

**PROFORMA FOR SELF-CERTIFICATION**

**UNDER THE FACTORIES ACT, 1948 & THE TRIPURA FACTORIES RULES, 2007**

**for Maintenance of Registers & Records of any Factory**

( To be submitted by the Occupier on or before 31<sup>st</sup> January, every year)

1. Name of the Factory :

2. Address of the Factory :

3. Name of Occupier :

4. Registration No. ----- Date .....

I	RECORDS / REGISTERS	FORM No.	WHETHER THESE REGISTERS HAVE BEEN MAINTAINED (YES / NO / NA)
1	Register of Adult workers	22	
2	Register of Leave with wages & leave card	25 & 26	
3	Register of Accidents and Dangerous Occurrences	38	
4	Register of Lime washing, painting etc	9	
5	Humidity Register	11	
6	Register of Compensatory holiday	19	
7	Overtime muster roll for exempted workers	20	
8	Health Register	29	
9	Record of Eye examination	18	
10	Is application submitted for renewal of license upto the current year ?	6	
11	Register of Child Workers	24	
12	Register of workers employed for work on or near machinery in motion.	12	
II	RETURNS	FORM No.	REMARKS (YES / NO / NA)
1	Is Half yearly Return submitted for the period January to June in	36	
2	Is Annual Return submitted in	35	
III	NOTICES		REMARKS (YES / NO / NA)
1	Is a copy of valid factory license displayed ?	7	
2	Is Abstract of the Factories Act displayed ?	34	
3	Is Notice of periods of work displayed ?	21 & 23	
4	Are cautionary notices displayed with list of notifiable diseases (for dangerous operations and hazardous processes) ?	Notices / Placards	

**Declaration**

1. Certified that I have complied with all the provisions under the Factories Act, 1948 and the Rules framed thereunder pertaining to the above. This certificate is issued with my full knowledge of the statute.
2. I, being the Occupier, have the ultimate control over the affairs of the factory and thereby shall remain responsible for any information which is found misrepresented/incorrect/false/concocted and will be liable for prosecution under the relevant provisions of the Indian Penal Code, 1860 & the Factories Act, 1948 and Rules made thereunder.
3. Any act of mala-fide or concealment of information pertaining to the above said would make me liable for any other kinds of damages as notified by the Government from time to time.

Submitted to the Inspector, Factories & Boilers Organisation,  
West / Gomati/ Unakoti District for kind information.

Signature of the Occupier  
Name  
(in Block Letters)  
Office seal with date