1. Name and Designation of the Authorised Officer

2. Name and Address of the Shop/ Establishment

3. Name of the Employer

- 4. R.C. Number
- 5. Nature of business
- Number of Employees

## (i) A.P. SHOPS AND ESTABLISHMENTS ACT, 1988:

- Whether Form-II (RC) displayed or not
- 2. Whether Registration Certificate renewed or not
- Labour Welfarc Fund paid or not for the year
- Employment Register in Form-XXII
- Leave Register in Form-XXV
- Ack of Appointment letter in Form XXVI
- 7. Visit Book
- 8. Weekly Holidays List in Form- XX IV
- Whether name board of the shop /Estt. displayed in Telugu or Not :

## (ii) MINIMUM WAGES ACT

- Wage register in Form + X
- 2. Ack. Of Pay slips in Form-XI
- 3. Abstract of Minimum Wages Act and Rules in Form XII
- Attendance Register in Form-V

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Signature of the Employer / Representative

Date - 28 4 18 Time: 4 pm V.H. \_ Asst. Labour Officer Danget Navarichan

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Signature of the inspector, all

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