

Form - 'R'
(See rule 27)

ANNUAL RETURN

(For the year ending 31st December 2019)

1	Name of the Establishment	Offshore Accounting and Taxation Services Private Limited	
2	Name of the Owner / Partner / Occupier / Director / Authorised Person	Mr. Prittam Jatanraj Jain (Director)	
3	Name of the Manager	Mr. Prittam Jatanraj Jain	
4	Total number of Workers	MEN	WOMEN
	Workers	22	20
	Contract Labour	0	0
	Causal	0	0
	Part Time	0	0
	Others(disabled employee)	0	0
	Total	22	20
5	Whether the notice showing the details of persons engaged in confidential, managerial, supervisory capacity is sent?	YES	
6	Nature of Business	Computerised Accounting and Professional Work	
7	Registration number	1831000311810343	
	Date of Validity of the Registration Certificate	04/05/2023	
8	Number of shift		
	Average number of persons engaged shift wise	One General Shift	
9	Whether notice of shift is displayed and copy sent to the Facilitator?	Not Applicable	
10	Number of women workers engaged during the year (if applicable)	20	
	Number of women workers engaged in night shift	0	
11	Whether consent letter from women workers working in night shift is obtained? (if applicable)	Not Applicable	
12	Whether notice showing the weekly holiday of each worker is displayed?	YES	
13	Whether committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) is constituted ? (if applicable)	YES	
	Name of the Chairman of the Committee	Mrs. Rina Karote	
14	Whether police varification of all the drivers and staff engaged in transportation of women workers is obtained ? (if applicable)	Not Applicable	
15	Is identity card issued to all workers?	YES	

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16	Is leave book maintained?	YES
17	Whether Committee for Health, Safety and Welfare is constituted? (if applicable)	Not Applicable
18	Whether all safety measures as per the directions of fire officer / department of local authority or Fire Bridged or any such authority are observed?	YES
19	Whether First aid box is maintained?	YES
20	Whether the following welfare facilities are provided (wherever applicable)	
	a) sufficient number of latrines and urinals	YES
	b) Creche	Not Applicable
	(c) Canteen	Not Applicable
21	Whether all the records and registers are maintained and required notices are displayed.	YES
22	Any application for compounding of an offence is made during the year ? if yes, Date of application Date of disposal Amount of fees deposited	NO
23	Number of accident occured in the establishment during the year Number of workers injured Amount of compensation paid	NIL NIL NIL
24	Is the name board displayed in Marathi.	YES

Declaration

I Mr. Anant Govande hereby solemnly affirm that all the information mentioned in the annual return are true and correct. I /we am/are aware that if any information submitted by me turns out to be false or not true or incorrect, I shall be liable for legal action under the concerned Law.

Sd/-

Mr. Anant Govande

(Director)

Signature of Employer

Date: 26/02/2020

Place: Pune