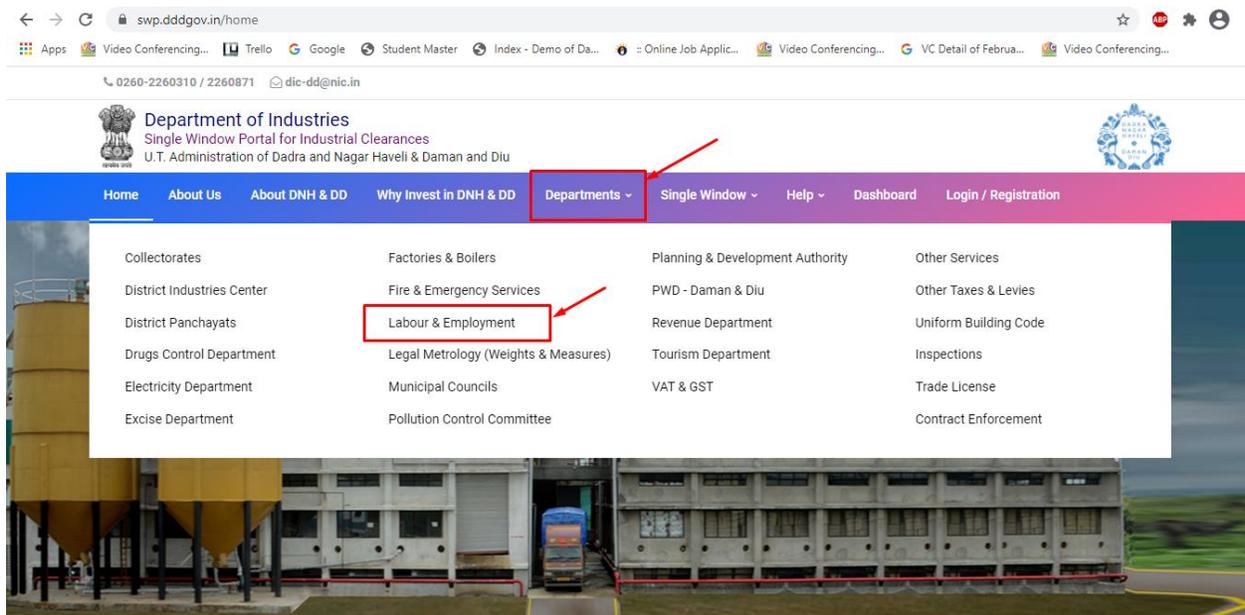
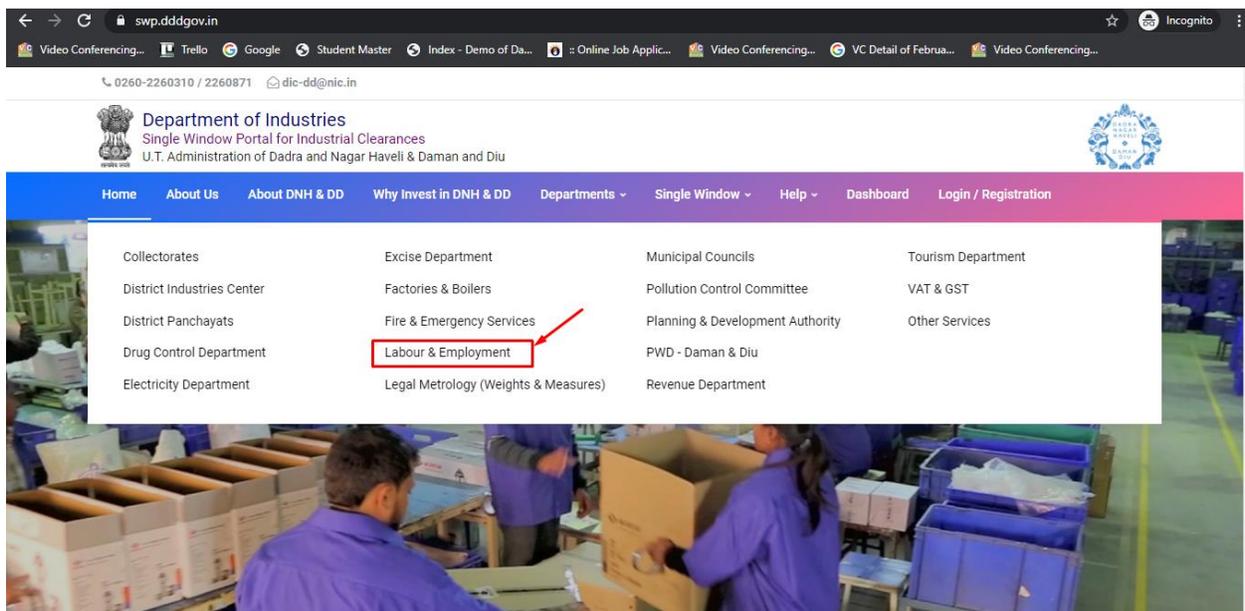


User Guide for online filing of single integrated return under all the labour laws

1. Open the website: <https://swp.dddgov.in/> and click on Login/Registration menu.



2. Click on Labour & employment Department from the menu.



3. From the Department's page, click on "Click here" for the Single Annual Return form.

Department of Industries
Single Window Portal for Industrial Clearances
U.T. Administration of Dadra and Nagar Haveli & Daman and Diu

Home	About Us	About DNH & DD	Why Invest in DNH & DD	Departments	Single Window	Help	Dashboard	Login / Registration
5	Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)*	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Commissioner	Secretary
6	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary
7	License for Contractors under provision of The Contracts Labour (R & A) Act,1970	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary
8	Renewal License for Contractors under provision of The Contracts Labour (R & A) Act,1970	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary
9	Single Annual Return form	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary

Sr. No.	SRAP-2020 Reforms	SRAP-2020 Reform No.	Action
1	Provision for maintaining online / digital registers and records	117	View

4. Enter your mobile number and the pin which was generated on your mobile number to login.

Single Window Portal for Industrial Clearance

Register your account!

Applicant Name

Applicant Address

Mobile Number

Email

6 + 9 = ? [Refresh](#)

[Register](#) [Back to Home](#)

Already have an account? [Login](#)

5. After login, click on Department & Services and on the search bar type “Labour”.For the “Single Annual Return Form” click on “click here”.

The screenshot shows the EODB portal interface. The user is logged in as 'Aishwarya Marwal'. The 'Departments & Services' section is active, and a search bar contains the text 'Labour'. A table lists various services, with the 'Single Annual Return form' entry highlighted by a red box and a red arrow pointing to its 'Click Here' link.

No.	Name of Service	Timeline (Working Days)	Competent Authority	Deemed Approval Authority	Apply
1.	Registration under "Shops & Establishment Act"				Click Here
2.	Renewal under "Shops and Establishment Act"				Click Here
3.	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970				Click Here
4.	Registration under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996"				Click Here
5.	Registration Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"				Click Here
6.	Renewal Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"				Click Here
7.	Single Annual Return form				Click Here
8.	License for Contractors under provision of The Contracts Labour (R & A) Act,1970				Click Here

6. Click on “apply for New Single Annual Return”.

The screenshot shows the 'Single Annual Return' page in the EODB portal. The user is logged in as 'Aishwarya Maru'. The page displays a search bar and a table with columns: No., Application Number, Establishment Name, Establishment Address, Email ID, Submitted On, Status, Query Status, and Action. The 'Apply for New Single Annual Return' link is highlighted with a red oval. The table currently shows 'No Data Available!'.

No.	Application Number	Establishment Name	Establishment Address	Email ID	Submitted On	Status	Query Status	Action
No Data Available !								

7. Fill the entire form, Part A, Part B, Part C, Part D, Part E, Part F, Part G and then click on submit button.

EODB Logged User: Aishwarya Ma

Dashboard Home / Single Annual Return

Departments & Services

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Single Annual Return

Single integrated return under all the labour laws

- 1. Details Of Establishment / Factory**
 - 1.1 Name Of Establishment / Factory***
Enter Name Of Establishment / Factory :
 - 1.2 Title No***
Enter Title No. :
 - 1.3 Fax No***
Enter Fax No. :
 - 1.4 Address Of Establishment / Factory***
Enter Address Of Establishment / Factory :
 - 1.5 Mobile No***
Enter Mobile No. :
 - 1.6 Email Address***
Enter Email Address :
- 2. Details Of the Employer/Occupier/contractor**
 - 2.1 Name Of the Employer/Occupier/contractor***
Enter Name Of the Employer/Occupier/contractor :
 - 2.2 Title No***
Enter Title No. :
 - 2.3 Fax No***
Enter Fax No. :
 - 2.4 Address Of the Employer/Occupier/contractor***
Enter Address Of the Employer/Occupier/contractor :
 - 2.5 Mobile No***
Enter Mobile No. :
 - 2.6 Email Address***
Enter Email Address :
- 3. Details Of the Manager/ Person responsible for supervision or control of the establishment/factory**
 - 3.1 Name Of the Manager/ Person responsible for supervision or control of the establishment/factory***
Enter Name Of the Manager/ Person responsible for supervision or control of the establishment/factory :
 - 3.2 Title No***
Enter Title No. :
 - 3.3 Fax No***
Enter Fax No. :
 - 3.4 Address Of the Manager/ Person responsible for supervision or control of the establishment/factory***
Enter Address Of the Manager/ Person responsible for supervision or control of the establishment/factory :
 - 3.5 Mobile No***
Enter Mobile No. :
 - 3.6 Email Address***
Enter Email Address :
- 4. Registration No. of establishment/factory***
Enter Registration No. of establishment/factory :
- 5. License No. of establishment/factory***
Enter License No. of establishment/factory :
- 6. Date of commencement of the establishment/factory***
DD-MM-YYYY
- 7. Nature of industry/activity***
 Enter Nature of industry/activity :

Type of worker	Unskilled	Semi skilled	Skilled	Total	Male	Female
Direct						
Through Contractor						
Total						

[Cancel](#) [Next](#)

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Dashboard Home / Single Annual Return

Departments & Services

Change Pin

Logout

Single Annual Return

PART A

May establishment is covered under the Minimum Wages Act,1948 rule made thereunder and all workers/office staff are paid wages overtime wages as prescribe by Administration

- 1. Number of days the esyablishment/factory worked in this year***
Enter Number of days the esyablishment/factory worked in this year !
- 2. The number of man days worked in the year***
Enter The number of man days worked in the year !
- 3. The Number of Average employees employed in the year***
Enter The Number of Average employees employed in the year !
- 4. Total wages paid to Male***
Enter Total wages paid to Male !
- 5. Total wages paid to Female***
Enter Total wages paid to Female !
- 6. Total Fine Imposed; If any**
Enter Total Fine Imposed !
- 7. Other Deduction; If any**
Enter Other Deduction !

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Single Annual Return Home / Single Annual Return

PART B

May establishment is covered under the Payment of Bonus Act,1965 and the workers are paid bonus. I have maintained records and registers as per the Act.

1. Percentage of bonus paid*

2. Number of beneficiaries*

3. Total amount of bonus paid*

4. Date of payment *

5. If bonus is not paid, reason there of
Enter if bonus is not paid, reason there of !

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PART C

May establishment is covered under the Contract Labour (Regulation and Abolition) Act,1970 and the worker are paid wages and overtime wages as prescribed by the Administration

1. Name of the contractor*

2. Address of the contractor*

3. Nature of work/operations of contractor*

4. Total number of days during the year on which contract labour was employed*

5. Total number of man days worked during the year by the contract labour*

6. Total number of days during the year on which direct labour was employed*

7. Total number of man days worked by direct labour*

8. Change, if any, in the management of establishments its locations or any, other particulars furnished to the registering Officer in the application for the registration (details may be furnished with dates of change)
Enter Change, if any, in the management of establishments !

YEARLY RETURN to be submitted by the Contractors

9. Duration of contract Number of days worked during the year *

10. Average number of contract labour worked on any day during the year *

11. Details of

11.1 Working hours *

11.2 Overtime work *

11.3 Weekly holiday *

11.4 Spread over *

11.5 Weekly holiday paid or not * Yes No

12. Number of mandays worked During the year

12.1 Male *

12.2 Female *

12.3 Total *

13. Amount of wages paid *

14. Amount of deduction from wages *

15. The following has been provided ?

15.1 Canteen * Yes No

15.2 Rest rooms * Yes No

15.3 Drinking water * Yes No

15.4 Creches * Yes No

15.5 First aid * Yes No

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PART D

Details Under the factory Act,1948 and the rule made there under.

1. Factory Identification Details

1.1 FIN (Factory Identification Number)*

1.2 NIC code*

1.3 Select Sector

1.4 Select Registration Under Section

1.5 Registration Number*

1.6 License Number*

1.7 Licensed Workers*

1.8 Licensed H.P.*

1.9 Licensed Renewal position (Year)*

1.10 Licensed Renewal Application submitted for the year *

1.11 Plan Approval No.*

1.12 Plan Approval Date *

1.13 Stability Certificate Obtained On Date *

1.14 Stability Certificate Submitted On Date *

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1.15 Finished Product*

Enter Finished Product !

1.16 Intermediates*

Enter Intermediates !

1.17 Raw materials*

Enter Raw materials !

2. Details of Employment

2.1 Average Daily workers

2.1.1 Male*

Enter Male workers !

2.1.2 Female*

Enter Female workers !

2.2 Number of days the factory worked during previous Year*

Enter Number of days the factory worked during previous Year !

2.3 Number of man days worked (i.e. aggregate attendance during the Previous year)

2.3.1 Adults

2.3.1.1 Men*

Enter Men workers !

2.3.1.2 Women*

Enter Women workers !

2.3.1.3 Total*

Enter Total workers !

2.3.2 Adolescents

2.3.2.1 Men*

Enter Men workers !

2.3.2.2 Women*

Enter Women workers !

2.3.2.3 Total*

Enter Total workers !

2.4 Average Number of workers Employed daily i.e. man days worked divided by number of days worked

2.4.1 Adults

2.4.1.1 Men*

2.4.1.2 Women*

2.4.1.3 Total*

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2.4.2 Adolescents

2.4.2.1 Men*

Enter Men workers !

2.4.2.2 Women*

Enter Women workers !

2.4.2.3 Total*

Enter Total workers !

2.5 Total number of man-hours worked including overtime but excluding rest interval

2.5.1 Adults

2.5.1.1 Men*

Enter Men workers !

2.5.1.2 Women*

Enter Women workers !

2.5.1.3 Total*

Enter Total workers !

2.5.2 Adolescents

2.5.2.1 Men*

Enter Men workers !

2.5.2.2 Women*

Enter Women workers !

2.5.2.3 Total*

Enter Total workers !

2.6 In respect of factories carrying on process or operation declared dangerous under section 87, furnish the following information. (See explanatory note 'A')

Sr No.	Name of the dangerous process or operation carried of(See explanatory note 'A')	Average number of persons employed daily in each of the process or operation given (See explanatory note 'B')	Number of persons			
			Medically examined		declared unfit	
			Male	Female	Male	Female
1			3	5	5	6

Add Dangerous Process

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EODB Single Window Portal - D... | EODB Reforms Tracker - DNHDD | Account Confirmation - keldam... | EODB Single Window Portal - D... | +

swp.ddgov.in/main#partD_details/YC4MQ=peN

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Add Dangerous Process

2.7 In respect of factories carrying on processes on "hazardous process" as defined in Section 2(c) furnish the following information.(See explanatory note 'C')

Sr No.	Name of the dangerous process or operation carried of(See explanatory note 'A')	Average number of persons employed daily in each of the process or operation given (See explanatory note 'B')	Number of persons			
			Medically examined		declared unfit	
			Male	Female	Male	Female
1			3	5	5	6

Add Hazardous Process

3. Compliance Status for Health Provision

3.1 Measures taken for prevention of dust / fumes generated in the Process*

Yes No

3.2 Provision of wholesome drinking water*

Yes No

3.3 Provision of Urinals,Latrines & Bathroom facility seprately for men and women*

Yes No

3.4 Maintenance of health records*

Yes No

3.5 Provision of Occupational Health Center*

Yes No

3.6 Provision of Factory Medical Officer*

Yes No

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3:44 PM 12/23/2020

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4.1 Compliance of safety provisions prescribed under Schedules, including guarding of machinery. (Sec.21, 22)*

Enter Compliance of safety provisions prescribed under Schedules

4.2 Whether safe means of access provided to plants & machinery (Sec.32, 33) *

Yes No

4.4 Details of fire fighting equipments including water storage capacity & trained personal*

Enter Details of fire fighting equipments including water storage capacity & trained personal!

4.5 Whether hoists, lifts, cranes, lifting tackles & lifting devices are certified duly by Competent Person in prescribed forms? (Sec.28, Sec.29)*

Yes No

4.7 Details of personal protective equipments provided and special safety equipments if any(Sec.41)

Enter Details of personal protective equipments provided and special safety equipments!

4.9 Safety Committee functioning ? (if applicable)

Yes No

4.11 Number of Safety programs for training & safety awareness arranged during last year *

Enter Number of Safety programs for training & safety awareness arranged during last year !

4.13 For Major Accident Hazard Factories

4.13.1 Onsite emergency plan prepared / amended date *

23-12-2020

4.3 Whether emergency fire exits provided *

Yes No

4.6 Whether pressure vessels in use are tested by Competent Person & duly certified in prescribed form. (Sec.31) *

Yes No

4.8 Details of Safety Officers & Safety Supervisors (Sec.40) *

Enter Details of Safety Officers & Safety Supervisors!

4.10 Whether provisions of Chapter-IVA there under complied with (if covered under Schedule-I framed under Sec.2cb) (Sec. 41B to41H) *

Yes No

4.12 number of workers trained through it *

Enter number of workers trained through it !

4.13.2 Rehearsals done for Onsite Emergency Plan during last year,(Give dates) *

23-12-2020

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4.13.3 Details of Safety Policy, Safety Audit & Safety Report. (if applicable)

Enter Details of fire fighting equipments including water storage capacity & trained personal!

5. Compliance status for Welfare provisions

5.1 Whether first aid facilities are provided as per rules. (Sec. 45) *

Yes No

5.3 Whether canteen facility provided as per standards prescribed if more than 250 workers are employed. (Sec. 46) *

Yes No

5.5 Whether Rest Rooms and Lunch Rooms are provided ? If more than 150 workers are employed. (Sec. 47) *

Yes No

5.6 Whether creche facilities are provided for the use of children of women employees ? (if more than 30 women are employed) (Sec.48) *

Yes No

6. Compliance status of Working Hours provisions

6.1 Compliance of provisions relating to working hours for adults I.e. 9 hours a day and 48 hours per week, (Sec. 51) *

Enter Compliance of provisions relating to working hours for adults !

6.3 Normal working time for women workers In case of relaxation granted for working hours of women workers, whether return & transport and security facilities provided. *

Enter Normal working time for women !

7. Compliance status for Annual leave with wages

7.1 Whether leave with wages are allowed to the eligible employees (Sec.79) *

Yes No

7.2 Total number of workers discharged / dismissed from the service /quit employment / super annuated /died while in service during the previous year *

7.3 Number of workers in respect of whom wages : in lieu of leave were paid *

Enter Number of workers in respect of whom wages !

4.13.4 Whether information regarding hazards and actions taken provided to public, workers and authorities *

Yes No

5.2 Provision of Ambulance Room, required staff, Ambulance Van (if applicable) (Sec.45)

Yes No

5.4 Is canteen managed / run departmentally? through a contractor ?

Select canteen managed by

5.7 Whether Welfare Officer is appointed as per the provisions laid down (Sec.49) *

Yes No

6.2 Whether notice of period of work displayed on notice board ? (Sec. 61) *

Yes No

6.4 Whether certificates of fitness are obtained foremployment of young persons (above 14 yrs) in the prescribed Form No.5 (Sec.69) *

Yes No

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7.4 Leave with wages Total number of workers employed during the year

7.4.1 Adults

7.4.1.1 Men*

Enter Men workers !

7.4.1.2 Women *

Enter Women workers !

7.4.1.3 Total *

Enter Total workers !

7.4.2 Adolescents

7.4.2.1 Men*

Enter Men workers !

7.4.2.2 Women *

Enter Women workers !

7.4.2.3 Total *

Enter Total workers !

7.5 Number of workers who were entitled to annual leave with wages during the year.

7.5.1 Adults

7.5.1.1 Men*

Enter Men workers !

7.5.1.2 Women *

Enter Women workers !

7.5.1.3 Total *

Enter Total workers !

7.5.2 Adolescents

7.5.2.1 Men*

Enter Men workers !

7.5.2.2 Women *

Enter Women workers !

7.5.2.3 Total *

Enter Total workers !

7.6 Number of workers who were granted to annual leave with wages during the year

7.6.1 Adults

7.6.1.1 Men*

Enter Men workers !

7.6.1.2 Women *

Enter Women workers !

7.6.1.3 Total *

Enter Total workers !

7.6.2 Adolescents

7.6.2.1 Men*

Enter Men workers !

7.6.2.2 Women *

Enter Women workers !

7.6.2.3 Total *

Enter Total workers !

8. Reporting of accidents to Factory Inspectorate -

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absent including serious and fatal to Factory Inspectorate? (Sec. 88) *
 Yes No

8.2 Number of Accidents and Dangerous Occurrences during Previous year

	Accidents involving							
	Only non-fatal injuries				Fatal injuries as well as non-fatal injuries			
	Number of				Number of			
	Accidents/Occurrences	Persons injured inside	Persons injured outside	Accidents/Occurrences	Persons injured inside	Persons injured outside	Persons killed inside	Persons killed outside
	The Factory			The Factory			The Factory	
1	2	3	4	5	6	7	8	9
1. Accidents including dangerous occurrences and major accidents involving injuries/deaths								
2. Dangerous occurrences not involving injuries/deaths.								
3. Dangerous occurrences involving injuries/deaths.								
4. Major accidents involving injuries/deaths.								
5. Major accidents not involving injuries/deaths.								

8.3 Injuries occurring inside the factory during the previous year

	Number of injuries occurring in		
	Hazardous Process under Section 2(b)	Dangerous operations under Section 87	Others
	Number of	Number of	Number of

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Single Annual Return Home / Single Annual Return

PART E

May establishment is covered under the Payment of wages Act,1936 and the rule made there under. All worker/office staff are paid wages as prescribed manner. I have maintained all registers and records are required under the law.

1. Whether application in respect of Fines being Imposed on the employees in sent*

Enter Whether application in respect of Fines being Imposed on the employees in sent !

2. Number of man days worked (i.e. aggregate number of attendance) during the year for person Earning more than Rs. 1600/- per month

2.1 Adult* **2.2 Young Persons***

Enter Number of man days worked ! Enter Number of man days worked !

3. Average number of workers employed daily (i.e. man days worked divided by number of days worked) for person earning more than Rs 1600/- per month

3.1 Adult* **3.2 Young Persons***

Enter Average number of workers employed daily ! Enter Average number of workers employed daily !

Total wages paid including deduction under section 7(2) of the payment of wages Act,1936 for person getting less than Rs. 1600/- per month on the following account

4. Basic wages only* **5. Dearness Allowances***

Enter Basic wages only ! Enter Dearness Allowances !

6. Composite wages only (i.e. if combined Basic wages and dearness allowance paid)* **7. Overtime Wages***

Enter Composite wages only ! Enter Overtime Wages !

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8. Non-profit sharing bonus* **9. Any Other Bonus (other than profit sharing bonus and non-profit sharing Bonus) forming part of wages As define under the Act***

Enter Non-profit sharing bonus ! Enter Any Other Bonus !

10. Any other amount paid in cash which may form part of wages as define under the Act (Please Specify)* **11. Arrears of pat in respects of Previous year during the year***

Enter Any other amount paid in cash which may form part of wages as define under the Act ! Enter Arrears of pat in respects of Previous year during the year !

12. Total wages paid*

Enter Total wages paid !

Gross amount paid as remuneration to person getting less than 1600/- per month including deduction under section 7(2) of the Act on the following Accounts :

13. Total wages paid during the year* **14. Bonus paid during the year (including arrears also , if paid during the year. This is statutory sharing Bonus)***

Enter Total wages paid during the year ! Enter Bonus paid during the year !

15. Amount of money Value of Comission given during the year* **16. Deduction number of case and amount realized ***

Enter Amount of money Value of Comission given during the year ! Enter Deduction number of case and amount realized !

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Single Annual Return

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PART F

Details under the Maternity Benefit Act-1961 & Rules made there under

<p>1. Number of female workers employed on any day*</p> <input type="text" value="Enter Number of female workers employed on any day !"/>	<p>2. Number of women workers, claimed Maternity benefits/ No, paid (Section 5)*</p> <input type="text" value="Enter Number of women workers, claimed Maternity benefits/ No, paid !"/>
<p>3. No. of case in which medical Bonus is claimed/paid (Section 8)*</p> <input type="text" value="Enter No. of case in which medical Bonus is claimed /paid !"/>	<p>4. No. of case of leave for miscarriage is applied/granted (Section 9 & 9-A)*</p> <input type="text" value="Enter No. of case of leave for miscarriage is applied/granted !"/>
<p>5. Number of cases of additional leave for illness applied/granted (Section 10)*</p> <input type="text" value="Enter Number of cases of additional leave for illness applied/granted !"/>	<p>6. Total Amount of Maternity Benefit paid*</p> <input type="text" value="Enter Total Amount of Maternity Benefit paid !"/>

7. Whether Nursing breaks allowed to the eligible women employees ? (Under Section 11)*
 Yes No

8. Whether women employees are dismissed from service during their pregnancy depriving of their entitled maternity benefits or medical bonus ? (Section 12)

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Single Annual Return

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PART G

Physically Handicapped Person (Employment in Factories) Act, 1982 and rules made there under

<p>1. Total No. of workers employed*</p> <input type="text" value="Enter Total No. of workers employed !"/>	<p>2. Number of physically handicapped persons employed*</p> <input type="text" value="Enter Number of physically handicapped persons employed !"/>
<p>3. Certificate from certifying surgeon obtained from all workers ?*</p> <input type="radio"/> Yes <input checked="" type="radio"/> No	<p>4. Whether all physically handicapped persons are recruited form Registered Persons with employment exchange*</p> <input type="radio"/> Yes <input checked="" type="radio"/> No
<p>5. Record of physically handicapped persons maintained in Form No. II Rules -3*</p> <input type="radio"/> Yes <input checked="" type="radio"/> No	

Previous
Save As Draft
Submit Application
Cancel

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8. Click on Submit Button.

EODB Logged User: Aishwarya Marwa

Dashboard
Departments & Services
Change Pin
Logout

Single Annual Return

[Home](#) / [Single Annual Return](#)

PART G

Physically Handicapped Person (Employment in Factories) Act, 1982 and rules made there under

<p>1. Total No. of workers employed*</p> <input type="text" value="22"/>	<p>2. Number of physically handicapped persons employed*</p> <input type="text" value="20"/>
<p>3. Certificate from certifying surgeon obtained from all workers ?*</p> <input type="radio"/> Yes <input checked="" type="radio"/> No	<p>4. Whether all physically handicapped persons are recruited form Registered Persons with employment exchange*</p> <input type="radio"/> Yes <input checked="" type="radio"/> No
<p>5. Record of physically handicapped persons maintained in Form No. II Rules -3*</p> <input type="radio"/> Yes <input checked="" type="radio"/> No	

Previous
Save As Draft
Submit Application
Cancel

!

Are you sure You want to Submit ?

Yes, Submit it !
No, Cancel !

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9. You can your single annual return form on the page where you can track the status of your application, Query Status and Action. Click on Action Button to view or to download your form.

The screenshot shows the EODB (Electronic Office Document Based) interface. At the top right, a green notification box states "Application Submitted Successfully!". The main heading is "Single Annual Return". Below the heading, there is a search bar and a button labeled "Apply for New Single Annual Return". A table displays the application details:

No.	Application Number	Establishment Name	Establishment Address	Email ID	Submitted On	Status	Query Status	Action
1	SAR00001	test	daman	test@gmail.com	23-12-2020	Application Submitted	-	

Below the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous" and "Next" navigation buttons. The footer contains "Copyright © 2020 | daman.nic.in" and the NIC logo.

10. Click on Form 1 to download your Single Annual Return Form.

This screenshot is similar to the previous one but shows the "Action" column for the application entry. Instead of a green plus icon, it contains two buttons: "View" (with a magnifying glass icon) and "Form-1" (with a document icon). The rest of the interface, including the notification, table headers, and footer, remains the same.

11. Your form will look as the image uploaded below:

Single Integrated return under all the labour laws								
1	Name and address of establishment/ Factory:							
	Tele No. : Mobile No. : Fax No. : Email Address :							
2	Name and residential address of the Employer/Occupier/contractor:							
	Tele No. : Mobile No. : Fax No. : Email Address :							
3	Name and residential address of the manager or person responsible for supervision or control of the establishment / factory :							
	Tele No. : Mobile No. : Fax No. : Email Address :							
4	Registration No./Licence No. and date of commencement of the establishment/ Factory :							
5	Nature of Industry/ activity :							
6	Number of Employees employed : (including contract workers) :	Type of worker	Unskilled	Semi skilled	Skilled	Total	Male	Female
		Direct						
		Through Contractor						
		Total						

PART A

My establishment is covered under the Minimum Wages Act, 1948 and rules made thereunder and all workers/ office staff are paid wages overtime wages as prescribed by the Administration

1	Number of days the establishment/factory worked in this year:	
---	---	--

2	Number of man days worked in the year:	:
3	Number of average employees employed in the year:	:
4	Total wages paid category wise :	:
5	Total Fine Imposed: , if any:	:
6	Other deductions: ,if any :	:

PART B

The Part A and B are to be furnished if the maximum number of employees employed on any day during the year under report exceed 9(Nine)

My establishment is covered under the Payment of Bonus Act, 1965 and the workers are paid bonus. I have maintained records and registers as per the Act.

1	Percentage of bonus paid:	
2	Number of beneficiaries:	
3	Total amount of bonus paid :	
4	Date of payment :	
5	If bonus is not paid, reason there of :	
6	Other deductions: ,if any :	

PART C

Part A, B & C are to be furnished, if the establishment has employed more than 9 contract labour on any day during the year under report. (Details to be provided by the Principal Employer)

My establishment is covered under Contract Labour (Regulation and Abolition) Act,1970 and the workers are paid wages and overtime wages as prescribed by the Administration

1	Name and postal address of the contractor:	
2	Nature of work/operations of contractor:	
3	Total number of days during the year on which contract labour was employed :	
4	Total number of man days worked during the year by contract labour :	
5	Total number of days during the year on which direct labour was employed :	
6	Total number of man days worked by direct labour :	
7	Change, if any, in the management of establishment its locations, or any other particulars furnished to the Registering Officer in the application for the registration (Details may be furnished with dates of changes) :	

YEARLY RETURN to be submitted by the Contractors

1	Duration of contract Number of days worked during the year :	
2	Average number of contract labour worked on any day during the year:	
3	Details of : (a)Working hours (b)Overtime work (c)Weekly holiday (d)Spread over (e)Weekly holiday paid or not	
4	Number of mandays worked During the year : Male : Female : Total :	
5	Amount of wages paid :	

6	Amount of deduction from wages :	
7	The following has been provided ? Canteen : Rest rooms : Drinking water : Croches : First aid :	

Part D

Details under The Factories Act, 1948 and rules made there under

	Factory Identification Details :	
	FIN (Factory Identification Number) :	
	NIC Code (Five digit) :	
	Sector (Public / Co-operative / Joint Venture) :	
	Registration under section (2m (i) / 2m (ii) / 85) :	
	Registration No :	
	Licensed No :	
	Licensed workers :	
	Licensed H.P :	
	License renewal position (year) :	
	License renewal application submitted for the year :	

	Plan approval No. :	
	Date :	
	Stability certificate (i) Obtained on Date :	
	Stability certificate (ii) Submitted on date :	
	Finished product :	
	Intermediates :	
	Raw materials :	
B	Details of employment	
	Average daily workers Male Female :	
	Number of days the factory worked during previous Year :	
	Number of man days worked (i.e. aggregate attendance during the Previous year) (a) Adults: (1) Men : (2) Women : (3) Total : (b) Adolescents : (1) Men : (2) Women : (3) Total :	

	<p>Average number of workers employed daily i.e. Man days worked divided by number of days worked</p> <p>(a) Adults: (1) Men : (2) Women : (3) Total :</p> <p>(b) Adolescents : (1) Men : (2) Women : (3) Total :</p>	
	<p>Total number of man-hours worked including overtime but excluding rest interval.</p> <p>(a) Adults: (1) Men : (2) Women : (3) Total :</p> <p>(b) Adolescents : (1) Men : (2) Women : (3) Total :</p>	
C	Compliance Status for Health Provisions	
	Measures taken for prevention of dust / fumes generated in the process	
	Provision of wholesome drinking water (Sec. 18).	
	Provision of Urinals, Latrines & Bathrooms facilities separately for men and women (give Number for each) (Sec. 19).	
	Maintenance of health records	
	Provision of Occupational Health Center	
	Provision of Factory Medical Officer if applicable (Retainer ship base-/ Part time / Full time)	
	Number of Industrial Hygienists employed to monitor work, environment as required under Section 7-A, 112.	

D	Compliance status for Safety provisions	
	Compliance of safety provisions prescribed under Schedules, including guarding of machinery. (Sec.21, 22).	
	Whether safe means of access provided to plants & machinery (Sec.32, 33)	
	Whether emergency fire exits provided	
	Details of fire fighting equipments including water storage capacity & trained personal.	
	Whether hoists, lifts, cranes, lifting tackles & lifting devices are certified duly by Competent Person in prescribed forms? (Sec.28, Sec.29)	
	Whether pressure vessels in use are tested by Competent Person & duly certified in prescribed form. (Sec.31)	
	Details of personal protective equipments provided and special safety equipments if any. (Sec.41)	
	Details of Safety Officers & Safety Supervisors (Sec.40)	
	Safety Committee functioning ? (if applicable)	
	Whether provisions of Chapter-IVA there under complied with (if covered under Schedule-I framed under Sec.2cb) (Sec. 41B to41H) .	
	Number of Safety programs for training & safety awareness arranged during last year And number of workers trained through it.	
	For Major Accident Hazard Factories.	
	(a) Onsite emergency plan prepared / amended date	
	(b) Rehearsals done for Onsite Emergency Plan during last year.(Give dates)	
	(c) Details of Safety Policy, Safety Audit & Safety Report. (if applicable)	

	(d) Whether information regarding hazards and actions taken provided to public, workers and authorities.	
E	Compliance status for Welfare provisions	
	Whether first aid facilities are provided as per rules. (Sec. 45)	
	Provision of Ambulance Room, required staff, Ambulance Van (if applicable) (Sec.45)	
	(a) Whether canteen facility provided as per standards prescribed if more than 250 workers are employed. (Sec. 46)	
	(b) Is canteen managed / run departmentally? through a contractor ?	
	Whether Rest Rooms and Lunch Rooms are provided ? if more than 150 workers are employed. (Sec. 47)	
	Whether crèche facilities are provided for the use of children of women employees ? (if more than 30 women are employed) (Sec.48)	
	Whether Welfare Officer is appointed as per the provisions laid down (Sec.49)	
F	Compliance status of Working Hours provisions	
	Compliance of provisions relating to working hours for adults i.e. 9 hours a day and 48 hours per week, (Sec. 51)	
	Whether notice of period of work displayed on notice board ? (Sec. 61)	
	(a) Normal working time for women workers - In case of relaxation granted for working hours of women workers, whether return & transport and security facilities provided	
	(b) Whether certificates of fitness are obtained for employment of young persons (above 14 yrs) in the prescribed Form No.5 (Sec.69)	
G	Compliance status for Annual leave with wages	
	Whether leave with wages are allowed to the eligible employees (Sec.79)	

	Total number of workers discharged / dismissed from the service /quit employment / super annuated /died while in service during the previous year	
	Number of workers in respect of whom wages : in lieu of leave were paid	
	Leave with wages	
	Total number of workers employed during the year (a) Adults: (1) Men : (2) Women : (3) Total : (b) Adolescents : (1) Men : (2) Women : (3) Total :	
	Number of workers who were entitled to annual leave with wages during the year. (a) Adults: (1) Men : (2) Women : (3) Total : (b) Adolescents : (1) Men : (2) Women : (3) Total :	
	Number of workers who were granted to annual leave with wages during the year (a) Adults: (1) Men : (2) Women : (3) Total : (b) Adolescents : (1) Men : (2) Women : (3) Total :	
H	Reporting of accidents to Factory Inspectorate	

	Whether arrangements are made to report the accidents involving more than 48 hours absence including serious and fatal to Factory Inspectorate? (Sec. 88)	
	Number of Accidents and Dangerous Occurrences during Previous year	

	Accidents involving							
	Only non-fatal injuries				Fatal injuries as well as non-fatal injuries			
	Number of		Persons		Number of		Persons	
	Accidents/Occurrences	injured	injured	Accidents/Occurrences	injured	injured	killed	killed
		inside	outside		inside	outside	inside	outside
		The Factory			The Factory		The Factory	
1	2	3	4	5	6	7	8	9
1. Accidents including dangerous occurrences and major accidents involving injuries /deaths								
2. Dangerous occurrences not involving injuries /deaths.								
3. Dangerous occurrences involving injuries/deaths.								
4. Major accidents involving injuries/deaths.								
5. Major accidents not involving injuries/deaths.								

	Number of injuries occurring in					
	Hazardous Process under Section 2(b)		Dangerous operations under Section 87		Others	
	Number of		Number of		Number of	
Accidents	Persons Injured	Accidents	Persons Injured	Accidents	Persons Injured	
	Fatal	Nonfatal	Fatal	Nonfatal	Fatal	Nonfatal

	(i) Nonfatal injuries (workers injured during the Year in which injured workers returned to work During the same year. (a) Number of injuries :	
	(b) Mandays lost due to injuries: :	
	(ii) Nonfatal injuries (workers injuries) occurring in : The previous year in which injured workers returned to Work during the year to which this information relates (a) Number of injuries :	

	(b) Mandays lost due to injuries: :	
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Part E

Details under The Payment of Wages Act - 1936 & Rules made there under

My establishment is covered under The Payment of Wages Act, 1936 and Rules made there under. All workers/office staff are paid wages as prescribed manner. I have maintained all registers and records as required under the law.

1	Whether application in respect of Fines being Imposed on the employees in sent :	
2	(i) Number of Man days worked (i.e. aggregate : Number of attendance) during the year for person Earning more than Rs. 1600/- per month (See explanatory note "D") (a) Adults : (b) Young Persons Total :	
	(ii) Average number of workers employed daily (i.e. man days worked divided by number of days Worked) for persons earning more than Rs. 1600/ Per month (See explanatory note "B") (a) Adults : (b) Young Persons Total :	
3	"Total wages paid" including 'deductions' under Section 7(2) of the Payment of Wages Act, 1936 for persons getting less than Rs. 1600/- per month on the following account:	
	(a) Basic wages only :	
	(b) Dearness Allowances :	
	(c) Composite wage (i.e. if combined Basic wage and dearness allowance paid) :	
	(d) Overtime wages :	
	(e) Non-profit sharing bonus :	
	(f) Any other bonus (other than Profit sharing bonus and non -profit Sharing bonus) forming part of wages As defined under the Act :	
	(g) Any other amount paid in cash which may form part of wages As defined under the Act. (Please specify) :	

	(h) Arrears of pay in respects of Previous year during the year :	
	(i) Total wages paid (Total of (a+b) or c+d+r+f+g+h) :	
4	Gross amount paid as remuneration to person getting less than 1500/- per month including 'deduction' under Section 7(2) of the Act on The following accounts:	
	(a) Total wages paid (Item 3) during the year :	
	(b) 'Bonus paid' during the year (Including arrears also, if paid During the year. This is statutory Sharing Bonus) :	
	(c) Amount of money value of 'Commission' given during the year :	
	(d) Deductions-number of cases and amount realized :	

Part F

Details under the Maternity Benefit Act-1961 & Rules made there under

1	Number of female workers employed on any day :	
2	No. of women workers, claimed Maternity benefit / No. paid (Section 5) :	
3	No. of cases in which medical Bonus is claimed /paid (Section 8) :	
4	No. of cases of leave for miscarriage is applied/granted (Section 9 & 9-A) :	
5	Number of cases of additional leave For illness applied / granted (Section 10) :	
6	Total amount of maternity benefit paid :	
7	Whether Nursing breaks allowed to the eligible women employees? (under Section 11) :	

8	Whether women employees are dismissed from service during their pregnancy depriving of their entitled maternity ; benefit or medical bonus -if so, number of women dismissed and reasons thereof (Section 12) :	
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Part G

Physically Handicapped persons (Employment in Factories) Act, 1982 and rules made there under

My establishment is covered under The Physically Handicapped Persons (Employment in Factories) Act, 1982 and Rules made there under. I have already appointed physically handicapped persons as per law and maintained all registers and records as required under the law.

1	Total No. of workers employed :	
2	Number of physically handicapped persons employed :	
3	Certificates from Certifying Surgeon obtained from all workers ? :	
4	Whether all physically handicapped persons are recruited from registered Persons with employment exchange :	
5	Record of physically handicapped persons maintained in Form No. II. Rule - 3 :	

Explanatory Note

(A) All such 'dangerous processes or operations' as specified and declared in the Rules framed under section 87 of the Factories Act, 1948 should be checked. If the factory or even a part of the factory submitted returns falls under this Section. The fact should be mentioned against this item and request information furnished accordingly.

(B) The average number of workers employed daily should be calculated by dividing the figures of 'Mandays worked' by number of days worked in the year. For seasonal factories*, the average number of workers employed daily during the working season and off-season should be given separately. (Refer note B-2)

(C) All such 'hazardous processes in relation to the industries specified in the First Schedule to the Factories Act and defined under Section 2(cb) of the Act should be checked. If a factory, or even a part of the factory submitting returns falls under this Section, the fact should be mentioned against this item and requisite information furnished accordingly.

(D) Mandays worked should be the aggregate number of attendance of all the workers, covered under the Act, in all the working days. In reckoning attendance, attendance by the temporary as well as permanent employed 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 a working day should be ignored while attendance for half a shift

No.LE/DMN/SCLW/183/2017/324
Administration of Daman & Diu,
Department of Labour & Employment,
Daman,

Dated : 20/11/2017.

Read : Business Reforms Action Plan, 2017 issued by DIPP, Ministry of
Commerce & Industry, New Delhi.

ORDER

In pursuance of the reforms proposed by the DIPP, Ministry of Commerce & Industry, New Delhi the online filling of the single integrated return and applicable payments (Link : <http://labourdaman.in/web/wp-content/uploads/resolution-26-05-01-2015.PDF>) shall be filed online under the following labour laws :

- (1) The Goa, Daman & Diu shops and Establishment Act, 1973
- (2) The Contract Labour (Regulation & Abolition) Act, 1970
- (3) The Motor Transport Act, 1961.
- (4) The Equal Remuneration Act, 1976.
- (5) The Minimum Wages Act, 1948.
- (6) The Payment of Wages Act, 1936.
- (7) The Factories Act, 1948.
- (8) The Maternity Benefits Act, 1961.
- (9) The Payment of Bonus Act, 1965
- (10) The Payment of Gratuity Act, 1972
- (11) The Industrial Employment (Standing Orders) Act, 1946
- (12) The Physically Handicapped person (Employment in Factories Act, 1982)
- (13) The Indian Boilers Act, 1923



(Sandeep Kumar Singh)
Collector / Labour Commissioner
Daman & Diu