

Annual Return – The Maternity Benefit Act, 1961
 (Rule 16 of the West Bengal Maternity Benefit Rules, 1965)
 Year ending 31st December, 20.....

From/L
 Particulars relating to Factory/Plantation/Establishment

1. (a) Name of the Factory
 and
 Registration No. Classification Code No.
 or
 (a) Name of the Plantation
 or
 (b) Name of the Establishment
 (to which the provisions of the Act have been declared to be applicable under sub-section (1) of Section (2).
2. Address
 Post Office District
3. (a) Date of closing, if closed (b) Date of opening
4. Names of employers
5. N of managing agent, if any
 Postal addresses of managing agent
6. Name of Agent of representative of employer
 Postal addresses of representative of employer
7. Name of Manager
 Postal addresses of Manager
8. Medical Officer, if any, attached to the factory / plantation / establishment :
 (a) Name (b) Qualification
 (c) Is he a resident doctor ?
 (d) If a part-time employee, how often does he pay visits to the factory / plantation / establishment :

9. (a) Is there any hospital attached to the factory/plantation/establishment ?

 (b) If so, how many beds are provided for women employees?
 (c) Is there a lady doctor ?
 (c) If so, what are her qualifications ?
 (d) Is there a qualified midwife ?
 (e) Has any creche been provided ?

Employment, Dismissal, Payment of Bonus, etc. of Women

From/M

1. Aggregate number of women permanently or temporarily employed during the year

2. Average daily number of women workers employed
3. Number of women who worked for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of delivery
4. Number of women who gave notice under Section 6

