

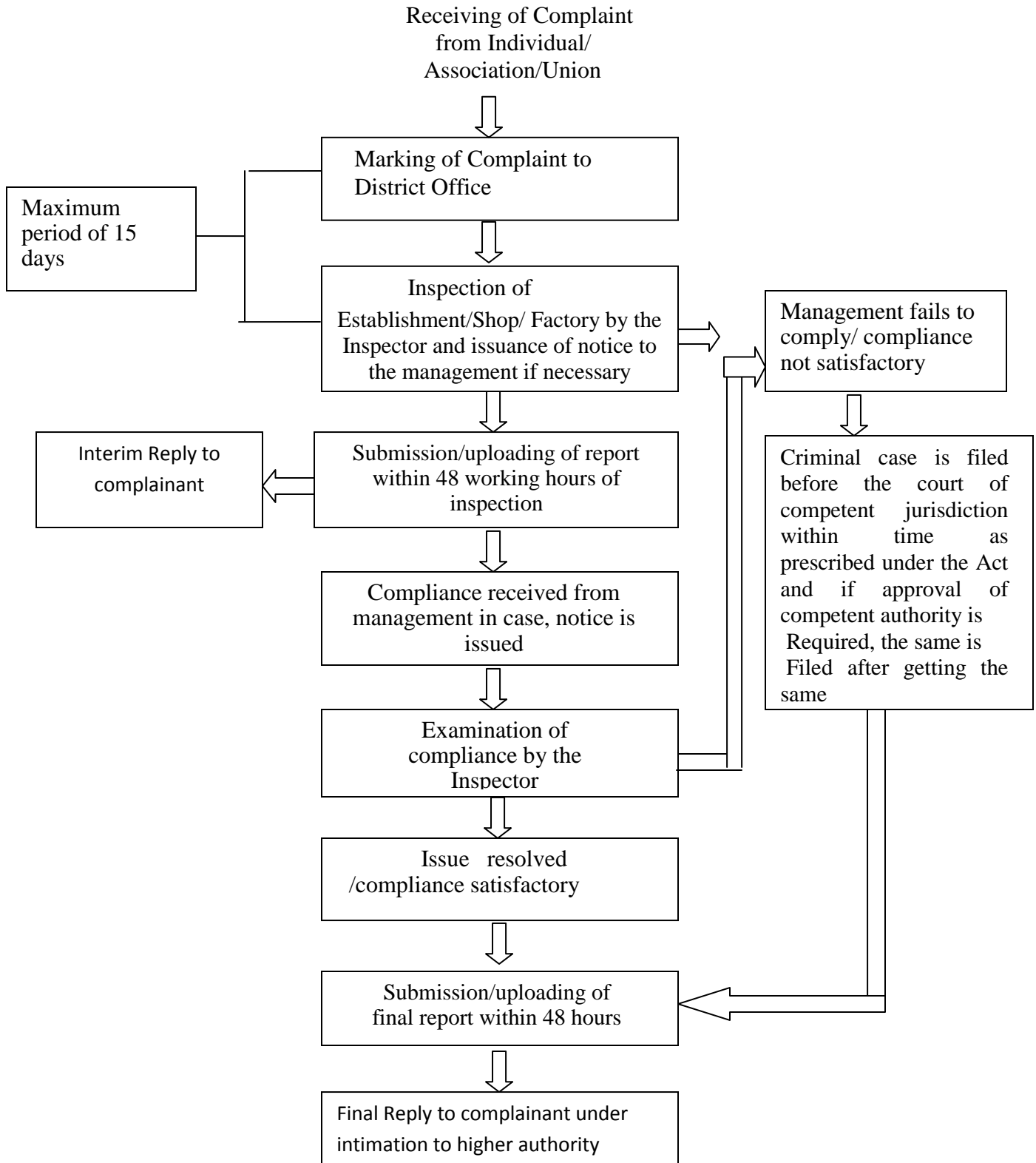
INSPECTION PROCEDURE FOR CARRYING OUT INSPECTIONS BY OFFICE OF THE LABOUR COMMISSIONER, GOVT. OF GUJARAT

1. Inspections are carried out by Inspectors on the basis of complaints or references received from commissions, various departments, Ministries etc. or on directions received from higher authorities.
2. The Complaints are generally received from workers, trade unions representing workers.
3. Inspections are carried out by Inspectors normally within 30 days of receipt of complaint.
4. Notices under various Labour Laws are issued to the Employer on the spot for compliance of irregularities detected during the course of inspection.
5. Inspection reports are put up within 48 working hours of inspection to higher authorities and will be uploaded on website.
6. For non-compliances, which are not complied with by the management despite issuing notices, prosecution besides taking other legal actions; is filed before the competent Court of Law.
7. A final report is submitted to higher authorities after completion of all administrative/legal process & complainant is intimated accordingly.

Inspection procedure under the provisions of the Minimum Wages Act,1948, Payment of Gratuity Act, 1972, Equal Remuneration Act, 1976, Payment of Bonus Act, 1965, Contract Labour (R & A) Act, 1970

Steps to be taken during inspection	Time for each step/task
a) Receipt of reference by the concerned inspector.	1 Day
b) Inspection of Shop/Establishment/ Factory by the Inspector & issuance of notice.	29 days
c) Submission of inspection report to higher authorities /uploading of report on website, as soon as online system is operationalized.	Within 48 working hours of inspection.

Flow chart of inspection carried out under the provisions of the Minimum Wages Act, 1948, Payment of Gratuity Act, 1972, Equal Remuneration Act, 1976, Payment of Bonus Act, 1965, Contract Labour(R & A) Act, 1970



Check list for Inspection Procedure under following Labour Laws:

- A. The Contract Labour (R & A) Act, 1970**
- B. The Minimum Wages Act, 1948**
- C. The Payment of Gratuity Act, 1972**
- D. The Payment Of Bonus Act, 1965**
- E. The Equal Remuneration Act, 1976**

Particulars of the Establishment:

Labour Identification Number of the establishment: _____

- Name & address of establishment/employer/proprietor.
- Date of commencement of Establishment.
- Registration code under PF/ESI/Registration No./License No.
- Working Hours
- Wage period and date of payment
- Nature of Work.
- Weekly holiday:-
- Number of workers employed on the date of inspection:-

	Regular	Contract Labour	Total
Male			
Female			
Total			

- Name and designation of employer/s representatives/Responsible officer present during the inspection.
- Notice and abstract of the Act displayed
- Registration /Licenses/Code taken under EPF/ESI/CL(R&A)/or any other Act applicable in the establishment.

**A. Contract Labour (R & A) Act,1970
(PRINCIPAL EMPLOYER)**

- Name & full address of the principle employer
- Certificate of registration(Form - I)
- Amount of Registration Fee paid
- No. of Contractors Engaged :
- Register of contractors (in form - XII).
- Notice of commencement / completion of the contract work (in form – VI B).
- Notice showing the rates of wages, hours of work, wages period, date of payment, name and address of inspectors.
- Annual return (in Form - XXV).

(Contractor)

- Name & Location of Contract work:-
- Name & Present address of the Contractor(S).
- Nature of work in which Contract Labour is Employed
- Permanent address of the Contractor:-
- Date of Commencement of the Contract work:-
- Date of Completion of the Contract work
- No. & date of License
- Wage Register (in Form - XVII)
- Employment Cards. (in Form - XIV)
- Muster Roll (in Form - XVI).
- Register of persons employed (in Form XIII).
- Register Wages (in Form XIX)
- Register of Advance (in Form XXII)
- Register of overtime. (in Form XXIII)
- Register of deductions for damage or loss (in Form - XX).
- Register of fines (in form - XXI).
- Notice of commencement of the contract work (in form – VI A).
- Half yearly return (in Form XXIV)
- Amenities under Health & Welfare Provision For contract Labour Like(Depending upon no. of workers)
 - Canteen.
 - Rest Room.
 - Creches.
 - First Aid Box.
 - Urinals & latrines.
 - Drinking Water.
 - Washing Facility.

(B) Minimum Wages Act, 1948

- Register of fine. (in Form I)
- Register of deduction for damage or loss (in Form - II).
- Register of Wages (in Form X)
- Overtime Register for Workers (in Form - IV).
- Muster Roll (in Form-V).
- Wages Slip (in Form-XI).
- Annual Returns (in Form-III).
- Attendance card.
- Inspection book.

(C) Payment of Gratuity Act, 1972

- No. of employees who have been paid their gratuity and mode of payment.
- No. of employees, who have not been paid their gratuity and reason in brief.
- Notice of opening (in Form - A)/ Notice of change (in Form - B)/Notice of Clouser(Form -C).
- Nomination (in Form - F).\
- Abstracts of the Act & Rules (in Form U).

(D) Payment of Bonus Act, 1965

- Percentage of bonus paid : _____ for the accounting year _____.
- Certified copies of Profit and Loss.
- Account books.
- Balance sheet.
- Attendance and payment of wages registers.
- Form A(Computation of Allocable surplus under Section 2(4)).
- Form B(set-on and set-off of allocable surplus under section 15.)
- Form C(Bonus paid to Employeeer for the Accounting year ending on _____.)
- Annual Return in Form D.

(E)Equal Remuneration Act, 1976

- Register in form 'D'.



सत्यमेव जयते

Government of Gujarat



Compliance Inspection under The Payment of Wages Act, 1936

Process Flow, Checklist and Timelines

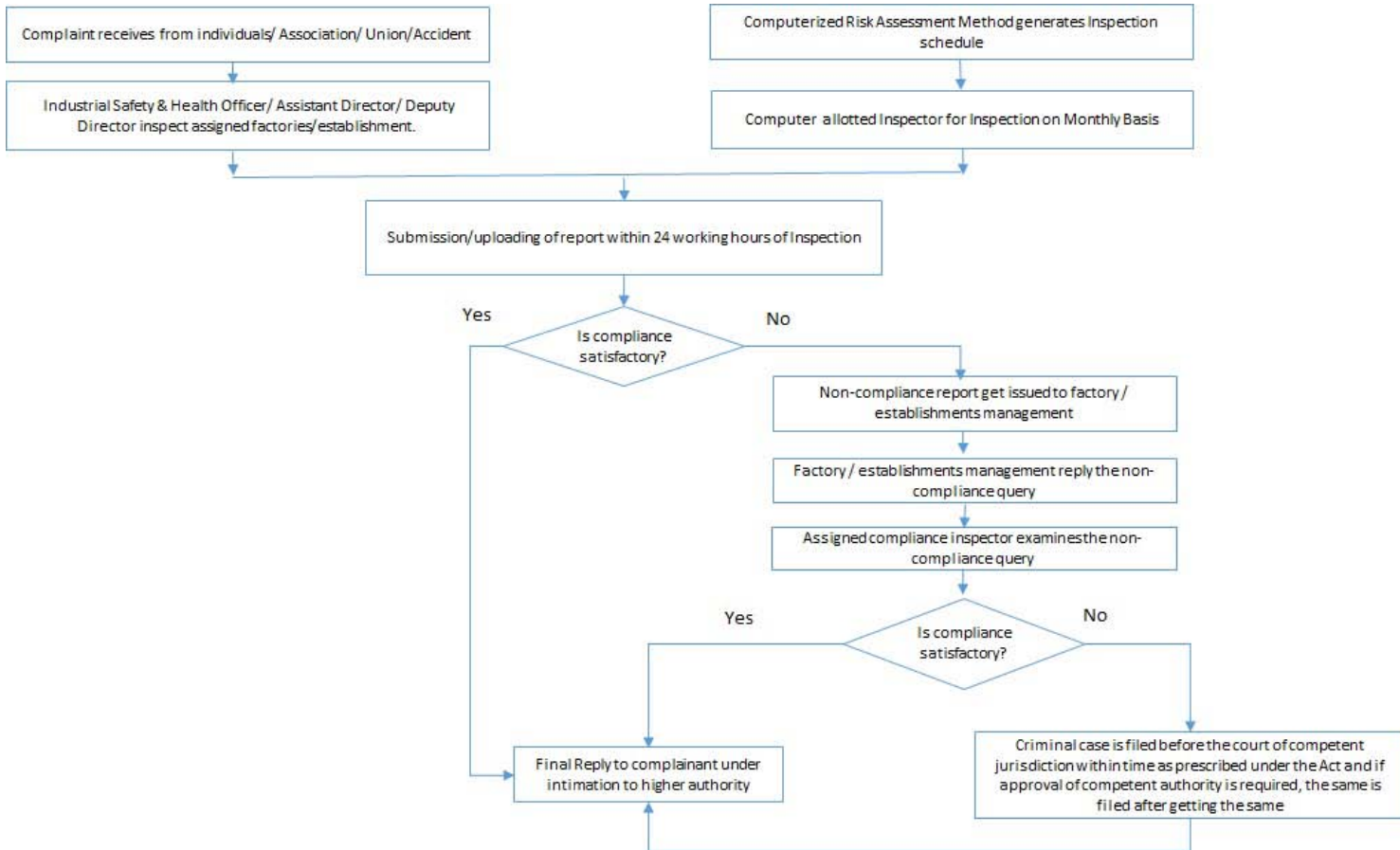
Director of Labour,
Labour & Employment Department, Gujarat

Ease of Doing Business

Application Name:

Compliance Inspection under The Payment of Wages Act, 1936

Process Flow



Checklist

Integrated Inspection Report / Checklist under Factory Act

Date of Inspection: _____

At the time of Inspection _____ responsible person is present and as per his knowledge detail of factory is as follows.

1. Name and address of factory.
2. Details of Factory License FIN No. _____ License No. _____
No. of Worker _____ HP _____ Detail of Renewal _____
3. Factory is working in _____ shift.
4. Total workers working _____ women _____ Men _____
5. Approval Plan No. _____ Date _____ and structure stability from Competent person in Form No.1-A is taken on dated _____
6. Is attendance register in Form no. 28 is maintained? Yes No
7. Is Leave register in Form No. 18 is maintained? Yes No
8. Is adult worker register in Form no.15 is maintained? Yes No
9. Is salary register in Form no.2 maintained? Yes No
10. Are half yearly return/ yearly return/ CAR forms are submitted by the owner? Yes No
11. Is notice of working hours in Form no.14 displayed on Notice board? Yes No
12. Are weekly-off notice, emergency telephone numbers, Factory act Abstract in form no.23 and abstract of payment of wages in Form no.5 displayed on notice board? Yes No
13. Is overtime register in form no. 13 is maintained? Yes No
14. Is register of Compensatory off in form no.12 maintained? Yes No
15. Is accident register in form no. 29 maintained? Yes No
16. During visit of factory I contact following workers.

17. Are identity card in form no.36 and leave card in form no.19 given to workers?	Yes	No
18. Is salary is paid regularly in time?	Yes	No
19. Is transmission part of machinery properly guarded?	Yes	No
20. Is medical check-up of workers involved in hazardous process is done regularly?	Yes	No
21. If factory having more than 100 workers has kept physical handicapped person as per norms?	Yes	No
22. Are women workers get maternity leave as per maternity benefit act?	Yes	No

Timeline

Submission/uploading of final inspection report within 24 hours of inspection

Thank You



सत्यमेव जयते

Government of Gujarat



Compliance Inspection under The Factories Act, 1948

Process Flow, Checklist and Timelines

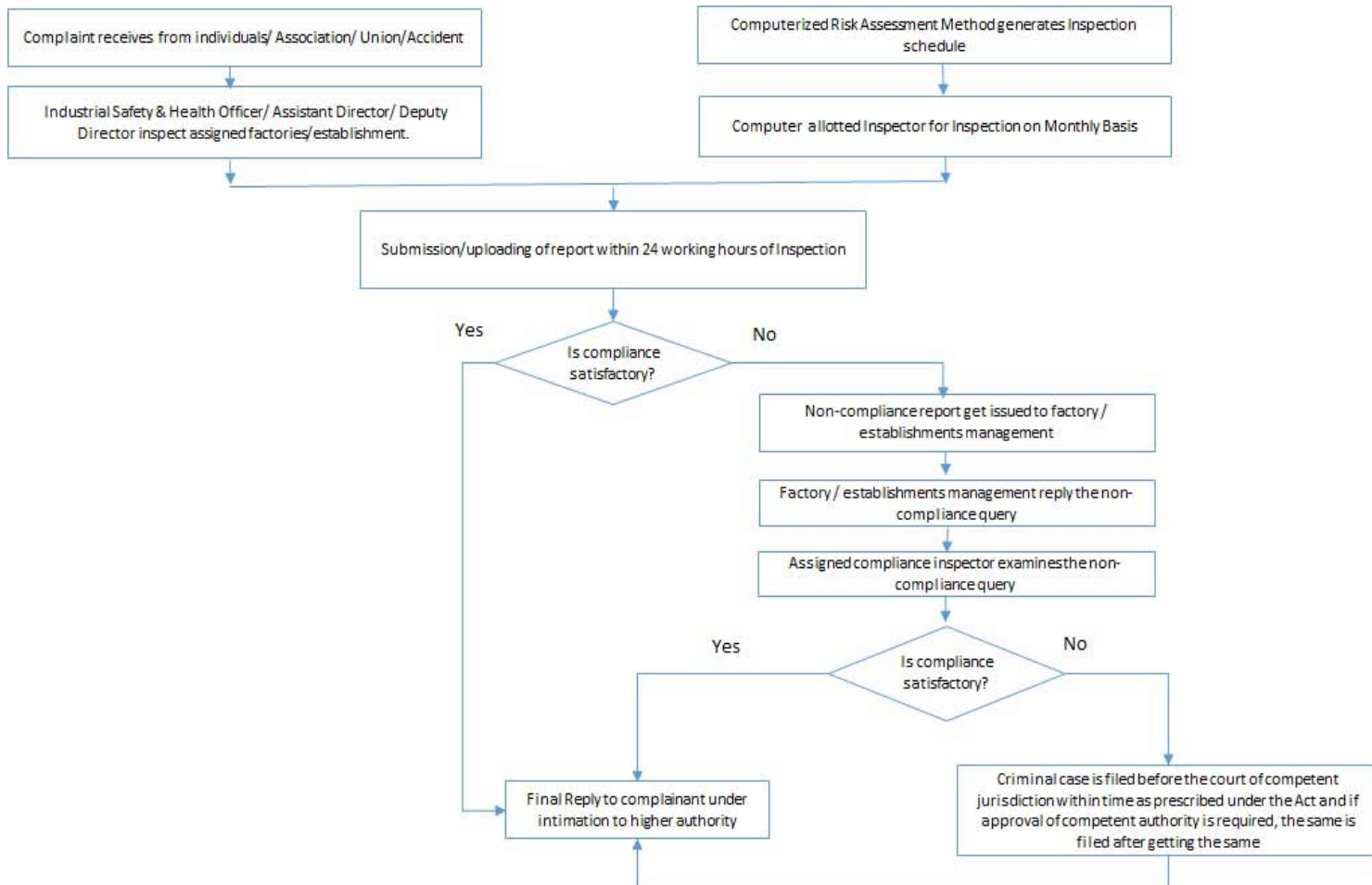
Director of Labour,
Labour & Employment Department, Gujarat

Ease of Doing Business

Application Name:

Compliance Inspection under the Factories Act, 1948

Process Flow



Checklist

Integrated Inspection Report / Checklist under Factory Act

Date of Inspection: _____

At the time of Inspection _____ responsible person is present and as per his knowledge detail of factory is as follows.

1. Name and address of factory.
2. Details of Factory License FIN No. _____ License No. _____
No. of Worker _____ HP _____ Detail of Renewal _____
3. Factory is working in _____ shift.
4. Total workers working _____ women _____ Men _____
5. Approval Plan No. _____ Date _____ and structure stability from Competent person in Form No.1-A is taken on dated _____
6. Is attendance register in Form no. 28 is maintained? Yes No
7. Is Leave register in Form No. 18 is maintained? Yes No
8. Is adult worker register in Form no.15 is maintained? Yes No
9. Is salary register in Form no.2 maintained? Yes No
10. Are half yearly return/ yearly return/ CAR forms are submitted by the owner? Yes No
11. Is notice of working hours in Form no.14 displayed on Notice board? Yes No
12. Are weekly-off notice, emergency telephone numbers, Factory act Abstract in form no.23 and abstract of payment of wages in Form no.5 displayed on notice board? Yes No
13. Is overtime register in form no. 13 is maintained? Yes No
14. Is register of Compensatory off in form no.12 maintained? Yes No
15. Is accident register in form no. 29 maintained? Yes No
16. During visit of factory I contact following workers.

17. Are identity card in form no.36 and leave card in form no.19 given to workers?	Yes	No
18. Is salary is paid regularly in time?	Yes	No
19. Is transmission part of machinery properly guarded?	Yes	No
20. Is medical check-up of workers involved in hazardous process is done regularly?	Yes	No
21. If factory having more than 100 workers has kept physical handicapped person as per norms?	Yes	No
22. Are women workers get maternity leave as per maternity benefit act?	Yes	No

Timeline

Submission/uploading of final inspection report within 24 hours of inspection

Thank You



Building Construction Act Checklist

Building And Construction Name

Building And Construction Address

Date of construction started on site

Yes No

Construction site is registered under BOCW Act

Yes No

Register of beneficiaries has been maintained? Every month

Yes No

Attendance register off building workers has been maintained in prescribed form No. 19/20?

Yes No

Facility of pure drinking water has been provided?

Yes No

Separate sanitary facility for male and female have been arranged? If yes, No. of sanitary blocks.

Yes No

First aid box / cupboard has been made available to the worker during working time? If yes, No. of it.

Yes No

Fire extinguishers / fire hydrant / fire fighter has been arranged on site?

Yes No

Health register for building workers involving in hazardous process has been updated?

Yes No

Is any worker suffering from poison / occupational notifiable disease? If so, record in prescribed form has been maintained?

Yes No

Report of accidents and dangerous occurrences has been updates?

Yes No

Register of damage / loss fires, advances have been maintained?

Yes No

Register of overtime work has been maintained?

Yes No

Wage book to the building worker has been given on regular basis?

Yes No

Do you comply provision of service certificate to a building worker as and when required?

Yes No

Annual return to the registering officers have been done regularly?

Yes No

How many safety officers have been employed?

Yes No

Mess room / canteen has been arranged on construction site?

Yes No

Temporary accommodation with basic amenity / facility has been provided?

Yes No

Creche room has been provided on construction site?

Yes No

General personal protective equipments like safety shoes, gloves, helmet, goggles, safety belt, safety net are available for the workers as and when required?

Yes No

Module of industries / periodical training is available to educate worker on construction site?

Yes No

What is the period of weekly off for each and every building worker working on construction site?

Yes No

Safety committee has been constituted it so, what is the periodicity of meeting?

Yes No

Criteria adopted for supporting piling and bracing.

Yes No

Safety and health policy?

Yes No

Notice regarding payment and date of wages, working hours have been displayed at proper place?

Yes No

Submit

Cancel