

## CHECKLIST FOR VIOLATIONS UNDER ALL ACTS

- APSE Act:** Check List For Online Inspection Under A.P. Shops & Estt. Act, 1988 & Rules, 1990.

Check List For Online Inspection Under A.P. Shops & Estt. Act, 1988 & Rules, 1990			
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule	
		Shops	Establishment
1	Non Registration of Shop/Estt.	Section 3 RWR 3(1) and Section 4 of Integrated Act	Section 3 RWR 3(1) and Section 4 of Integrated Act
2	Non Renewal of Registration	Section 4 RWR 3 (4)	Section 4 RWR 3 (4)
3	Employed Children In The Employments/Process Prohibited	Section 20	Section 20
4	Non Payment of Overtime Wages	Sections 7(1) 9, 12(1) and 31(1) RW Section 37	Section 16 RWS 37
5 A	Non Maintenance of Register of Employment In Form-XXII	Rule 29(1)	Rule 29(1)
5 B	Non Maintenance of Register of Wages In Form-XXIII	Rule 29(2)	Rule 29(2)
5 C	Non Maintenance of Register of Leave	Rule 29(6)	Rule 29(6)
5 D	Notice of Weekly Holiday Not Displayed	Rule 29(3)	Rule 29(3)
6	Non Issue of Appointment Letters	Rule 30	Rule 30
7	Non Display of Name Board In Telugu	Rule 29(13)	Rule 29(13)

**2. MTW Act:** Check List For Online Inspection / Violations Under Motor Transport Workers Act, 1961 & Ap Rules, 1963

Check List For Online Inspection / Violations Under Motor Transport Workers Act, 1961 & Ap Rules, 1963		
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule
1	Non Registration	Section 3
2	Non Renewal of Registration	Rule 8 RWS 4 of the Integrated Registration Act, 2015
<b>Welfare and Health provisions</b>		
3	Failure to provide canteen (more than 100 workers)	Section 8
4	Failure to provide rest room	Section 9
5	Failure to provide uniforms	Section 10
6	Failure to provide medical facilities	Section 11
7	Failure to provide First Aid Facilities	Section 12
<b>Service Conditions</b>		
8	Failure to observe hours of work	Section 13
9	Failure to observe hours of work to adolescent workers	Section 14
10	Failure to observe daily intervals of rest	Section 15
11	Failure to observe spread over	Section 16
12	Failure to observe split duty	Section 17
13	Failure to display Notice of hours of work	Section 18
14	Failure to allow weekly rest	Section 19
15	Failure to allow compensatory day of rest	Section 20
16	Allowed / employed children	Section 21
17	Failure to obtain Fitness Certificate in respect of adolescent workers	Section 22

18	Failure to pay overtime wages	Section 26
19	Failure to allow annual leave with wages	Section 27
<b>Maintenance of Registers</b>		
20	Failure to maintain Leave Book	Rule 34
21	Failure to maintain Register of workers	Rules 35
22	Failure to issue of Letter appointments	Rules 35-A
23	Failure to Maintain Muster Roll	Rules 36
24	Failure to maintain Overtime Muster Roll	Rule37-A
25	Failure to issue Individual Control book to the travelling workers	Rule 38
26	Failure to submit annual returns	Rule 39

**3. Beedi and Cigar Act:** Check List For Online Inspection/Violations Under Beedi and Cigar Workers Rules 1966.

Check List For Online Inspection/Violations Under Beedi and Cigar Workers Rules 1966		
S.No.	Description of The Provisions Required To Be Complied By The Employer	Section/Rule
1	License Not Obtained	Section 4(1) RWR 3
2	Failed To Renew The License	Section 4(4)b RWR 4
3	Employed Child Labour	Section 25
4	Failed To Provided Facilities At Work Place a. Drinking Water - Sec.10 RWR 10 b. Latrines & Urinals - Sec.11 RWR 12 & 13 c. Creches-Sec.14 RWR 19 d. Canteens - Sec.16 RWR 21	Sections 8 To 16
5	Non Payment of Wages/Short Payment of Wages Including O.T Wages	Section 18 RWS 17 and Section 15 of P.W. Act
6 A.	Failed To Maintain/Produce or Caused To Be Produce The Register of Employment In Form	Rule 33

6 B	Failed To Maintain/Produce or Caused To Be Produce The Register of Wages In Form	Rule 33
7	Appointment Letters/Employment Card/Id Not Issued/Ack Not Produced	Rule 34-A

**3. Building And Other Construction Workers Act:**Check List For Online Inspection/Violaations Under Building And Other Construction Workers Act, 1996 & AP Rules, 1999, BOCWW Cess Act, 1990 & Cess Rules, 1996.

Check List For Online Inspection/Violations Under Building And Other Construction Workers Act, 1996 & AP Rules, 1999, BOCWW Cess Act, 1990 & Cess Rules, 1996			
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule	
		BOCWW Act	Cess Act
1	Non Registration of Establishment	Section 7 RWR 24 and Section 4 of The Integrated Registration Act	-
2	Non Furnishing of Notice With Particulars Specified There in Atleast 30 Days Before Commencement of Building Or Other Construction Work	Rule 46	-
3	Failure of Pay Cess	-	Section 3 RWR 3 and 4 of Cess Rules
4	Non Observance of Health And Safety Provisions 1.Fire Protection - R 35 2.Fencing of Motors - R 37 3.Health And Safety Policy - R 39 4.Electrical Hazards - R 47 5.Illumination of passages - R 50 6.Use of Safety Helmets And Shoes - R 54	Rules 35 To 232	-
5	Non Provision of Facilities At Work Place 1.Drinking Water - SE. 32 2.Latrines And Urinals - S 33 3.Creches - R 35 4.First Aid - S 36	Section 32 To 37 RWS 243 To 247	-

6	Non Payment of Overtime Wages	Section 29 RWR 235	-
7	Non Furnishing of Report In Form-XIV On The Accidents/Dangerous Occurrences Causing Life/Disability To Construction Worker	Rule 240	-

**4. Contract Labour Act:**Check List For Online Inspection/Violations Under Contract Labour Act, 1970 & Ap Rules, 1971.

Check List For Online Inspection/Violations Under Contract Labour Act, 1970 & Ap Rules, 1971			
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule	
		Principal Employer	Contractor
1	Registration Not Obtained By PRL. Employer	Section 7 RWR 17 and Section 4 of The Integrated Act	-
2	License Not Obtained By The Contractor	-	Section 12 RWR 21, 24, 25
3	License Not Renewed By The Contractor	-	Section 13(3) RWR 29
4	Non Observance of Conditions of License Viz. Leave, Holiday, Rates of Wages, Hours of Work Etc.	-	Rule 25
5	Non Observance of Health And Safety Provisions	Rule 40(2)	Rules 41 To 59
6 A	Non Maintenance of Register of Contractors In Form-XII	-	Rule 74 RWS 29
6 B	Non Maintenance of Muster Roll In Form-XVI	-	Rule 78
6 C	Non Maintenance of Register of Wages In Form-XVII	-	Rule 78
6 D	Non Issue of Wage Slips In Form-XIX	-	Rule 78(1)(ii)(b)
6 E	Non Issue of Employment Card	-	Rule 76
7	Non Payment of Wages/Short Payment of Wages By PRL. Employer/Contractor	Section 21	Section 21 (1) RWR Section 15 of P.W. Act

**6. Inter State Migrant Workmen Act:** Check List For Online Inspection/Violations Under Inter State Migrant Workmen Act, 1979 & AP Rules, 1982.

Check List For Online Inspection/Violations Under Inter State Migrant Workmen Act, 1979 & Ap Rules, 1982			
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule	
		Principal Employer	Contractor
1	Non Registration of PRL. Employer Estt.	Section 4 RWR 3(1) and Section 4 of The Integrated Act, 2015	-
2	Non Renewal of PRL. Employer Estt.	Section 4 of The Integrated Act, 2015	-
3	License Not Obtained By The Contractor	-	Section 8 RWR 7
4	Non Renewal of License By The Contractor	-	Section 9 (3) RWR Rule 14
5	Other Facilities At Work Place Not Provided i. Suitable Residential Accommodation - Rule 37 ii. Medical Facilities - Rule 30 iii. Drinking Water, Latrines, Urinals - Rule-31 iv. Canteens - Rule 33	-	Section 16 RW Rule 31 To 36
6	Non Payment of Wages, Short Payment of Wages By Contractor/Pr. Employer	-	Rule 24 To 28 RW Section 15 of The P.W. Act
7 A	Non Maintenance of Muster Roll In Form-XVII	-	Rule 41 To 47
7 B	Non Maintenance of Register of Wages In Form-XVIII	-	Rule 41-47
7 C	Non Payment of Displacement Allowance/Journey Allowance	-	Section 14and15 RWR 43
8	Non Issue of Pass Book To Ism Workmen	-	Section 12(2) Rule 22

**7. AP Labour Welfare Fund Act:** Check List for Online Inspection under A.P. Labour Welfare Fund Act, 1987

Check List For Online Inspection under A.P. Labour Welfare Fund Act, 1987		
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule
1	Non Payment of Contribution of Employees and Employers	Section 10 RWR 6
2	Non Payment of Un-Paid Accumulations	Section 2(11), 8 RWR 5

**8. Minimum Wages Act:** Violations under Minimum Wages Act, 1948 & AP Rules, 1960

Violations Under Minimum Wages Act, 1948 & Ap Rules, 1960		
S.No	Description of The Provisions Required To Be Complied By The Employer	Section / Rule
1	Non Payment of Minimum Rate of Wages * To The Employees * Employed In The Scheduled Employment Notified By The Govt.	Section 12
2	Failure To Issue Wage Slips In Form XI Atleast A Day Prior To Disbursement of Wages	Rule 30(2)
3	Failure To Display Notice In From-XII Containing Minimum Rates of Wages Fixed Together With Abstract of Provisions of The Act and Rules	Rule 23

**9. National, Festival and Other Holidays Act:** Check List For Online Inspection under A.P. Factories And Establishments (National, Festival And Other Holidays Act 1974 And Ap Rules

Check List For Online Inspection under A.P. Factories And Establishments (National, Festival And Other Holidays Act 1974 And Ap Rules		
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule
1	Failure To Allow National, Festival and Other Holidays Notified By The Authority	Section 3
2	Failure To Send Statement Showing Holidays Allowed In The Manner Prescribed	Section 5
3	Failure To Allow Wages/Substituted Holiday	Section 5

**10. Equal Remuneration Act:** Check List For Online Inspection/Violations Under Equal Remuneration Act, 1976 & Rules 1976.

Check List For Online Inspection/Violations Under Equal Remuneration Act, 1976 & Rules 1976		
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule
1	Non Payment of Remuneration At Equal Rates To Men And Women Workers For Same Work Or Work of A Similar Nature	Section 4(1)
2	Reduced The Rate of Remuneration For Complying With The Provision of Equal Remuneration	Section 4(2)
3	Discrimination While Recurring Men and Women	Section 5

**11. Payment of Bonus Act:** Check List For Online Inspection under A.P. Factories And Establishments (National, Festival And Other Holidays Act 1974 And Ap Rules

Check List For Online Inspection/Violations Under Payment of Bonus Act, 1966 & AP Rules		
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule
1	Non Maintenance of Register of Allocable Surplus In Form-A	Section 26 RWR 4
2	Non Maintenance of Register Showing Set-Off And Set-On of Allocable Surplus In Form-B	Section 26 RWR 4
3	Non Maintenance of Register Showing Details of Bonus Payable And Actually Paid In Form-C	Section 26 RWR 4
4	Non Payment of Bonus	Section 19(3), Section 15 of the P.W. Act



**12. Payment of Wages Act:** Check List For Online Inspection / Violations Under Payment of Wages Act, 1936 & Ap Rules, 1937

Check List For Online Inspection / Violations Under Payment of Wages Act, 1936 & Ap Rules, 1937		
S.No	Description Of The Provisions Required To Be Complied By The Employer	Section/Rule
1	Failure To Pay The Wages Before Expiry of The Day Specified After The Last Day of The Wage Period	Section 5
2	Failure To Pay The Wages Through The Bank Account of The Workers	Section 6 (A.P. Amendment)
3	Deduction of Wages of The Workers Made Not In Accordance With The Provisions of The Act/Rules	Section 7

**13. Payment of Gratuity Act:** Check List For Online Inspection/Violations Under Payment of Gratuity Act, 1972 & AP Rules, 1972, A.P. Compulsory Gratuity Insurance Rules, 2011

Check List For Online Inspection/Violations Under Payment of Gratuity Act, 1972 & AP Rules, 1972, A.P. Compulsory Gratuity Insurance Rules, 2011		
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule
1	Non Registration	Rule 4(1) RWS 4 of The Integrated Act, 2005
2	Non Payment of Gratuity In Time	Section 4
3	Non Obtaining of Insurance	Section 4-A RWR 2

**14. Child Labour Act:** Check List For Online Inspection under A.P. Factories And Establishments (National, Festival And Other Holidays Act 1974 And Ap Rules

Check List For Online Inspection / Violations Under Child Labour Act, 1986 & Ap Rules, 1995		
S.No.	Description of The Provisions Required To Be Complied By The Employer	Section/Rule
1	Employed Children In The Prohibited Occupations Under Part A And Processes Under Part B of The Schedule	Section 3 RWR 15, 16

2	Failed To Pay Minimum Wages	Section 12 of The M.W. Act
3	Failed To Pay at Rs. 20,000 Per Child Labour To The Child Labour Rehabilitation Cum Welfare Fund	Directions of Hon'ble Supreme Court of India In M.C. Mehata Case
4	Failed To Furnish Certificate In Proof of Age Issued By The Specified Authority.	Rule 19

**15. Maternity Benefit Act:** Check List For Online Inspection / Violations Under Maternity Benefit Act, 1961

Check List For Online Inspection / Violations Under Maternity Benefit Act, 1961		
S.No	Description of The Provisions Required To Be Complied By The Employer	Section / Rule
1	Employed or Allowed To Work A Woman Worker During The Prohibited Periods	Section 4
2	Non Payment of Maternity and Other Benefits	Sections 5, 7, 8,9 10,11 and 12

**16. Industrial Employment Standing Orders Act:** Check List For Online Inspection / Violations Under Industrial Employment (Standing Orders) Act, 1946 & Ap Rules 1953

Check List For Online Inspection / Violations Under Industrial Employment(Standing Orders) Act, 1946 & Ap Rules 1953		
S.No	Description of The Provisions Required To Be Complied By The Employer	Section / Rule
1	Failure To Submit Draft Standing Orders For Adoption In The Establishment	Section 3
2	Failure To Post (Display) The Text of The Standing Orders In English And In The Language Understood By The Majority of The Workmen	Section 9

**17. Plantations Labour Act:** Check List For Online Inspection / Violations Under Industrial Employment (Standing Orders) Act, 1946 & Ap Rules 1953

Check List For Online Inspection / Violations Under Plantations Labour Act, 1951		
S.No.	Description Of The Provisions Required To Be Complied By The Employer	Section/Rule
1	Failed To Provide Drinking Water Facility, Latrines And Urinals, Medical Facilities At Plantation	Sections 8,9,10
2	Failed To Provide Canteen, Creches and Other Recreational Facilities And Facilities Like Housing, Education Etc (If Applicable)	Sections 13-16
3	Non-Observance of Leave With Wages	Section 30

**18. Working Journalists Act:** Check List For Online Inspection under Working Journalists And Other News Paper Employees (COS) Act 1955 & Rules 1957

Check List For Online Inspection under Working Journalists And Other News Paper Employees (COS) Act 1955 & Rules 1957		
S.No	Description of The Provisions Required To Be Complied By The Employer	Section/Rule
1	Failure To Pay Wages To The Working Journalists At The Rate Specified In The Order Issued By The Central Govt. Under Section 12 of The Act	Section 13
2	Failure To Pay Wages To The Non-Working Journalists At The Rate Specified In The Order Issued By The Central Govt.	Section 13 B
3	Failure To Allow Leave To The Working Journalists Including Female Working Journalists As Provided	Rules : 29,30,31,32,33 & 34
4	Failure To Prepare And Maintain The Prescribed Registers & Records	Rule 37