieu of the forms perscribed under the following Acts and the rules made thereunder, namely:—

- (1) Contract Labour (Regulation and Abolition) Act, 1970 (No. 37 of 1970)
- (2) Equal Remuneration Act, 1976 (No. 25 of 1976)
- (3) Factories Act, 1948 (No. 63 of 1948)
- (4) Industrial Disputes Act, 1947 (No. 14 of 1947)
- (5) Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 (NO. 30 of 1979).
- (6) Labour Laws (Exemption from Furnishing Returns and Maintaining Registers by Certain Establishments), Act, 1988 (No. 51 of 1988)
- (7) Maternity Benefit Act, 1961 (No. 53 of 1961)
- (8) Minimum Wages Act, 1948 (No. 11 of 1948)
- (9) Motor Transport Workers Act, 1961 (No. 27 of 1961)
- (10) Payment of Bonus Act, 1965 (No. 21 of 1965)
- (11) Payment of Gratuity Act, 1972 (No. 39 of 1972)
- (12) Payment of Wages Act 1936 (No. 4 of 1936)
- (13) Sales Promotion Employees (Conditions of Service) Act, 1976 (No. 11 of 1976)
- (14) Madhya Pradesh Shram Kalyan Nidhi Adhiniyam, 1982 (No. 36 of 1983)
- (15) Madhya Pradesh Shop and Establishments Act, 1958 (No. 25 of 1958)

Note.—The State Government also allows the registers and records, as mentioned above, to be maintained in computerized or digital formats.

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क्रमांक-एफ-4ई-2/2015/ए-16 मध्यप्रदेश दुकान तथा स्थापना अधिनियम, 1958 (क्रमांक 25 सन् 1958) की धारा 53 द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, राज्य सरकार, इस संबंध में पूर्व में जारी समस्त अधिसूचनाओं को अतिष्ठित करते हुए, एतद्वारा, उन समस्त सहायक श्रम आयुक्तों, श्रम पदाधिकारियों एवं सहायक श्रम पदाधिकारियों को, जो कि कार्यालय प्रमुख के रूप में कार्यालय के प्रभार में हों, उनकी क्षेत्राधिकारिता के जिलों में, उक्त अधिनियम के उपबंधों के उल्लंघन पर, उक्त अधिनियम में निर्धारित प्रक्रिया के अनुसार, समझौता करने हेतु अधिकृत करती है।

Form - III (AR-1)

Annual Return for the Financial Year -----

(to be filed before 30th April)

(To be filed before the Appropriate Labour/DIHS Office with a copy to
Labour Commissioner)

General part

1. Details of Establishment :

(a) Name of the Establishment : _____

(b) Address of the establishment : _____

(c) Establishment registered under which Act ? (Tick the correct option)

(i) MP Shops and Establishments Act, 1958

(ii) Factories Act, 1948

(iii) Motor Transport Workers Act, 19

(iv) Other (Specify) _____

(d) Name of employer _____

(e) Address of employer _____

(f) Email of employer _____

(g) Telephone Number of employer (Office) _____ (Resi.) _____

(h) Mobile Number _____

(i) Name and address of the Manager or person responsible for supervision and control of the establishment: _____

(j) *Brief description of business / work/product:* _____

2. Details of Registration under Applicable Acts:

Enter details only for the Acts which are applicable:

Sr	Name of Act (Tick ✓ appropriate Act)	Registration / Licence No.	Date of issue / last renewal
i	MP Shops & Estt. Act / Factories Act, 1948 / Motor Transport Workers Act, 1961		
ii	Contract Labour (R&A) Act, 1970 (if applicable)		
iii	Inter-State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979 (if applicable)		

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

(a) Average no of workers employed daily : _____

(b) Average no of hours worked in a day (including overtime) : _____

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

(i) Male _____

(ii) Female _____

(iii) Adolescent _____

(iv) Children _____

TOTAL _____

(d) Day of weekly holiday (Tick ✓) : _____ (Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday).

(e) Timings of shift working:

First Shift: Time From _____ Hrs To _____ Hrs.

Second Shift (if applicable): Time From _____ Hrs To _____ Hrs.

Third Shift (if applicable): Time From _____ Hrs To _____ Hrs.

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

4. Details of Contract Labour (if employed):

No. of Contractors engaged	No. of Contract Labour Employed					Total Man-days during the year
	Males	Females	Adolescents (between the age of 14 to 18 years)	Children (below 14 years of age)	Total	

5. Payment of Bonus Act, 1965

(i) Number of employees benefited by bonus payments during the Financial Year

Total amount payable as bonus	Settlement, if any, reached	Percentage of bonus declared	Total amount of bonus actually paid	Date on which payment made	Whether bonus has been paid to all the employees (Yes/No)	Reasons for non-payment of bonus to any employee (if applicable)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

6. Details of workers retired, retrenched, discharged etc. during the financial year:

No of workers				Amount of benefits paid (benefit-wise)
Retired on superannuation	Retrenched	Discharged /Terminated /Dismissed	Paid Terminal Benefit	

7. Man-days lost during the financial year on account of :-

Sr.	Reasons	No. of man-days lost	Loss in terms of money
(a)	Strike		
(b)	Lockout		
(c)	Fatal accidents		
(d)	Non-fatal but serious accidents		
(e)	Any other		
	TOTAL		

8. Details of Gratuity given to workers during the Financial Year under Payment Of Gratuity Act, 1972:

Sr	Name of worker	Employment No	superannuation / retrenchment date	Period of service(years and days)	Last monthly wage drawn (Rs)
1	2	3	4	5	6

Gratuity Paid (Rs)	If not paid (Reasons)
7	8

9. Details of contribution to Labour Welfare Fund (Applicable if more than 9 workers are employed)

No of Employees	Contribution paid to Labour Welfare Board (Rs)			Unpaid Amount (if any)
	Employees Contribution	Employer Contribution	Total Contribution (Half yearly)	
1	2	3	4	5

Digital Signature/ Signature of the Employer/ Manager _____

Date :

Name of signatory-----

Place

Designation in the establishment-----

Form - IV (AR-2)

Annual Return for the Calendar Year-----

(to be filed before 31st January of next calendar year)

(To be filed before the Appropriate Labour/DIHS Office with a copy to
Labour Commissioner)

A. General Part (Applicable for all establishments)

1. Details of Establishment :

(a) Name of the Establishment : _____

(b) Address of the establishment : _____

(c) Establishment registered under which Act ? (Tick the correct option)

i. MP Shops and Establishments Act, 1958

ii. Factories Act, 1948

iii. Motor Transport Workers Act, 19

iv. Other (Specify) _____

(d) Name of employer _____

(e) Address of employer _____

(f) Email of employer _____

(g) Telephone Number of employer (Office) _____ (Resi.) _____

(h) Mobile Number _____

(i) Name and address of the Manager or person responsible for supervision and control of the establishment: _____

(j) Brief description of Business / work/product : _____

2. Details of Registration under Applicable Acts:

Enter details only for the Acts which are applicable:

Sr	Name of Act (Tick ✓ appropriate Act)	Registration / Licence No.	Date of issue / last renewal
i	MP Shops & Estt. Act / Factories Act, 1948 / Motor Transport Workers Act, 1961		
ii	Contract Labour (R&A) Act, 1970 (if applicable)		
iii	Inter-State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979 (if applicable)		

3. Details of workers directly employed by the establishment (excluding contract workers) During the calendar year

(a) Average no of workers employed daily : _____

(b) Average no of hours worked in a day (including overtime) : _____

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

(i) Male _____

(ii) Female _____

(iii) Adolescent _____

(iv) Children _____

TOTAL _____

(d) Day of weekly holiday (Tick ✓) : _____ (Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday).

(e) Timings of shift working:

First Shift: Time From _____ Hrs To _____ Hrs.

Second Shift (if applicable): Time From _____ Hrs To _____ Hrs.

Third Shift (if applicable): Time From _____ Hrs To _____ Hrs.

(f) Number of working days during the calendar year : _____

4. Details of Contract Labour (if employed):

No. of Contractors engaged	Number of Contract Labour Employed					Total Man-days during the year
	Males	Females	Adolescents (between the age of 14 to 18 years)	Children (below 14 years of age)	Total	

5. Maximum number of persons employed in any day during the calendar year.

Males	Females	Adolescents (between the age of 14 to 18 years)	Children (below 14 years of age)	Total

6. Details of workers retired, retrenched, discharged etc. during the calendar year:

No of workers				Amount of benefits paid (benefit-wise)
Retired on superannuation	Retrenched	Discharged /Terminated /Dismissed	Paid Terminal Benefit	

7. Man-days lost during the calendar year on account of:-

Sr.	Reasons	No. of man-days lost	Loss in terms of money
(a)	Strike		
(b)	Lockout		
(c)	Fatal accidents		
(d)	Non-fatal but serious accidents		
(e)	Any other		
	TOTAL		

8. Wages paid during the calendar year :

Category	Rates of Wages	No of Workers									
		Regular Workers					Contract Workers				
		Male	Female	Children	Adole-scent	Total	Male	Female	Children	Adole-scent	Total
Highly Skilled											
Skilled											
Semi-skilled											
Un-skilled											
TOTAL											

9. Details of Wage Payments:-

Gross wages paid		Deductions				Net Wages paid	
In cash	In kind	Fines	Deductions for damage or loss	Others (Welfare contribution etc)		In cash	In kind

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

- (1) Total number of workers in the establishment: _____
- (2) No. of workers granted Casual Leave: _____
- (3) No. of workers granted leave with wages or paid wages in lieu of leave: _____
- (4) No. of workers who were provided ambulance facility: _____
- (5) No. of workers who availed facility of canteen: _____
- (6) No. of rest rooms: _____
- (7) No. of shelters & total number of accommodation provided for workers: _____
- (8) Any other facility provided (please specify) _____

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

(A) Leave Granted under Maternity Benefit Act, 1965 or ESI Act, 1948:-

- (a) Total no. of female employees in the establishment: _____
- (b) Total no. of days of leave granted: _____
- (c) No. of employees who availed maternity leave or other benefits from ESI _____

(B) Details of medical check-up:-

- i. Name of Medical Officer who paid visit during the calendar year: _____
- ii. Qualification of Medical Officer: _____
- iii. Is medical officer employed by the establishment or part-time? _____
- iv. If a part time, how often does he/she pay visit to establishment ? (mention no. of visit in a quarter): _____
- v. Is there any Hospital in the establishment? (Yes / No): _____
- vi. if so, how many beds are provided? : _____
- vii. Is a lady Doctor engaged by the establishment on regular or part-time basis? (Yes / No): _____
- viii. What are her qualifications?: _____

- ix. Is there a qualified mid-wife in the establishment? (Yes / No): _____
- x. Has any creche been provided? (Yes / No): _____

12. Factories Act, 1948 (If Applicable, otherwise skip)

(A) Maximum number of workers employed on any day during the year: _____

(B) Total number of accidents that took place during the year: _____

Accident Category I :-

- (i) (a) Number of accidents resulting in disablement of any worker for less than 48 hours: _____
- (b) Number of workers involved in such accident: _____
- (c) Number of man-days lost due to such accidents: _____

Accident Category II :-

- (ii) (a) Number of accidents resulting in disablement of any worker beyond 48 hours but not resulting in any permanent partial or permanent total disablement: _____
- (b) Number of workers involved in such accident: _____
- (c) Number of man-days lost on account of such accidents: _____

Accident Category III :

- (iii) (a) Number of accidents resulting in permanent partial or total disablement of any worker: _____
- (b) Number of workers involved in such accidents: _____
- (c) Number of man-days lost on account of such accidents: _____

Accident Category IV :

- (iv) Number of accidents resulting in death of any worker and the number of resultant deaths: _____

(C) Details of change in management (if any):-

Change, if any, in the management of the establishment, its location, or any other particulars already furnished to the Registering Officer at the time of Registration indicating also the dates:

Date of change	Information furnished at the time of registration	Changed information

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

(1) Is the works committee has been functioning (Yes / No): _____

If Yes, please provide the following information:

(a) Date of its constitution: _____

(b) Number of workmen's representatives (elected members): _____

(c) Number of employer's representatives (nominated members): _____

(d) Number of meeting held during the year with dates: _____

(2) If the works committee had not been functioning, the difficulties encountered in its constitution / functioning: _____

(3) Number of Unions in the establishment: _____

14. Details of Inter-state migrant workmen (if employed):

Males	Females	Adolescents (between the age of 14 to 18 years)	Children (below 14 years of age)	Total

Digital Signature/ Signant of the Employer/ Manager _____

Date :

Name of signatory-----

Designation in the establishment-----

Form - V Register

Name of the establishment, address, telephone number, FAX number and e-mail address:

1. Nature & Location of work : _____

2. Date of opening of the Establishment: _____

3. Name and address of Employer/ Principal Employer if the employer is a Contractor: _____

4. Name/s of the contractor/s engaged: _____

5. Licence/registration no under various Acts and Date of issue/renewal _____

6. No. of workers (Regular): _____ (Contractual) : _____

(i) Classification of workers:

No. of Permanent Workers		No. of Temporary Workers		No. of Apprentice Workers		No. of Trainee Workers		No. of Contractual Workers		Total Workers	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

(ii) Category of workers:

No. of Highly Skilled Workers		No. of Skilled Workers		No. of Semi Skilled Workers		No. of Unskilled Workers		Total Workers	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

(iii) No of Adolescent Workers (14-18 yr) : Male _____ Female: _____

7. Date of cleaning/ white wash of establishment : _____

8. Date of Inspection of Establishment under Labour Laws : _____

9. Name and designation of leader of Inspection Team _____

10. Date and time of accident (if any): _____

12. No of worker injured in accident (if any) : _____

13. No of worker dead in accident (if any) : _____

Signature of the Employer / Manager _____

Name : _____

Designation in the Establishment : _____

Other allowances	Over time worked (Number of hours in the month)	Amount of overtime wages	Amount of Maternity benefit (if any)	Any other Amount (P1 mention)	Total / gross Wages/ Earnings	Amount of advances / loans, if any and purpose of advance	Deductions of Fines imposed, if any	Other Deductions like EPF / ESI / Welfare Fund etc. (if any)	Net amount payable 14 - (15+16 +17)	Signature / thumb impression	Remarks, if any
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)

Signature of the employer/ contractor _____

Name of signatory _____

Certificate by the Principal Employer if the employer is contractor

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

Signature of Representative of Principal employer _____

Name of signatory _____

Designation in the Establishment _____

Other statutory information or registers required under any other Labour Laws (excluding 16 labour laws covered under the scheme) have to

