

## 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

	Regular Worker		Temporary Casual Worker /		Contract Labour	
	Male	Female	Male	Female	Male	Female
Unskilled						
Semi-skilled						
Skilled						
Highly skilled						
Supervisors						

- 9) Rate of wage paid :

	Regular Worker		Temporary / Casual Worker		Contract Labour	
	Male	Female	Male	Female	Male	Female
Unskilled						
Semi-skilled						
Skilled						
Highly Skilled						
Supervisors						

- 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

forth in Part-A and Part-B of the Schedule ?

- 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) 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) :