CHECK LIST and COMPOSITE INSPECTION FORMAT

I – Labour Department

Report on inspection conducted under various labour laws

1) Date & time of inspection
2) Date of last inspection and by whom
3) Name and address of the establishment
4) Name of the Act under which the establishment is registered with Regd. No. & Date
5) Brief description of the trade / business / work/product
6) Name and address of the employer with Telephone Number (Off./Res.) & Email address :
7) Name and address of the Manager / Occupier or person responsible for supervision and control of the establishment
8) Number of workers employed

<table>
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<tr>
<th>Regular Worker</th>
<th>Male</th>
<th>Female</th>
<th>Temporary Casual Worker</th>
<th>Male</th>
<th>Male</th>
<th>Female</th>
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9) Rate of wage paid :

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<th>Regular Worker</th>
<th>Male</th>
<th>Female</th>
<th>Temporary Worker / Casual Worker</th>
<th>Male</th>
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10) Date of commencement of establishment / production / manufacturing

11) Name and address of the person representing the employer / management present the time of inspection
4) Payment of Wages Act, 1936 and Rules
1) Whether provisions of this Act are applicable to the establishment?
2) If yes;
   a) Whether the wages have been paid within prescribed time limit? If not, details of unpaid wages.
   b) Whether prescribed registers are maintained and kept? If not, extent of violations:
   c) Whether prescribed notices are displayed?
   d) Whether prescribed Return has been submitted within prescribed time limit?
   e) Any other violation of the provisions of the Act and Rules noticed.
3) Summary of violation (mention relevant Sections and Rules):

5) Payment of Bonus Act, 1965 and Rules
1) Whether provision of this Act are applicable to the establishment?
2) If yes;
   a) Whether bonus has been paid to all eligible employees within prescribed time limit?
   b) Whether prescribed Registers are maintained & kept; If not, specify the extent of violations.
   c) Whether prescribed Return has been submitted within prescribed time limit?
   d) Any other violation of the provisions of the Act and Rules noticed.
3) Summary of violation (mention relevant Sections and Rules):

6) Equal Remuneration Act, 1976 & Rules
1) Whether provisions of this Act are applicable to the establishment?
2) If yes;
   a) Whether remuneration at equal rates paid to men and women workers for performing the same or similar nature of work
   b) Whether prescribed register has been maintained or kept?
   c) Whether prescribed return has been submitted within the prescribed time limit?
   d) Whether prescribed Return has been submitted within prescribed time limit?
3) Summary of violation (mention relevant Sections and Rules)

7) Child Labour (Prohibition and Regulation) Act, 1986 and Rules
1) Whether provision of this Act are applicable to the establishment?
2) If yes;
   a) Whether any child has been employed in any occupation and/or process set
b) Whether any child has been employed in employment other than the occupations or processes set forth in Part-A and Part-B of the Schedule? If yes, whether the conditions as set forth in Sec.-7, Sec.-8 have been complied with and whether the Occupier has sent written notice to the Inspector as required under Section-9.

c) Whether prescribed Register has been maintained and kept?

3) Summary of violation (mention relevant Sections and Rules)

8) Contract Labour (Regulation and Abolition) Act, 1970 and Rules

1) Whether provisions of this Act are applicable to the establishment?

2) If yes:

   a) Whether the establishment has been registered? If yes, Regd. No. & date, maximum number of contract labour for which registration made.

   b) Details of contractors and number of contract labour employed by them.

   c) Whether the contractors to whom this Act is applicable, obtained licence? If yes, the details of licence No. and date, period of validity, maximum number of contract labour for whom licence obtained should be specified contractor wise?

   d) Whether the welfare amenities as per this Act have been provided? If not, extent of violations?

   e) Whether the principal employer ensured the presence of his authorized representative at the time & place of the disbursement of wages by the contractors to the workmen?

   f) Whether prescribed registers are maintained and kept? If not, extent of violations.

   g) Whether prescribed notices have been displayed?

   h) Whether prescribed returns have been submitted by the principal employer and the contractors within prescribed time limit?

   i) Any other violation of the provisions of the Act and Rules noticed.

3) Summary of violation (specify the Sections and Rules):

9) Inter State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979 and Rules

1) Whether provisions of this Act are applicable to the establishment?

2) If yes:

   a) Whether the establishment has been registered? If yes, Regd date & date, details contractors and maximum number of inter-state migrant workmen to be employed for whom registration obtained.

   b) The details of contractors and maximum number of inter-state migrant workmen employed by them.

   c) Whether the contractor to whom this Act is applicable, obtained licence? If yes, specify the license no. and date, maximum number of inter-state migrant workmen for whom license is obtained?

   d) Whether displacement allowance and journey allowance are paid to the inter-state
migrant workmen?
e) Whether facilities as per this Act have been provided to the inter-state migrant workmen? If not, extent of violation.
f) Whether prescribed registers are maintained and kept by the principal employer and the contractor(s)? If not, extent of violations.
g) Whether prescribed returns have been submitted by the principal employer and contractor(s) within prescribed time limit
h) Any other violation of provisions of this Act and Rules noticed.
3) Summary of violation (mention relevant Sections and Rules):

10) **Maternity Benefit Act & Rules**

1) Whether the provisions of this Act are applicable to the establishment?
2) If yes;
   a) Whether the provisions of this Act & Rules made thereunder relating to payment of maternity benefit to women employed in the establishment are complied with? If not, extent of violations.
   b) Whether prescribed register, record has been maintained and kept?
   c) Whether abstract of the Act & the Rules made thereunder has been exhibited?
   d) Any other violation of the provisions of the Act & Rules noticed.
3) Summary of violation (mention relevant Sections and Rules):

11) **Payment of Gratuity Act, 1972 and Rules**

1) Whether the provisions of this Act are applicable to the establishment?
2) If yes;
   a) Whether gratuity has been paid to eligible employees as per Sec. — 4 of the Act?
   b) Whether prescribed notices have been displayed.
3) Summary of violation (mention relevant Sections and Rules):

12) **Beedi and Cigar Workers (Condition of Employment) Act, 1966 and Rules**

1) Whether provisions of this Act are applicable to the establishment?
2) If yes;
   a) Whether licence has been obtained to use or allow to be used any place or premises as an industrial premises? If yes, specify the licence number, date and maximum number of employees for whom licence obtained.
   b) Whether provisions relating to cleanliness, ventilation, overcrowding, latrines & urinal, washing facilities, crèche, First-Aid and Canteen have been complied with? If not, extent of violations.
c) Whether provisions relating to working hours wages for overtime work, interval for rest, spread over, weekly holidays, annual leave with wages have been complied with? If not, extent of violation.

d) Whether any child or women or young person has been employed in contravention of the provisions of Sections 24 and/or 25?

e) Whether prescribed registers, records have been maintained and kept?

f) Whether prescribed return has been submitted within time limit?

g) Any other violation of provisions of the Act & Rules noticed.

3) Summary of violation (mention relevant Sections and Rules):  

13) Building & Other Construction Workers (RE&CS) Act & Rules

1) Whether the provisions of the Act & Rules are applicable to the establishment?

2) If yes;

   a) Whether the establishment has been registered? If yes, Regd. No. & date, maximum no. of workers for whom registration obtained.

   b) Whether the provisions of the Act and Rules made thereunder pertaining to hours of work, rest intervals, weekly off, payment of wages etc. have been complied with? If not, extent of violation.

   c) Whether the provisions of the Act & Rules, made thereunder pertaining to safety and health measures have been complied with? If not, extent of violation.

   d) Whether prescribed notices have been displayed?

   e) Whether prescribed registers, records are maintained & kept?

   f) Whether prescribed return has been submitted within time limit?

   g) Any other violation of provisions of the Act & Rules noticed.

3) Summary of violation (mention relevant Sections and Rules):  

14-Building & Other Construction Workers Welfare Cess Act & Rules

1) Whether the provision of this Act are applicable to the establishment?

2) If yes;

   a) Whether the employer has paid cess within the prescribed time

3) Summary of violation (mention relevant Sections and Rules):  

15) Working Journalists & Other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955 & Rules

1) Whether the provisions of this Act are applicable to the establishment?

2) If yes;

   a) Whether working journalists and non-journalists have been paid wages as per notified rate? If not, specify details of less payment.

   b) Whether the provisions of the Act & Rules relating to hours of work, leave,
payment of gratuity etc. have been complied with? If not, specify detail violation.

c) Whether prescribed registers, records and muster rolls are maintained and kept.
d) Any other violation of the provisions of the Act & Rules noticed.

3) Summary of violation (mention relevant Sections and Rules):

16) Sales Promotion Employees (Condition of Service) Act and Rules

1) Whether provisions of this Act are applicable to the establishment?

2) If yes;

   a) Whether letter of appointment in Form-A has been furnished to sales promotion employees?
   b) Whether leave facilities has been provided under this Act and Rules have been allowed to sales promotion employees?
   c) Whether prescribed registers and records are maintained & kept?

3) Summary of violation (mention relevant Sections and Rules):