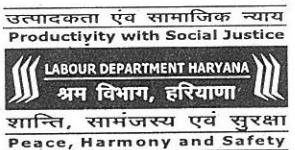




## **INSPECTION PROFORMA** **UNDER VARIOUS LABOUR LAWS FOR THE USE OF** **INSPECTORATE STAFF**



## **LABOUR DEPARTMENT, HARYANA**

1st Floor, 30 Bays Building, Sector 17-B, Chandigarh - 160 017 (India)

Telefax: +91-172-2701266 Tel.: +91-172-2701373

प्रथम तल, 30 बेज विलिंग, सेक्टर 17-बी, चण्डीगढ़-160 017 (भारत)

टेलीफैक्स: 0172-2701266 फोन: 0172-2701373

**INSPECTION PROFORMA  
UNDER VARIOUS LABOUR LAWS  
FOR THE USE OF INSPECTORATE STAFF**

Inspected by			
Name and address of the Establishment			
Telephone Numbers			
Name and address of the Occupier			
Name and address of the Manager			
Name and Designation of the person found In-charge at the time of inspection			
Manufacturing process			
Male	Female	Date of start of Manufacturing process	
No. of workers on roll			
No. of workers found working			

**OBSERVATIONS DETECTED DURING THE COURSE OF INSPECTION**

**UNDER MINIMUM WAGES ACT, 1948**

1.	Whether Muster-roll in form-V maintained? (Rule 26(5))	
2.	Whether wages, fine, damage and advances register in form X maintained? (Rule 21 (4) and 26(5))	
3.	Whether Wage-slips in prescribed Form are being issued to the workers at least a day prior to the disbursement of wages and signature or thumb impression is being taken on counterfoils? (Rule 26 (2) and 26(3))	
4.	Whether Annual Return in form III for the Year Ending 31.12..... submitted on or before 1 <sup>st</sup> , February ..... (Rule 21(4A))	
5.	Whether weekly rest is allowed to the workers? (Rule 23)	
6.	Whether the workers who worked over time, are being paid at double the rate of ordinary wages? (Rule 25)	
7.	Whether following displayed? (i) Abstract of the Act and rules made there under (ii) Name and address of the Inspector (iii) Schedule of minimum rates of wages as fixed by the Government. (Rule-22)	
8.	Whether wages as fixed by the Govt. are being paid to the workers? If not, give details.	

May Prosecute for Violation of \_\_\_\_\_

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May warn for violation of \_\_\_\_\_

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**UNDER PAYMENT OF WAGES ACT, 1936**

1.	Whether record as provided under Rule 6 preserved for 12 months?	
2.	Whether A/Return in form IV for the year ending 31.12.....submitted? (Section 26)(3)/Rule 18)	
3.	Whether Pay Day notice displayed? (Section 26(3)(d)/Rule 18)	
4.	Whether Abstract of the Act/ Rules displayed? (Section 26(3)/Rule 18)	

May Prosecute for Violation of \_\_\_\_\_

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May warn for violation of \_\_\_\_\_

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**UNDER NATIONAL, FESTIVAL (Casual & Sick) LEAVE ACT, 1965.**

1.	Whether list of holidays in form A for the Year ..... displayed and details of such declaration sent to the Inspector by 30 <sup>th</sup> November?	
2.	Whether register of leaves in form B maintained?	
3.	Whether National Festivals, Casual and Sick leaves are granted to the workers?	

May Prosecute for Violation of \_\_\_\_\_

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May Warn for violation of \_\_\_\_\_

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**UNDER PAYMENT OF GRATUITY ACT, 1972**

1.	Whether a notice in form-A for opening of the establishment submitted to the Controlling Authority?	
2.	Whether any change in the name, address, employer or nature of business is there? If so, whether intimation in form B is given to the Controlling Authority?	
3.	Whether the name and designation of the officer who will receive notice under the Act displayed?	
4.	Whether Nomination forms in Form F sent by the employees (who have completed 1 year of service) to his employer are kept in the safe custody of the employer and are made available for checkup on demand?	
5.	Whether Abstract of the Act/Rules displayed?	

May Prosecute for Violation of \_\_\_\_\_

May warn for violation of \_\_\_\_\_

**UNDER EQUAL REMUNERATION ACT, 1976**

1.	Whether male and female workers employed on the same work of a similar nature under similar working conditions are being paid remuneration/wages at equal rates?	
2.	Whether discrimination is being made while recruiting men and women workers for the same work or in promotions training etc. (Rule 5).	
3.	Whether register in form 'D' in respect of workers employed is maintained? (Section 8/ Rule 6)	

May Prosecute for Violation of \_\_\_\_\_

May Warn for violation of \_\_\_\_\_

**UNDER CHILD LABOUR (PROHIBITION & REGULATION) ACT, 1986**

Whether any child labour is employed/ found Working, if so, give details as under	
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Name of the child labour	Age of the child labour	Father's name and address	Nature of work being performed by the child
1.	2.	3.	4.
Hours of work	Education status	Rate of wages being paid per month	
5.	6.	7.	

May Prosecute for Violation of \_\_\_\_\_

May Warn for violation of \_\_\_\_\_

**INSPECTION PROFORMA UNDER THE PAYMENT OF BONUS ACT, 1965**

1.	Inspection Report by	
2.	Date and time of Inspection	
3.	Name and address of the Establishment	
4.	Name and address of the Employer Person responsible (under Section 2(14))	
5.	Date of establishment of factory/ establishment	
6.	Date on which (i) factory started manufacturing process (ii) establishment started working	
7.	Date of commencement and completion of the Accounting year	from _____ to _____
8.	(a) Has the Employer opted for the closed of accounts and balance to any other day than 31 <sup>st</sup> March? (b) Has the option given exercised with the previous approval of the prescribed authority? (2) (1) (iii)	
9.	Has the gross profit been computed/calculated in the manner specified in the first/second schedule (under Section 4 (a) (b))	
10.	(a) Indicate the amount of	Available surplus Rs.
		Allocable surplus Rs.
11.	Has the calculation of direct tax payable by the Employer been made as permissible?	
12.	Whether the INFANCY PERIOD Completed? If so, from which date	
13.	No. of workers employed month wise during the closing year Name of month No. of workers	
14.	No. of workers entitled for bonus	
15.	Are all the workers entitled for payment of bonus have been paid bonus? (a) if not give details in Annexure-I (b) is there any case of short	

	payment of bonus? if so, give details in Annexure-II	
16.	Has the payment of bonus been made within the prescribed time limit? if not give details as per Annexure-III	
17.	Are the accounts of set on and set off of allocable surplus been carried on? If not give details as per Annexure-IV	
18.	ARE THE FOLLOWING REGISTERS being maintained? (i) Register of computation of allocable surplus in Form A (ii) Register of set on and set off of allocable surplus in Form B (iii) Register of Bonus paid to the employees for the accounting year ending..... in form C.	
19.	Are all the columns in the above register being properly filled in? If not, give the details of the cols. in which entry has not been made.	
20.	Name of the record in which violations have been record by the INSPECTOR.	
21.	Have the defects detected during previous inspection been removed? (a) if not give details in Annexure-V.	
22.	Give details/violations detected at the time of inspection in Annexure-VI.	
23.	Name and Designation and signature of the person found incharge at the time of inspection	
Endst. No..... Dated.....		
Forwarded to the Labour Commissioner, Haryana for information and necessary action.		

Signature of the Inspector

May prosecuting for violation of \_\_\_\_\_

May warn for violation of \_\_\_\_\_

Signature of Labour Inspector

**INSPECTION PROFORMA UNDER INTER STATE MIGRANT WORKMEN  
(REGULATION OF EMPLOYMENT and CONDITION OF SERVICE) ACT, 1979.**

<b>INSPECTED BY</b>		
Name and address of the establishment		
Telephone No(s).	Off. _____ Resi. _____ Fax _____	
Name and Address of the Employer		
Name and Address of the Manager		
Name and Designation of the person found incharge @ inspection		
Manufacturing process		
Date of start of manufacturing process		
Number of workers on roll	Male _____ Present Male _____	Female _____ Female _____

**OBSERVATION DETECTED DURING THE COURSE OF INSPECTION**

1.	Whether the principal employer has obtained registration certificated, if so, No. and date. [Section 4(3)(5)(23)(a) Rule 6]	
2.	Whether the principal employer needs any amendment in Registration Certificate? (Rule 6)	
3.	Whether the contractor has obtained licence. If so, No. and date and period (Section 8, Rule 7)	
4.	Whether the migrant workmen employed by the contractor and workmen employed by the Principal Employer on the same and similar work are given the same rates, holidays, hours of work and other condition of service? Section 9(1)(b), 35(2)(D)/ Rule 11(20) (vii)	
5.	Whether the migrant workmen are being given allowances, benefits and facilities as per rules? Section 9(1)(b), 35(2)(d) /Rule 11(2)(vii)	
6.	Whether the copy of licence displayed prominently at the premises where the workmen are employed? Section 9(1)(b), 35(2)(d) / Rule 11(2)(xii)	
7.	Whether the contractor has furnished to the specified Authority the particulars regarding recruitment and employment of migrant workmen in form X? Section 12(II)(a)/ Rule 21	
8.	Whether the Contractor has paid to the migrant workmen the return fare from the place of employment to the place of residence in his home state on the expiry of the period of employment? Rule 22	
9.	Whether at the time of recruitment	

displacement allowance equal to 50% of monthly wage or Rs. 75/- (whichever is higher) has been paid by the Contractor to migrant workmen? Section 14 (1)	
10. Whether journey allowance from the place of residence of inter-state migrant workmen of his State to place of work in the other State paid by the contractor to the migrant workmen for the outward and return journey? (Section 15)	
11. Whether Service Certificate in form XIV is being issued to the migrant workmen who have been terminated for any reason by the Contractor? Section 23, 35 (2) (k)/Rule 51	
12. Whether following registers are being maintained by the Contractors	
a Displacement cum journey allowances sheet in form XV and Return journey allowance register in form XVI (Section 23, 35(2)(k)/Rule 51)	
b Muster Roll in form XVII	
c Register of wages in form XVIII	
d Register of deductions for damage or loss in form XIX	
e Register of fines in form XX	
f Register of advances in form XXI &	
g Register of overtime in form XXII	

**(TO AVOID DUPLICACY IN THE MAINTAINANCE OF RECORD AND FOR BETTER  
ADMINISTRATION WHETHER THE CONTRACTOR HAS OBTAINED PREVIOUS  
APPROVAL OF THE LABOUR COMMISSIONER, HARYANA.)**

Section 23, 35 (2)(k)/Rule 52

13. Whether the Principal Employer, Contractor has maintained in respect of each establishment for Migrant Workmen a register in form XIII? (Section 23, 35(2)(k)/ Rule 49)	
14. Whether all registers and other records are kept/ preserved for 3 calendar years. Section 23, 35(2)(k)/ Rule 53	
15. Whether pass book as prescribed under clause (b) of sub-section (1) of Section 12 contains the addl. Particulars viz. The date of recruitment, the date of employment, wages period, total attendance, unit of work done, total earned wages, deductions & signature of contractor or his representative within 3 days from the date of payment and includes the name and address of the next kin of Migrant Workmen?	
16. Whether any fatal/serious accident took place and in that case whether the Contractor immediately informant by telegraphically to the Specified Authority of both the states and also the next kin of the Migrant Workmen the nature of death or serious bodily injuries? (Rule 23 (2))	
In the failure of contractor whether the same is complied by the Principal Employer? (Rule 23 (3))	
<b>MEDICAL:</b>	
17. (a) Whether suitable and adequate medical facilities for outdoor treatment to the Migrant Workmen and their family members are	

provided? (Section 16/ Rule 37)	
(b) Whether hospital expenses which includes expenses of treatment hospital charges (including diet) and travel expenses are being paid by the contractor. (Section 16/Rule 37 (2))	
(c) Whether FIRST AID BOX containing adequate medicines, equipments distinctly marked with a red cross on a white ground provided? (Section 16(2)/Rule 37(3&4))	
(d) Whether First Aid Box kept under the charge of a responsible person readily available during the working hours? Section 16/Rule 37 (7)	
(e) IN CASE WORKERS STRENGTH IS ABOVE 150, whether person incharge of first aid box is trained in first aid treatment? (Rule 37 (8))	
<b>PROTECTIVE CLOTHINGS</b>	
18. Whether clothing has provided to every Migrant Workmen (Where the Temperature falls below 20 degree centigrade) protective clothing consisting of one woolen coat and one woolen trouser once in a period of 2 years. In case of temperature below 5 degree whether one woolen over cat to those Migrant Workmen is provided once in 3 years?	
<b>REST ROOM:</b>	
19. Whether rest room or suitable alternative accommodation separate for male & female Migrant Workmen adequately ventilated by circulation of fresh air and natural lighting with smooth, hard and imperious floor	

<p>surface at convenient distance with adequate supply if drinking water provided by the Contractor or Principal Employer.</p> <p>(Section 16 (c) (d) 35 (2) (n) / Rule 40)</p>	
<b>CANTEEN:</b>	
<p>20. In case of 150 or more Migrant Workmen are employed; whether Contractor or Principal Employer has provided an adequate canteen consisting of a dining hall, kitchen, store room pantry and washing place for workmen? (Section 16(c) (d) 35 (2) (n) / Rule 41)</p>	
<p>* Whether the canteen is sufficiently lighted having smooth flooring and is being lime washed or colour washed regularly once in a year (walls of the kitchen once after every 4 months) with proper maintenance and sanitary conditions &amp; adequately furnished with separate washing place for male and female workers provided? (Rule 41 (5 to 12))</p>	
<p>** Whether food stuffs, other items served in the canteen conform to the normal habits of the M/W? Rule 41 (13)</p>	
<p>***Whether canteen runs on no profit and no loss basis and rate list of the articles displayed? Rule 41 (14)</p>	
<p>**** Whether books of the accounts connected with the canteen running are maintained audited once after every 12 months by registered Accountants and auditors? Rule 41(16)&amp;(17)</p>	
<b>LATRINES, URINALS &amp; OTHER FACILITIES:</b>	
<p>22. Whether following facilities for the use of Migrant Workman are provided by the Contractor or Principal Employer as</p>	

required under Section 16(1), 35 (2)(n)/Rule 39.	
(a) Sufficient quantity of wholesome water	
(b) Sufficient No. of latrines and urinals &	
(c) Washing facilities.	
23. Whether latrines and urinals separate for male and female with proper cover and partitioned to secure privacy; bearing the figure of a man or of a woman lighted maintained in a clean and sanitary conditions with water facilities provided at the following scale, namely atleast 1 latrine each for every 25 females & male provided? (Rule-42)	
Whether adequate and suitable washing facilities for washing and adequately screening facilities in clean and hygienic condition provided? (Rule 43)	
<b>CRECHE:</b>	
24. In case 20 or more women Migrant Workmen are employed; whether Crèche comprising of two room i.e., one play room and 2 <sup>nd</sup> one bed room for use of children of Migrant Workmen under the age of 6 years duly furnished with toys and bedding/cots with adequate supply of wholesome drinking water provided the Contractor or Principal Employer. Section 35(2)(n)/Rule 44	
<b>RESIDENTIAL ACCOMMODATION BY CONTACTOR OR P/E</b>	
25.*Whether contractor has provided to Migrant Workmen having families suitable quarters i.e. one room with suitable cooling space and one common latrine and bath for every three quarter?	
** Whether for others a suitable barrack so as to accommodate not more than 10 such Migrant Workmen with atleast a floor area @ 6.5 sq. meters, for each	

M/W a verandah and adequate space for cooking food with common sanitary latrine and bathroom provided?	
26. Whether contractor (s) has not made the payment of allowances as required u/s 14 & 15; if so, whether the same has been paid by the Principal Employer?	
<b>WAGES:</b>	
27. (a) Whether same rates for same work are being paid to the Migrant Workmen? (Rule 25)	
(b) Whether wage period is fixed by the Contractor? (Section 17(1), 32(2)(h)/ Rule26)	
(c) Whether a notice showing the wage period, place and time of disbursement at the place of work displayed and a copy sent by the contractor(s) to the Principal Employer under acknowledgement? (Section 17(1), 32(2)(h)/Rule 33)	
(d) Whether the wages earned by the Migrant Workmen whose services were terminated were being paid to them before the expiry of the 2 <sup>nd</sup> day of their termination? (Section 35(2), (h)/Rule 29)	
(e) Whether the payment of wages are being made on working day at the work place/premises and during the working time on a date notified in advance by the Contractor? (Section 35(2), (g)/Rule 30)	
(f) Whether the wages are being paid in the presence of Principal Employer or his authorized representative? (Section 35(2), (g)/Rule 36)	
(g) Whether certificate by the Principal	

	Employer or his authorised representative in the register of wages to the Migrant Workmen have been made before him on (date)? (Section 35(2), 32(2)(h)/Rule 35)	
28.	Whether Principal Employer has maintained a register of contractors in from XII? (Section 23, 35(2),(k)/Rule 48)	
29.	Whether the Contractor has displayed an abstract of the Act and rules made thereunder? (Section 23, 35(2), (n)/ Rule 54)	
30.	Whether the Principal Employer or contractor has displayed the following notices in the local language understood by the majority of the workers in conspicuous places at the establishment/worksit by the contractor (s) or Principal Employer? (Section 23,35(2), (n)/ Rule 55)	
31.	Whether the contractor has submitted Half yearly return for the period ending ..... in Form XXIII (in duplicate) to the Licensing Officer, Haryana? (Section 35(2)(1)/Rule 56(1))	
32.	Whether the Principal Employer has submitted annual return in form XXIVC (in duplicate) for the period ending..... to the Registering Officer, Haryana by 15 <sup>th</sup> February ..... (Section 35(2), (I)/ Rule 56(2))	

Prosecution of violation of \_\_\_\_\_

Warning of violation of \_\_\_\_\_

**INSPECTION PROFORMA UNDER 'THE MOTOR TRANSPORT WORKERS' ACT,  
1961 & THE PUNJAB MOTOR TRANSPORT WORKERS RULE, 1963**

Name & address of the Establishment:	
Name & address of the Employer:	
Name & address of the Manager	
Name & designation of the Person found in charge	
At the time of inspection:	
Nature of the Establishment:	
Total No. of workers employed in the Establishment:	
No. of workers employed in the Motor Transport	
Date & time of inspection:	
Observations made at the time of inspection:	
1. Whether the employer has obtained the Registration Certificate? (Section 3 & 4)	
2. Whether the Undertaking has units operating in more than one State? If so, in which State its Head-Quarter is located.	
3. Whether Registration Certificate needs any amendment? If so, whether Employer has submitted amendment fee alongwith an application stating the nature of amendment and reason thereof. (Section 3 read with Section 40/Rule 7)	
4. Whether the Employer has got renewed the Certificate for the year ..... (Section 3 read with Section 40/Rules) IN CASE OF 100 or more Motor	

Transport Workers are ORDINARILY EMPLOYED.	
5. Whether Registration No. of the Undertaking has been marked on the left hand side of every vehicle in lettering .076 meter high and .013 meters thick. (Section 3 read with Section 4/Rule 13).	
6. Whether the Employer has provided an adequate CANTEEN having Dinning Hall, Kitchen, Store, Pantry and Washing Place separately for workers & utensils in or near the workplace. (Rule 17 (1) & (4))	
7. Whether Site Plans of the Canteen submitted in duplicate to the Chief Inspector for his approval. (Rule 17 (2)).	
8. Whether the door, windows of the Canteen building was of fire proof. (Rule 17 (6)).	
9*. Whether Inside walls of rooms, ceiling etc; got lime washed of colour washed once in every year, painting once in every 3 years and disinfecting once in 6 months.	
** Whether all wood working and internal iron and steel structural varnished or painted once in 3 years?	
*** Whether inside wall of kitchen are lime washed or colour washed once in every 4 months?	
10* Whether record of lime washing, colour washing painting or varnish etc. maintained in form IV? (Rule 17 (8) (b))	
11.Whether the Canteen premises,	

precincts thereof maintained in a clean and sanitary condition and whether suitable arrangements for the collection and disposal of garbage: disposal of wastewater made property. (Rule 17 (9)).	
12. Whether the CANTEEN HALL building is adequately furnished with sufficient chairs, Tables and Benches to accommodate atleast 30% of Motor Transport Workers. (Section 8 r/w Section 40 (2) Rule 18 (1) & (3)).	
13.* Whether sufficient utensils, crockery, cutlery furniture and other necessary for efficient running of the canteen provided.	
** Whether clean clothes for the canteen employees provided and maintained by the Employer (Section 8 r/w Section 40 (2)/Rule 9(1)).	
14. Whether Furniture, Utensils and other equipments maintained in clean and hygienic condition and adequate supply of hot water for cleaning of Utencils and other equipments provided. (Section 8 r/w Section 40 (2)/Rule 9(1)).	
15. Whether the prices for food, drink and other items are fixed with the approval of canteen managing Committee constituted under Rule 22 are charged on No Profit Basis. (Section 8 r/w Section 40 (2)/Rule 20(1)).	
16. Whether the rate list conspicuously displayed in the Canteen (Section 8 r/w Section 40 (2)/Rule 20(2)).	
17. Whether proper accounts pertaining to	

<p>the Canteen are maintained and audited once in every 12 months by registered Accountants or Auditors.          (In case of Public Sector Undertaking accounts will be audited by its own Accounts Department)          (Section 8 r/w Section 40 (2)/Rule 21(1)(2)).</p>	
<p>18. Whether the Employer has constituted a Canteen Managing Committee consisting of an equal No. of persons nominated by the Employer and elected for two years by the Motor Transport Workers in the proportion of 1 for every 100 workers employed in the Undertaking subject to not more than 5 and less than 2. (Section 8 r/w Section 40 (2)/Rule 22(1)(2)).</p>	
<p>19. Whether REST ROOM for the use of workers adequately furnished with CHAIRS, COTS, FANS and ventilated provided?          (Section 1, Sub-Section 9 r/w Section 40 (2)/Rule 23(1)).</p>	
<p>20. Whether its plans in duplicate submitted to the Chief Inspector</p>	
<p>Whether it is kept clean and limewashed once in 12 months and record of lime or colour washing is kept in Form IV prescribed under Rule 17.</p>	
<p>21. Whether the Drivers, Conductors and Line-Checking Staff provided free uniforms and Rain Coats as specified in Schedule 1. (Section 40 (2)/Rule 24(1)).</p>	
<p>22. Whether washing allowances are being paid by the Employer (Section 40 (2)/Rule 24(2)).</p>	

23. Whether a Dispensary having minimum 25 square meters of floor area, adequately ventilated and Lighted with sufficient supply of whole day water provided (in case of 250 or more motor transport workers employed during a day). (Rule 25)	
Whether First Aid Box equipped with contents kept under the charge of any person trained in First Aid Treatment. (Rule 25)	
24. Whether First Aid Box containing the equipments provided in every Motor Vehicle in good order. (Rule 26)	
25. Whether the Motor Transport Workers are allowed to work for more than 8 hours in a day subject to not more than 10 hours in a day and 50 hours in a week. (Rule 27(1))	
26. Whether an Employee required/ allowed to work for more than 16 hours in a day and 72 hours in a week by not allowing 8 consecutive hours of rest between the termination of duty and commencement of the next duty? (Section 13 r/w Section 40 (2)(k)/Rule 27(2)).	
27. Whether Notice of hours of work in Form V displayed at conspicuous (place i.e. where the workers ordinarily call for duty and whether change in the notice of hours of work is regularly reported to the Inspector three days in advance. (Sub-section (i) of Section 18 r/w Section 40 (2)/Rule 28(1)).	

**INSPECTION PROFORMA UNDER  
THE PUNJAB SHOPS & COMMERCIAL ESTABLISHMENTS ACT, 1958**

Name & address of the Establishment	
Name & address of the Employer	
Name & address of the Manager	
Name & designation of the Person incharge found at the time of inspection	
Date & time of Inspection Nature of Establishment	
<b>List of observation</b>	
1. Whether an intimation in Form 1-A as required Under clause (1) of Sub-section (2) of Section 10 submitted to the inspector. (Rule 3)	
2. Whether notice in Form B under sub-section (1) of Section 20 exhibited by the Employer (Rule 4)	
3. Whether the following registers duly bound & page marked are being maintained:  (a) Register of Employees in Form-C  (b) Register of wages of Employees in Form D  (c) Register of Deductions in Form E (Rule 5)	
4. Whether the payment of overtime work performed by an Employee is being paid by the Employer on the next pay day. (Section 16/Rule-3)	
5. Whether any woman employee was entitled for Maternity benefit and was paid to her immediately i.e. within one week after the date of delivery. (Section 31/Rule 12)	
6. Whether a statement in Form F in triplicate for registration of an establishment submitted to the Inspector. (Section 13/Rule 13)	
6(a) Whether Registration Certificate needs any amendment, if so, whether notice in Form C alongwith Registration Certificate submitted to the Inspector? (Section 13(4)/Rule 13(2)	

6(b) Whether a statement in Form F in triplicate alongwith Treasury Receipt for Rs. .... /- as registration fee for the period .....to ..... submitted to the inspector for Registration No ..... and grant of Registration Certificate? (Section 13/Rule 13(1))	
7. Whether the Establishment kept clean and free from dirt and refuses, sufficiently lighted and properly ventilated. (Rule 16(1) (i,ii,iii)).	
8. Whether establishment is white-washed once in a year and notice indicating the last white washing & varnishing exhibited in the premises? (Rule 16(i)(iv))	
9. Whether effective means of drainage provided (in case of wat flooring) ? (Rule 16(2)).	
10. Whether sufficient supply of drinking-water fit for human consumption stored in sheltered place & kept properly for the use of persons employed? (Rule 16(3)).	
11. Whether spittoon in a clean and hygienic conditior1 with a disinfectant in liquid or sand covered with lime provided? (Rule 16(4)).	
12. Whether washing facilities such as soap. Towel, nail brushes for the use of workers in the case of workshop or manufacturing Process with a view to their use, transport or sale provided? (Rule 16 (5)).	
13. Whether effective measures such as Exhaust appliance to prevent dust, fume or other impurity of such nature provided? (Rule 16(6)).	
14. Whether dangerous parts of machinery while in motion, securely fenced by safeguards of substantial construction? (Rule 17(1)).	
15. Whether suitable devices for cutting of power	

in emergencies from running machinery provided and maintained? (Rule 17(2)).	
16. Whether tight fitting clothes provided to the workers employed on or near the moving machinery? (Rule 17(3) ).	
17. Whether adequate means of escape in case of fire i.e. buckets tilled with sand, water and chemical tire extinguishers provided? (Rule 18(1) & (3))	
18. Whether emergency exit in case of fire provided. (Rule 18(2)).	
19. Whether First Aid Box equipped with prescribed contents provided? (Rule 19 (1)).	
20. IN THE ESTABLISHMENT where food, drink and beverage is served to the customers.  Whether the workers including Employer are medically examined atleast once in a Year by Certifying Surgeon or by Doctor of Civil Dispensary and examination report regarding communication diseases in Form I kept and made available? (Rule 19(3)).	

Name & Signature with date of the person found incharge at the time of inspection.

May prosecute for violation on .....  
May warn for violation of .....

**INSPECTION REPORT UNDER CONTRACT LABOUR (R&A) ACT, 1970**  
**IN CASE OF PRINCIPAL EMPLOYER**

Inspection by Team	
Labour Officer-cum-Conciliation officer, Labour Inspector	
Date and Time of Inspection	
Name and address of the Establishment/ Factory	
Name and address of the Manager	
Name and designation of the Person found Incharge at the time of inspection	
No. of workers on roll	Male _____ Female _____ Total _____
No. of workers present at the time of inspection.	Male _____ Female _____ Total _____
No(s). of Contractors found engaged in the Establishment	

Name of the Contractor	No. of workers on roll	No. of workers present
1.		
2.		
3.		
4.		

**OBSERVATION MADE DURING THE COURSE OF INSPECTION**

1.	Whether the Principal Employer has obtained Registration Certificate? If so, give Registration Certificate No. and date (Section 7 Rule-18)	
2.	Whether Registration Certificate needs any amendment because of increase in the strength of workers?	
3.	Whether the number of workers engaged by the PE are not more than number of workers for which the Registration Certificate has been obtained?	
4.	Whether the workers engaged on contract basis are deployed on jobs for which the Registration Certificate obtained?	
5.	Whether the Principal Employer has made available the benefits of Employees' Provident Fund and Employees' State Insurance Act to the Contract Labour in case such benefits are available to the workers of that area?	
6.	Whether the employment of the Contract Labour is not prohibited in respect of the Establishment under Section 10 of the Act?	
7.	Whether intimation of commencement of Contract work is sent to inspector of the area in Form-6 within time limit prescribed?	
8.	Whether the Principal Employer has maintained Register of Contractors and the progress of the contract work in Form-8 (Rule 73)?	
9.	Whether Annual Return in Form-21 (in duplicate) sent to the Registering Officer within the prescribed limit? (Section 30/Rule 81(1)).	

10.	Whether Notices under Rule 80 all displayed in the premises?	
11.	Whether Principal Employer employing with the conditions specified in the Annexure attached to the Licence in terms of Rules-25?	
12.	Whether authorized representative of the Principal Employer is recording under his signature a certificate at the end of the entries in the Register of Wages mentioning the amount paid to the workers concerned in his presence on... at ... (Rule 72(2))?	

May prosecute for violation of \_\_\_\_\_

May warn for violation of \_\_\_\_\_

Signature of the Person  
found Incharge  
at the time of inspection

(1) \_\_\_\_\_

Signature of the Labour Officer-  
Cum-Conciliation-Officer,

Endst No. \_\_\_\_\_

(2) \_\_\_\_\_

Signature of the Labour Inspector,  
Gurgaon.

Dated \_\_\_\_\_

Copy is forwarded to the following for information and necessary action please

1. Labour Commissioner, Haryana, Chandigarh.
2. Deputy Commissioner
3. Labour Officer-Cum-Conciliation-Officer.

Labour Inspector

**INSPECTION REPORT UNDER CONTRACT LABOUR (R&A) ACT, 1970**  
**IN CASE OF CONTRACTOR**

Inspection by Team	
Labour Officer-cum-Conciliation officer, Labour Inspector	
Date and Time of Inspection	
Name and address of the Contractor	
Name and designation of the Person found Incharge at the time of inspection	
No. of workers on roll	Male _____ Female _____ Total _____

**OBSERVATION MADE DURING THE COURSE OF INSPECTION**

1.	Whether the Contractor has obtained Licence? If so, give Licence No. and date (Section 12/Rule-21)	
2.	Whether Licence needs any amendment because of change in workers strength? (Section 14/Rule 28)	
3.	Whether Licence has been got renewed within prescribed time? (Section 13/Rule 29)	
4.	Whether the number of workers engaged by the Contractors are not more than the number of workers for which Licence has been obtained?	
5.	Whether the workers engaged on contract basis are deployed on jobs for which the Licence obtained?	
6.	Whether the contract has made available the benefits of Employees' Provident Fund and Employees State Insurance Act to the Contract Labour in case such benefits are available to the workers of that area?	
7.	Whether the employment of Contract Labour is not prohibited in respect of Establishment under Section 10 of the Act?	
8.	Whether there is any discrimination in the wage of men and women	

	workers for equal and same nature of work?	
9.	Whether the Contractor is employing with the conditions specified in the Annexure attached to the Licence in terms of Rule-25 of the Rules framed under the Act?	
10.	Whether separate Latrines and Urinals as per scale for male and female workers under covers and partitioned with notice of language/figure provided by the Contractor? (Section 18/ Rule 51 to 57/ Rule 40(1)).	
11.	Whether Washing facilities separate for male and female workers provided by the contractor? (Section 18/Rule 57/Rule 40(1)).	
12.	Whether First Aid Boxes at the scale of one box for 150 contract labour readily accessible during working hours distinctly gourd containing requisite equipments under the change of responsible trained person provided by the Contractor? (Rule 58 to 62/Rule 40(1))	
13.	Whether Rest Room or any other suitable alternative accommodation duly maintained for contract labour on duty at night provided by the Contractor? (Section 17/Rule 41(1)(5)/Rule 41(2))	
14.	Whether separate Room for women workers provided? (Rule 41(3))	

15.	Whether Canteen (in case of 100 contract labour) consisting of one during, hall, kitchen, store-room and pantry and washing facilities etc. provided? (Section 2/Rule 42 to 50)	
16.	Whether wage period is fixed by the Contractor? (Rule 63).	
17.	Whether wages are being paid by 7 <sup>th</sup> of month? (Rule 65)	
18.	Whether a notice showing the wage period and the place and time of disbursement of wages displayed at the place of work and a copy of the same is delivered to the Employer? (Rule 70)	
19.	Whether disbursement of wages was being made in the presence of any authorised representative of the Principal Employer? (Rule 71)	
20.	Whether entries denoting the time and place of wages and payment actually made in the Register of Wages were being made? (Rule 72(1))	
21.	Whether notice of commencement of contract work is being set to the Inspector of the area in Form-6A within time limit prescribed?	
22.	Whether the Register of contractors and the progress of contract work in Form-8? (Rule 73)	
23.	Whether the Register in Form-9 of workman employed by the contractor is maintained?	

24.	Whether employment card in Form-10 is being issued to the workers? (Rule 75(1))	
25.	Whether service certificate in Form-11 is being issued to the workers who left services?	
26.	Whether Wages Slips in form-15 are being issued to the workers? (Rule 77(2)(6))	
27.	Whether notices of (Rule of Wages, Hours of work, Wages period, Date of payment of wages, Name and address of the Labour Inspector, Date of payment of unpaid wages displayed at conspicuous place by the Contractor? (Section 29/Rule 80(1))	
28.	Whether Half Yearly Return set to the Licencing Officer in Form-20 (in duplicate)? (Section 30/Rule 81(1))	
29.	Whether the Copy of Licence displayed at the premises?	
30.	Whether the payment is being made to the contract labour in the presence of representative of the Principal Employer?	
31.	Whether the following Registers are being maintained by the Contractors? (i) Muster Roll in Form-12. (ii) Wages Register in Form-13. (iii) In case the wage period is fortnight or less than Muster Roll-cum wage Register in Form-14 (Rule 77(2)(1)). (iv) Register of deductions for	