

STATUTORY LABOUR COMPLIANCE

Nature of Compliance	Sl No.	Statute/Act.	Particulars	Forms	Last Date of Completion	Concerned Authority	Principal Employer	Contractors/ Sub-Contractors	Remarks
Registrations	1	The Employees Provident Fund & Miscellaneous Provisions Act, 1952	Registration Certificates	refer to state rule	Commencement of the Estblsmnt/contract	Regional Office RPFC	YES	YES	Employed manpower 20 or more and may be taken voluntarily
	2	The Employee state Insurance Act 1948	Registration Certificates	refer to state rule	Commencement of the Estblsmnt/contract	Regional Office ESIC	YES	YES	Employed manpower 10 or more
	3	The Contract Labour (R&A) Act 1970	Registration Certificates	refer to state rule	Within 30 days prior	Asst/Dy. labour Commissioner	YES	NA	Employed manpower 50 or more
	4	The Contract Labour (R&A) Act 1970	Labour License	IV	Within 30 days prior	Asst/Dy. labour Commissioner	NA	YES	Employed manpower 50 or more
	5	The State Shops & Establishments Act	Registration Certificates	refer to state rule	Commencement of the Estblsmnt/contract	Inspector of Factories/Labour Officer	YES	YES	Functional Establishments
	6	Building and Other Construction Workers Act, 1996	Registration Certificates	refer to state rule	Commencement of the Estblsmnt/contract	Labour Commissioner - Cum- Chief Inspector	NA	NA	Employed manpower 10 or more and applicable Only Civil constructional labour & contratcors
	7	Workmen's Compensation Act 1923	WC Policy	-	Commencement of the Estblsmnt/contract	Insurance Authority	-	-	Whether the ESI does not applies
Registers & Monthly Returns	8	The Employee state Insurance Act 1948	Register of Accident	Form-15	07th Day	ESIC Inspector	YES	YES	Functional Establishments
	9	The Contract Labour (R&A) Act 1970	Register of Workmen	Form-9	07th Day	labour Inspector	NA	YES	Functional Establishments
	10	The Contract Labour (R&A) Act 1970	Register of Advance	Form-18	07th Day	labour Inspector	NA	YES	Functional Establishments
	11	The Contract Labour (R&A) Act 1970	Register of Deduction	Form-16	07th Day	labour Inspector	NA	YES	Functional Establishments
	12	The Contract Labour (R&A) Act 1970	Register of Fine	Form-17	07th Day	labour Inspector	NA	YES	Functional Establishments
	13	The Contract Labour (R&A) Act 1970	Register of Overtime	Form-19	07th Day	labour Inspector	NA	YES	Functional Establishments
	14	The Minimum Wages Act 1948	Muster Roll	Form-12	07th Day	labour Inspector	YES	YES	Functional Establishments
	15	The Minimum Wages Act 1948	Register of Wages	Form-13	07th Day	labour Inspector	YES	YES	Functional Establishments
	16	Miscellaneous Provision	PF & ESI Declaration	Letter Head	07th Day	labour Inspector	NA	YES	Functional Establishments
	17	Miscellaneous Provision	Joinig Formalities (Police Verification, Age Proof, ID Proof, Address proof, Qualification Proof & Bio Data.	-	At the time of joining	labour Inspector	YES	YES	Functional Establishments
	18	The Payment of Wages Act 1936	Payment of Salary/Wages Disbursement	-	07th Day	labour Inspector	YES	YES	Proof of payment as Bank Transfer/Cheque or Cerification of PE representative on wages/salary register
	19	The Employees Provident Fund & Miscellaneous Provisions Act. 1952	PF challan receipt	-	15th Day	PF Inspector	YES	YES	Functional Establishments
	20	The Employees Provident Fund & Miscellaneous Provisions Act. 1952	UAN Based ECR File	-	15th Day	PF Inspector	YES	YES	Functional Establishments
	21	The Employees Provident Fund & Miscellaneous Provisions Act. 1952	Remittance Confirmation	-	15th Day	PF Inspector	YES	YES	Functional Establishments
	22	The Employees Provident Fund & Miscellaneous Provisions Act. 1952	KYC- Aadhar & Bank Account updating	-	At the time of joining	Online	YES	YES	Functional Establishments
	23	The Employee state Insurance Act 1948	ESI Challan receipt	-	15th Day	ESIC Inspector	YES	YES	Functional Establishments
	24	The Employee state Insurance Act 1948	Monthly Contribution Histrory	-	15th Day	ESIC Inspector	YES	YES	Functional Establishments
	25	The Employee state Insurance Act 1948	ESIC PEHCHAN Card- Aadhar No. updating/Linking	-	At the time of joining within 10 days	Online	YES	YES	Functional Establishments
	26	The Payment of Gratuity Act 1972	Nomination of Employees	Form-F	At the time of joining within 10 days	labour Inspector	YES	YES	Functional Establishments
	27	The State Shops & Establishments Act	Register of Leave	Form-XV	07th Day	labour Inspector	YES	YES	Functional Establishments

	28	The State Shops & Establishments Act	Register of Overtime	refer to state rule	07th Day	labour Inspector	YES	YES	Functional Establishments
Periodical Returns	29	The Contract Labour (R&A) Act 1970	Application for New/Renewal of Licence (Annual)	VII	31-Oct	Asst/Dy. labour Commissioner	NA	YES	Within 30 days before from the expiry of the license
	30	The Contract Labour (R&A) Act 1970	Notice of commencement/completion of Contractor work	6A&6B	At the time of Contract starts/ends	Asst/Dy. labour Commissioner	YES	YES	Where Contract labour deployed
	31	The Payment of Bonus Act 1965	Register of Bonus	Form-C	Within 30 days after the expiry of 8 months from the close of the accounting year	labour Inspector	YES	YES	Functional Establishments
	32	The Payment of Bonus Act 1965	Annual Return	Form-D	31-Dec	Asst labour Commissioner	YES	YES	Functional Establishments
	33	The Contract Labour (R&A) Act 1970	Half Yearly Return by Contractor	XXIV	31-Jan	Asst Commissioner of Labour	NA	YES	To be complied by the Contractor having labour license
	34	The Maternity Benefit Act 1961	Annual Returns	KLM&N	31-Jan	Inspector of Factories/Labour Officer	YES	YES	Functional Establishments
	35	The Employees Provident Fund & Miscellaneous Provisions	Annual Returns	Form-V	31-Jan	RPFC- EPFO	YES	YES	Return of Ownership
	36	The Punjab Labour Welfare Fund Act 1965	Annual Statement of Contributions	A	31-Jan	Welfare Commissioner	YES	YES	Functional Establishments
	37	The Minimum Wages Act 1948	Annual Returns	III	31-Jan	Labour Inspector	YES	YES	Functional Establishments
	38	The Payment of Wages Act 1936	Annual Returns	IV	31-Jan	Inspector of Factories/Labour Officer	YES	YES	Functional Establishments
	39	The Contract Labour (R&A) Act 1970	Half Yearly Return by Contractor	XXIV	31-Jul	Asst Commissioner of Labour	NA	YES	To be complied by the Contractor having labour license
	40	The Contract Labour (R&A) Act 1970	Annual Returns	XXV	31-Jan	Asst Commissioner of Labour	YES	NA	Functional Establishments
	41	The Employee state Insurance Act 1948	Accident Report	12	Immediately fatal/death 24 hours of Occurance	ESI Local office	YES	YES	Functional Establishments
	42	Workmen's Compensation Act 1923	Accident Report	EE	Within 07 days (Not Application when ESI applies)	Compensation Commissioner	-	-	Functional Establishments
	43	The Payment of Gratuity Act 1972	Notice of Opening	A	Within 30 days of Applicability of the act	Concerned Controlling Authority	YES	YES	Functional Establishments
	44	The Payment of Gratuity Act 1972	Payment of gratuity	-	After completion of 5 yrs of Service	Labour Commissioner - Cum- Chief Inspector	YES	YES	Functional Establishments
	45	Building and Other Construction Workers Act, 1996	Renewal of Licence/RC (Annual)	Form-II	Before 30 days from the date of Expiry	Labour Commissioner - Cum- Chief Inspector	NA	NA	To be complied for Civil Contractors/Establishments
	46	Building and Other Construction Workers Act, 1996	Registration of Beneficiaries	Form-V	After 90 days of civil construction work	Asst. Director Safety & Health	NA	NA	To be complied for Civil Contractors/Establishments
	47	Building and Other Construction Workers Act, 1996	Monthly Return	Form- IX & X	07th Day	Asst. Director Safety & Health	NA	NA	To be complied for Civil Contractors/Establishments
48	Building and Other Construction Workers Act, 1996	Annual Return	Form-XXXV	31-Jan	Labour Commissioner - Cum- Chief Inspector	NA	NA	To be complied for Civil Contractors/Establishments	