

FORM – XIII
[See Rule 39]

ANNUAL RETURN

Year ending 31st December, 20__

1. Name of the Motor Transport undertaking
2. Postal Address
3. *Average number of workers employed daily
Adults
Adolescents
4. Normal hours worked per day
Adults
Adolescents
5. What rest intervals were given?
Adults
Adolescents
6. The number of workers exempted from the provisions of Sections.
13
19.....
7. Leave with wages-
 - i. No. of workers who are entitled to annual leave with wages during the calendar year to which this return relates
Adults
Adolescents
 - ii. No. of worker who were granted leave during the year.
Adults
Adolescents
 - iii. No. of workers discharged or dismissed from service during the year
Adults
Adolescents
 - iv. No. of discharged workers paid wages in lieu of leave
Adults
Adolescents
 - v. Total amount of wages paid in lieu of leave
Adults
Adolescents

8. Compensatory holidays-

i. No. of workers exempted from Section 19.....

Adults

Adolescents

ii. No. of workers who received holidays in the-

a) Same month

b) Following month

c) Third month

9. Canteens

(Number of canteens and situations)

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10. Medical Facilities-

i. No. of dispensaries and situations

ii. No. of doctors

iii. No. of nurses

11. Rest Rooms-

i. No. of rest rooms

ii. Details of accommodation, furniture and
and other equipment provided.

iii. Approximate average daily attendance
of workers.

Signature of Employer

Date

**The average daily number should be calculated by dividing the aggregate number of attendance on working days by the number of working days during the year. In reckoning attendances by temporary as well as permanent employees should be counted. Attendances on separate shifts should be counted separately. Days on which the undertaking was not operating, for whatever cause, should be treated as working days.*
