

GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT  
OFFICE OF THE DEPUTY CHIEF LABOUR COMMISSIONER (CENTRAL)

No

Dated:

To,

Sub: Inspection Report in respect of \_\_\_\_\_ under \_\_\_\_\_.

Dear Sir,

- (a) (i) I am to inform you that during my inspection of your work, which you were executing in the establishment at ----- on \_\_\_\_\_ at A.M./ P.M./, it is to mention that the work constitutes a scheduled employment under the Minimum Wages Act, and in respect of which minimum rates of wages have been fixed in the Notification No. \_\_\_\_\_ dated \_\_\_\_\_ of Govt. of India read with Notification No. \_\_\_\_\_ of the Govt. of \_\_\_\_\_.
- (ii) The irregularities noted observed during my inspection is given in inspection report at page No. \_\_\_\_\_.
- (b) You are requested to rectify the irregularities immediately and report compliance within a fortnight direct to the Deputy Chief Labour Commissioner (Central), \_\_\_\_\_ endorsing a copy to me, failing which legal action by way of prosecution/ Claim application will be taken against you/ your management.
- (c) As the irregularities were also observed in the past, you are requested to show cause within ten days direct to the Deputy Chief Labour Commissioner (Central), \_\_\_\_\_ endorsing a copy to me as to why legal action should not be taken against you/your management for the contraventions noted in Inspection Report.
- (d) (d) The under mentioned documents are seized in exercise of power conferred on me under Section. \_\_\_\_\_.

Yours faithfully,

( )

Copy forwarded to:

(1) Deputy Chief Labour Commissioner (Central) \_\_\_\_\_.

## Building and Other Construction Workers (RE & CS) Act, 1996 & Central Rules, 1998

### PERTAINING TO REGISTRATION / LICENSE

1. Building workers numbering 10 or more were found employed on/were employed during preceding 12 months without a valid certificate of registration. [Breach of Section 7]
2. Employer has not observed conditions of registration. [Breach of Rule 26 (1)]
3. Number of Workmen employed as building workers has exceeded the maximum number of workers as specified in the certificate of registration. [Breach of Rule 26 (1) (b)]
4. The employer has not intimated change in the ownership or management within 30 days or in the number of workers or conditions of work within 15 days to the Inspector. [Breach of Section 7 (4) read with Rule 26 (2)]

### PERTAINING TO NOTICES

1. Copy of the certificate of registration not displayed at the workplace. [Breach of Rule 26 (5)]
2. I) Notice containing the rates of wages, hours of work, wage periods, date of payment of wages and the names and addresses of inspector having jurisdiction in relation to the establishment and the date of payment of unpaid wages not displayed at the conspicuous place in English, Hindi and local language. [Breach of Rule 238 (1) & 249]  
  
II) Copy of the notice mentioned in (1) above not sent to the Inspector concerned. [Breach of Rule 238 (2)]

### NOTICE OF COMMENCEMENT/COMPLETION

1. Notices of Commencement/Completion of Work in Form – VII not submitted/does not contain complete information/not submitted in time to the Inspector. [Breach of Rule 239 (1) & Rule 26 (3)]
2. Change in particulars of Notice of Commencement/Completion not submitted to the Inspector within two days of occurrence of such change. [Breach of Rule 239 (2)]

### DISPLAY OF ABSTRACT OF ACT

1. The Abstract of Act and rules made there under in English, Hindi and Language understood by majority of workers not displayed at the work site. **[Breach of Rule 241 (5)]**

### PERTAINING TO RETURNS

1. The Employer failed to upload a **Form XXV - Unified Annual Return** Specified in these rules on the web portal of the Ministry of Portal on or before the 1<sup>st</sup> day of February following the end of the year to which it relates. **[Breach of Rule 242 (1)]**

Year --

2. The Principal Employer or Contractor failed to file a **Form XXV - Unified Annual Return** to the concerned authorities manually on or before the 1<sup>st</sup> February following the end of the year to which it relates. **[Breach of Rule 242 (2)]**

Year --

### PERTAINING TO WAGES:

1. Wages to the Building workers were not paid before the expiry of 7<sup>th</sup> / 10<sup>th</sup> day after last day of the wage period in respect of which the wages are payable, i.e. ----- **[Breach of Rule 248 (a)]**
2. Wages to the building workers were not disbursed during working hours/at the time and place notified in advance. **[Breach of Rule 248 (c)]**

### PERTAINING TO REGISTER AND RECORDS

1. **Employee Register in Form - A** specified in the Schedule to the Ease of Compliance to Maintain Registers under various Labour Laws, 2017 has not been maintained at all / correctly. **[Breach of Rule 240]**
2. Specified in the Schedule to the **Ease of Compliance to Maintain Registers under various Labour Laws, 2017** following Registers have not been maintained at all / correctly.
  - i) **Wage Register in Form – B** - **[Breach of Rule 241 (1) (a) & 241 (1) (c)]**
  - ii) **Register of Loan / Recoveries in Form – C** - **[Breach of Rule 241 (1) (b)]**
  - iii) **Attendance Register in Form – D** - **[Breach of Rule 241 (1) (a)]**
  - iv) **Combined Register of Wages - cum - Muster Roll in Form – XVIII** **[Breach of Rule 241 (1) (a)]**

3. i. Contractor has not obtained the signature or thumb impression of the worker concerned against the entries relating to them on the **Wage Register in Form – B** or **Wage Register – cum – Muster Roll**. **[Breach of Rule 241 (2) (c)]**
- ii. Contractor has not ensured the authentication of entries in **Wage Register in Form – B** or **Wage Register – cum – Muster Roll** by way of the initials of the contractor or his authorised representative. **[Breach of Rule 241 (2) (c)]**

#### PERTAINING TO SAFETY ORGANISATION

1. The employer 500 or more building workers employer has failed to constitute a safety committee/has not constituted the safety committee as per sub rule (1) of Rule 208/has not assigned the functions stipulated in sub rule (2) of the said rule. **[Breach of Rule 208 (1) & (2)]**
2. The meetings of safety committee not called at regular intervals or at least once a month/the decisions/and recommendations of the committee have not been complied with. **[Breach of Rule 208 (3) & (5)]**
3. Though employing 500 or more workers the employer has failed to appoint safety officers at the scale prescribed in Schedule - VIII of the rules. **[Breach of Rule 209]**
4. Notice of accident causing loss of life [including of accident which subsequently resulted in death/disabling a building worker for a period of 48 hours or more not sent within 4 hours or 72 hours respectively to RLC (c) and authority under Section 39, the board the Director General and next of kin of the Building worker concerned. **[Breach of Rule 210 (1) & (4)]**
5. Notice of accident, which is either fatal [including of accident which subsequently resulted in death] or disabled a worker from work for more than 10 days not also sent to I/C of nearest Police Station and to District Magistrate/Sub-Divisional Magistrate. **[Breach of Rule 210 (2) & (4)]**
6. A dangerous occurrence mentioned in sub rule (5) of rule 210 not reported to authority under Section 39, District Magistrate/Sub-Divisional Magistrate, Director General and next of Kin of the building workers. **[Breach of Rule 210 (5)]**
7. Though there was collapse of lifting appliance, the place of occurrence was not kept undisturbed. **[Breach of Rule 210 (6)]**
8. A report on accident resulting in death or disablement not sent in **Form - XI** to Director General, the Authority under Section- 39 and the Board subsequent to notice. **[Breach of Rule 210 (7)]**
9. The employer did not provide the following head protection and other protective apparel as required. **[Breach of Rule 46]**

10. a) 50 or more building workers are employed in the establishment but the Employer has not prepared Health and Safety Policy duly approved by the Director General. **[Breach of Rule 39 (1)]**
  - b) A copy of such policy has not been sent to Central Government. **[Breach of Rule 39 (2)]**
  - c) A copy of such policy has not been displayed in Hindi and a local language understood by the majority of building workers at the construction site. **[Breach of Rule 39 (4)]**
11. The employer has not ensured the provision of Safety Belt. **[Breach of Rule 178]**
12. The employer has not ensured the provision of Safety Net. **[Breach of Rule 179]**
13. The employer has not provided Fire Protection facility at the construction site prescribed. **[Breach of Rule 35]**
14. 500 or more building workers are employed in the establishment but the employer has not ensured Emergency Action Plan. **[Breach of Rule 36]**
15. The Employer has not provided for Fencing of Motors. **[Breach of Rule 37]**
16. The employer has not ensured the provisions regarding Lifting and carrying of Excessive Weight. **[Breach of Rule 38]**
17. The employer has not provided for Eye Protection. **[Breach of Rule 45]**
18. The employer has not ensured provision regarding Vehicular Traffic. **[Breach of Rule 48]**
19. The employer has not ensured the use of Safety Helmets and Shoes. **[Breach of Rule 54]**

#### **PERTAINING TO WORKING CONDITION**

1. The building workers were allowed/asked work for more than 9 hrs. a day or 48 hrs. a week though asked to work for more than 9 hrs. a day or 48 hrs. a week were not paid wages in respect of extra work at double the rate. **[Breach of Rule 234 (1) & 234 (4)]**
2. Workers were required to work continuously for more than 5 hours without an Interval of Rest of at least half an hour. **[Breach of Rule 234 (2)]**
3. The Spread Over in respect of building workers including intervals of rest exceed 12 hours in a day. **[Breach of Rule 234 (3)]**

4. The building workers not allowed a Weekly Day or Rest/a Substituted Weekly day of Rest. **[Breach of Rule 235 (1) & 235 (2)]**
5. The substituted weekly day of rest not included in the week in which the substituted day or rest occurs. **[Breach of Rule 235 (3)]**
6. Wages in respect of the work done on a rest day not paid at the Overtime Rate. **[Breach of Rule 235 (4)]**
7. In case of Night Shift the building workers not given the weekly day of rest in accordance with rule 236. **[Breach of Rule 236]**
8. The Conditions prescribed in respect of the classes of building workers specified in the sub Section (2) of Section 28 of the Act as mentioned below not observed, **[Breach of Rule 237]**
  - i] Such workers were allowed to work continuously for 15 hours a day.
  - ii] Such workers were asked to work continuously for more than 14 days.
  - iii] Though such workers were deprived of weekly day of rest [since asked to including intervals of rest of 60 hours in a week without a day of rest of 24 hours, work for continuously 14 days] not paid O. T. in respect of such weekly rest.

#### **PERTAINING TO WELFARE AND HEALTH**

1. The employer failed to provide Latrine and Urinals at the prescribed scale/of the prescribed type. **[Breach of Rule 243]**
2. The employer failed to provide Canteen of the prescribed type though employing 250 more building workers. **[Breach of Rule 244]**
3. The Foodstuff and other items served in the Canteen do not conform to the normal Dietary Habits of the building workers. **[Breach of Rule 245]**
4. Arrangements have not been made to Supply Tea & Snacks to the building workers at their work places though canteen is located at 0.2 kms away from such work places. **[Breach of Rule 246]**
5. The Foodstuffs, Beverages and other items served in the canteen are not charged on no profit no loss basis/has included the expenditure on items specified in sub rule 2 of Rule 247 in fixing the charges for the items served in the canteen. **[Breach of Rule 247]**
6. The employer failed to provide Wholesome Drinking Water. **[Breach of Section 32]**

7. The employer failed to provide crèche facility though 50 or more female building workers are employed. **[Breach of Section 35]**
8. The employer failed to provide Residential Accommodation to building workers as per the prescribed given. **[Breach of Section 34]**

#### MEDICAL FACILITIES

1. Building workers employed in jobs having inherent risks and hazards are not periodically examined at intervals specified by Director General and in accordance with Schedule VII of the rules. **[Breach of Rules 223 (a) (i) & (iii)]**
2. Operators of Cranes, Winches, Lifting Appliances and Transport Equipment have not been medically examined at intervals specified by Director General and in accordance with Schedule VII of the rules. **[Breach of Rules 223 (a) (ii) & (iii)]**
3. The building workers exposed to occupational health hazards not medically examined for diagnosis of occupational diseases. **[Breach of Rule 223 (a) (iv)]**
4. The building workers have been charged for the medical examination. **[Breach of rule 223 (b)]**
5. The building workers have not been issued medical certificate in respect of the medical examination/record of medical examination not maintained in Form - IX & Form - XII. **[Breach of Rule 223 (c) & 223 (d)]**
6. The employer failed to provide for workers involved in hazardous processes as specified in Schedule IX of the rules and occupational health center (Mobile or static) services and facilities laid down in Schedule of the rule in the occupational health center/to appoint a medical officer with qualifications prescribed in Schedule XI of the rules. **[Breach of Rule 225]**
7. No Ambulance Room is provided at the construction site nor an ambulance room is provided in a nearby hospital as per scale given in Schedule IV of the Act. **[Breach of Rule 226]**
8. The record of cases of Sickness and Accidents treated at the ambulance room has not been maintained/produced to the Inspector. **[Breach of Rule 226 (d)]**
9. The employer failed to ensure provision of an Ambulance Van/make arrangements for ambulance van with nearby hospitals equipped with standard facilities specified in Schedule V of the rules. **[Breach of Rule 227]**
10. The employer failed to ensure provision of sufficient number of Stretchers at the construction site. **[Breach of Rule 228]**

11. The employer though employing 500 or more building workers failed to ensure the provision of Special Medical Service or Occupational Health Service with such services as specified in Rule 229 (1) (a). **[Breach of Rule 229 (1) (a)]**
12. The employer failed to ensure that the Special Medical or Occupational Health Service collaborates with Labour department. **[Breach of Rule 229 (1) (b)]**
13. The employer failed to ensure that the Special Medical or Occupational Health Service is headed by construction medical officer with adequate staff, laboratory and equipment **[Breach of Rule 229 (1) (d)]**
14. The premises of the Special Medical or Occupational Health Service refer to Rule 229 (1) (a) are not conveniently accessible, comprise at least a waiting room, a consulting room, a treatment room, a laboratory and suitable accommodation for nurses and other staff of such service. **[Breach of Rule 229 (1) (d)]**
15. Requisite records are not maintained in the Special Medical or Occupational Health Service/information on the health of building workers and about nature and causes of occupational diseases not communicated to Director General. **[Breach of Rule 229 (1) (e)]**
16. Employer failed to ensure that notice is sent to the inspector in Form - XIII about occurrence of occupational disease to building workers/Construction Medical Officer sends the information regarding the workers suffering occupational diseases to Director General. **[Breach of Rule 230]**
17. Sufficient number of First Aid Boxes of specified type with articles contents specified in Schedule III annexed to the rules not maintained/provided. **[Breach of Rule 231 (a)]**
18. The employer has failed to ensure the provision of essential lifesaving aids and appliances required to handle injuries specified in sub clauses (i) to (xii) in clause (a) of rule 232 to injured or sick building workers during their transit to hospital. **[Breach of Rule 232 (b)]**

#### **SERVICE CERTIFICATE**

1. Not issued Service Certificate in Form - VIII to the workman whose services have been terminated specified in the Schedule to the Rationalisation of Forms and Reports under Certain Labour Law Rules, 2017. **[Breach of Rule 241 (2) (b)]**

#### **WAGE SLIP/WAGE BOOK**

1. Wage Slips in Form - XIX is not being issued to the workmen at least a day prior to the Disbursement of wages although wage period is more than a week. **[Breach of Rule 241 (2) (a)]**



**SPECIFIC IRREGULARITIES REGARDING BUILDING WORKERS UNDER BOCW ACT**

1. The Contractor failed to make payment of compensation / made short payment of compensation in the case of death/ disablement of building worker, it was the liability of the Employer to make the payment of compensation in full or unpaid balance due in accordance with the provisions of Employees Compensation Act, 1923 and he may recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor. But the Employer also failed to do so. **[Breach of Section 45 (2)]**

**OBSTRUCTING THE INSPECTOR**

1. Obstructions were created in discharge of duties by the inspector/Refusal or willfully neglect were done to afford the inspector a reasonable facility for making Inspection, examination, inquiry or investigation. **[Breach of Section 49]**

**OTHER IRREGULARITIES**

---

---

---

---

## Child Labour (P&R) Act, 1986 & Central Rules, 1988

### DISPLAY OF ABSTRACT OF ACT

1. Notice containing an abstract of Section 3 and Section 14 in English and local language not displayed.  
[Breach of Section 12 of the Act]

### PERTAINING TO REGISTER AND RECORDS

1. Register in respect of Children employed or permitted to work was not maintained at all.  
[Breach of Rule 16]
2. Register in respect of children employed or permitted to work was not maintained in Form - A / was maintained in Form - A but the following columns were missing.  
[Breach of Section 11 read with Rule 16]

i. ....

ii. ....

### PERTAINING TO WORKING CONDITION

1. The following children were required/permitted to work for ..... hours, whereas ..... permitted hours are prescribed for this establishment under ..... Act/Rules.  
[Breach of Section 7 (1) of the Act]
2. The period of work of the following children inclusive of interval for rest is spread over more than six hours (including the time spend on waiting). [Breach of Section 7 (3) of the Act]
3. The period of the work of the following children exceeds three hours without and interval for rest for one hour. [Breach of Section 7 (2) of the Act]

### OTHER IRREGULARITIES

\_\_\_\_\_  
\_\_\_\_\_

**Contract Labour (R & A) Act, 1970 & Central Rules, 1971**  
**(CONTRACTOR)**

**PERTAINING TO REGISTRATION / LICENSE**

1. Executing contract work through contract labour numbering \_\_\_\_\_ with effect from during the period \_\_\_\_\_ to without obtaining a License. **[Breach of Section 12 (1)]**
2. Executing contract work through contract labour numbering \_\_\_\_\_ on \_\_\_\_\_ which exceed the maximum number specified in the License i.e..... **[Breach of Rule 25 (2) (ii)]**

**PERTAINING TO NOTICES**

1. The Notices showing the following were not displayed/amended. **[Breach of Rule 81 (1) (i)]**
  - a. The Rate of Wages in English, Hindi & Local language.
  - b. The Hours of Work in English, Hindi & Local language.
  - c. The date of Payment of Work in English, Hindi & Local language.
  - d. The Wage Period in English, Hindi & Local language.
  - e. Names and addresses of the inspectors having jurisdiction in English, Hindi & Local language.
  - f. Date of Payment of un-paid wages in English, Hindi & Local language.
2. (i) Copy of each of the Notices displayed have not been sent to the Inspector. **[Breach of Rule 81 (2)]**
  - (ii) Notice showing wage period and the place and time of disbursement of Wages have not been displayed at the work place and a copy of said notices has not been sent to the Principal Employer under acknowledgement. **[Breach of Rule 71]**
  - (iii) Copy of the license has not been displayed at the place of work. **[Breach of Rule 25 (2) (ix)] read with condition of License (IX)]**

### NOTICE OF COMMENCEMENT/COMPLETION

1. Intimation about the Commencement/Completion of contract work has not been submitted to the Inspector in Form - VII annexed to the Rationalisation of Forms and Reports under Certain Labour Laws Rules, 2017 within 15 days. [Breach of Rule 25 (2) (viii)]

### DISPLAY OF ABSTRACT OF ACT

1. An Abstract of Act & Rules in the Form approved by the CLC[C] has not been displayed in English, Hindi & Local language. [Breach of Rule 79]

### PERTAINING TO RETURNS

1. The employer failed to send half yearly return for the period \_\_\_\_\_ in form XXIV. [Breach of Rule 82(1)]
2. The employer did not send the half yearly return for the period \_\_\_\_\_ in form XXIV in time i.e. not later than 30 days from the close of the half year. [Breach of Rule 82(1)]

### PERTAINING TO WAGES

1. Contractor has not ensured the presence of the representative authorized by the Principal Employer at the time of disbursement of Wages. [Breach of Rule 72]
2. Contractor has not ensured the payment of wages to the contract labour before the expiry of 07<sup>th</sup> / 10<sup>th</sup> day, after last day of the wage period in respect of which the wages are payable i.e. .... [Breach of Rule 65]

### PERTAINING TO REGISTER AND RECORDS

1. Following Registers have not been maintained at all/correctly.
  - i. Employee Register in Form - A specified in the Schedule to the Ease of Compliance to Maintain Registers under various Labour Laws, 2017 has not been maintained at all/correctly. [Breach of Rule 75 read with Rule 80 (1)]
  - ii. Wage Register in Form - B specified in the Schedule to the Ease of Compliance to Maintain Registers under various Labour Laws, 2017 has not been maintained at all/correctly. [Breach of Rule 78 (1) (a) (i) & 78 (1) (a) (iii)]

- iii. Register of Loan / Recoveries in Form – C specified in the Schedule to the Ease of Compliance to Maintain Registers under various Labour Laws, 2017 has not been maintained at all/correctly. [Breach of Rule 78 (1) (a) (ii)]
  - iv. Attendance Register in Form – D specified in the Schedule to the Ease of Compliance to Maintain Registers under various Labour Laws, 2017 has not been maintained at all/correctly. [Breach of Rule 78 (1) (a) (i)]
2. i. Contractor has not obtained the signature or thumb impression or Bank Transaction ID of the worker Concerned against the entries relating to them on the Wage Register in Form – B. [Breach of Rule 78 (1) (c)]
  - ii. Contractor has not ensured the authentication of entries in Wage Register in Form - B by way of the initials of the contractor or his Authorised representative. [Breach of Rule 78 (1) (c)]

#### **PERTAINING TO WELFARE AND HEALTH**

1. Welfare Facilities regarding whole some Drinking Water, Latrine and Urinals and Washing Facilities has not been provided. [Breach Section 18 read with Rule 40 & 51 to 57]
2. The contractor did not provide Crèche facility though 20 or more women are employed as Contract Labour or did not provide within 50 meters of the establishment. [Breach of Rule 25 (2) (vi)]
3. The contractor failed to provide Canteen facility though 100 or more contract labours are employed in the establishment in which the work is likely to continue for six months or more within 60 days of the commencement of the employment. [Breach of Rule 42 to 50]
4. The contractor failed to provide Rest Rooms to contract labours who are required to halt at night in connection with the working of the establishment and the Employment of migrant workmen is likely to continue for three months of more within 15 days of the commencement of employment in the establishment. [Breach of Rule 41]

#### **MEDICAL FACILITIES**

1. First Aid facilities have not been provided as per specification laid down under Rule. [Breach of Section 19 read with Rule 58 to 62]

#### **PERTAINING TO WORKING CONDITION**

1. Contractor has not issued **Employment Card in Form - XII** annexed to the **Rationalisation of Forms and Reports under Certain Labour Laws, 2017** to each worker within three days of his employment. **[Breach of Rule 76 (i)]**

2. Employment Card has not been maintained up to date and any change in particulars etc. has not been entered therein. **[Breach of Rule 76 (ii)]**

#### **SERVICE CERTIFICATE**

1. The contractor has not issued **Service Certificate in Form - VIII** annexed to the **Rationalisation of Forms and Reports under Certain Labour Laws, 2017** to the workman whose services have been terminated. **[Breach of Rule 77]**

#### **WAGE SLIP/WAGE BOOK**

1. Wage Slips in Form - XIX is not being issued to the workmen at least a day prior to the disbursement of wages although wage period is more than a week. **[Breach of Rule 78 (1) (b)]**

#### **SPECIFIC IRREGULARITIES REGARDING CONTRACT LABOUR(R & A) ACT, 1970 & CENTRAL RULES 1971**

1. The Appropriate Government i.e. Central Government by gazette notification No. \_\_\_\_\_ has prohibited the employment of contract labour in the \_\_\_\_\_ activities work in the establishment of M/s \_\_\_\_\_, the contract labour has still been engaged in that work in that establishment. **[Breach of Section 10]**

#### **SIMILAR WAGES FOR SAME AND SIMILAR KIND OF WORK**

1. It is observed that the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the Principal employer of the establishment, but the wage rates, holidays, hours of work and other conditions of services of the workmen or the contractor are not the same as applicable to the workmen directly employed by the Principal Employer of the Establishment on the same or similar kind of work. **[Breach of Rule 25 (2) (v) (a)]**

	Contract Labour	Direct workmen
Wages Rates		
Holidays		

Hours of work		
Other condition of services		

**OBSTRUCTING THE INSPECTOR**

1. Obstructions were created in discharge of duties by the inspector/Refusal or willfully neglect were done to afford the inspector a reasonable facility for making Inspection, examination, inquiry or investigation. **[Breach of Section 22]**

**OTHER IRREGULARITIES**

---

---

---

---

**Contract Labour (R & A) Act, 1970 & Central Rules, 1971**  
**(Principal Employer)**

**PERTAINING TO REGISTRATION / LICENSE**

1. Contract Labour numbering \_\_\_\_\_ were found employed \_\_\_\_\_/were employed during proceeding 12<sup>th</sup> months without obtaining valid Certificate of Registration.  
**[Breach of Section 07 read with Section 09]**
  
2. The following changes in respect of particulars specified in the Certificate of Registration have not been intimated at all/within the prescribed time limit to the Registering Office.  
**[Breach of Rule 18 (4)]**
  - (a)
  
  - (b)

**PERTAINING TO NOTICES**

1. The Notices showing the following were not displayed / amended. **[Breach of Rule 81 (1) (i)]**
  - a. The Rate of Wages in English, Hindi & Local language.
  - b. The Hours of Work in English, Hindi & Local language.
  - c. The date of Payment of Work in English, Hindi & Local language.
  - d. The Wage Period in English, Hindi & Local language.
  - e. Names and addresses of the inspectors having jurisdiction in English, Hindi & Local language.
  - f. Date of Payment of un-paid wages in English, Hindi & Local language.
  
2. A Copy of each of the notices displayed have not been sent to the Inspector as required/the Changes in the notices displayed have not been sent to the Inspector as required.  
**[Breach of Rule, 81 (2)]**



## NOTICE OF COMMENCEMENT/COMPLETION

1. Failed to intimate the date of Commencement/Completion in respect of the contractors engaged within 15 days of the Commencement/Completion of the work in Form - VII annexed to the Rationalisation of Forms and Reports under Certain Labour Laws Rules, 2017 to the Inspector. **[Breach of Rule 81 (3)]**

## PERTAINING TO RETURNS

1. Annual Return [in duplicate] for the year ending \_\_\_\_\_ was not submitted in Form XXV –[Breach of Rule 82(2)].
2. Annual Return [in duplicate] for the year ending \_\_\_\_\_ was not submitted within time limit i.e. before 15th Feb following the end of the year.[Breach of Rule 82(2).]

## PERTAINING TO WAGES

1. During Inspection of Contractor, Sri/M/s. \_\_\_\_\_ at \_\_\_\_\_ it is observed that Contractor failed to make payment of wages/paid less wages as per annexure though the statutory time limit for payment of wages by the contractor to the Contract labour has already lapsed. The PE also failed to make payment to the Contract Labour. **[Breach of Section 21 (4)]**
2. The Principal Employer failed to ensure the presence of the representative at the place and time of disbursement of Wages to workmen by the Contractor. **[Breach of Rule 72]**
3. Authorised representative of Principal Employer has not recorded a Certificate under his Signature as required under Rule 72 **[Breach of Rule 73]**

## PERTAINING TO REGISTER AND RECORDS

1. Register of Contractors in Form - XII has not been maintained at all / correctly. **[Breach of Rule 74]**
2. The following Registers and Records required to maintain under the Act or the Rules were not produced on demand. **[Breach of Rule 80 (4)]**

## PERTAINING TO WELFARE AND HEALTH

1. The Principal Employer failed to provide at all/failed to provide within time limit the following prescribed Welfare amenities which the Contractor Shri/M/s. \_\_\_\_\_ engaged in the work of \_\_\_\_\_ failed to provide within the prescribed. **[Breach Section 20 (1) of the Act]**

**MEDICAL FACILITIES**

1. The Principal Employer failed to provide at all/failed to provide within time limit the following prescribed Health amenities which the Contractor Shri/M/s. \_\_\_\_\_ engaged in the work of \_\_\_\_\_ failed to provide the originally. **[Breach Section 20 (1) of the Act]**

**SPECIFIC IRREGULARITIES REGARDING CONTRACT LABOUR (R & A) ACT, 1970 & CENTRAL RULES, 1971**

1. The Appropriate Government i.e. Central Government by gazette notification No. \_\_\_\_\_ has prohibited the employment of Contract Labour in the \_\_\_\_\_ activities work in the establishment of M/s. \_\_\_\_\_, the contract labour has still been engaged in that Work in that establishment. **[Breach of Section 10]**

**PERTAINING TO FURNISHING INFORMATION/STATISTICS**

1. The Principal Employer failed to furnish the following statistics in relation to contract labour through the same was called for. **[Breach of Section 24 read with Rule 83 (1)]**
  - i) Exact no. of Contracts -
  - ii) Exact no. of Contract Workers -
  - iii) Exact no. of Staff/Officers strength (Male/Female) in the roll of the company -
  - iv) Copy of Registration Certificate -

**OBSTRUCTING THE INSPECTOR**

1. Obstructions were created in discharge of duties by the Inspector/Refusal or willfully neglect were done to afford the inspector a reasonable facility for making Inspection, examination, inquiry or investigation. **[Breach of Section 22]**

**OTHER IRREGULARITIES**

\_\_\_\_\_  
\_\_\_\_\_

## Equal Remuneration Act, 1976 & Central Rules, 1989

### PERTAINING TO REGISTERS AND RECORDS

1. Wage Register in Form - B specified in the Schedule to the Ease of Compliance to Maintain Registers under various Labour Laws, 2017 has not been maintained at all / correctly.  
[Breach of Section 8 read with Rule 6]

### SPECIFIC IRREGULARITIES REGARDING EQUAL REMUNERATION ACT, 1976 & CENTRAL RULES, 1976

1. The following workers was/were paid remuneration at less rates as compared to the rates paid to workers of opposite sex for performing the same work or work of similar nature. The difference in wages as details should be paid immediately to the concerned person.  
[Breach of Section 4 (1)]
2. The rates of remuneration of the following workmen has been reduced with effect from \_\_\_\_\_ to equate them with the workmen of opposite sex. This should be restored forth with the difference paid back to the concerned workmen.  
[Breach of Section 4 (2)]
3. The following cases, the workmen/workers are discriminated against while making.  
[Breach of Section 5]
4. The following direction of Central Government issued have not been complied with by the employer as detailed below. [Breach of Section 6 (5)]

### PERTAINING TO FURNISHING INFORMATION / STATISTICS

1. Details of the salary with component in respect of all employees not produced on demand.  
[Breach of Section 9]
2. Exact no. of male and female employees not furnished on demand. [Breach of Section 9]

### OTHER IRREGULARITIES

---

# Inter-State Migrant Workmen (RE & CS) Act, 1979 & Central Rules, 1980 (Contractor)

## PERTAINING TO REGISTRATION / LICENSE

1. Interstate Migrant workmen numbering 5 or more were employed w.e.f. ....  
without obtaining a valid license as required under **Section 8 (1) (b)**.

## PERTAINING TO NOTICES

1. A notice showing the wages period and the place and time of disbursement of wages shall be displayed at the place of work and a copy sent by the Contractor to the Principal Employer under acknowledgement. **[Breach of Rule 33]**
2. Notices showing the rates or wages, hours of work, wage periods, dates of payment of wages, names and addresses of the Inspectors having jurisdiction, and date of payment of unpaid wages, shall be displayed in English, Hindi and in the local language understood by the majority of the workers. **[Breach of Rule 55 (1) (i)]**
3. Notices refer to Rule 55 (1) (i) shall be correctly maintained in clean & legible condition. **[Breach of Rule 55 (1) (ii)]**
4. A copy of License has not been displayed prominently at the premises where the migrant workmen are employed. **[Breach of Rule 11 (2) (xii)]**

## DISPLAY OF ABSTRACT OF ACT

1. An Abstract of Act & Rules in the Form approved by the CLC[C] has not been displayed in English, Hindi & a language spoken by the majority of the migrant workmen. **[Breach of Rule 54]**

## PERTAINING TO RETURNS

1. The employer failed to send half yearly return for the period \_\_\_\_\_ in form XXIII. **[Breach of Rule 56(1)]**
2. The employer did not send the half yearly return for the period \_\_\_\_\_ in form XXIII in time i.e. not later than 30 days from the close of the half year. **[Breach of Rule 56(1)]**

## PERTAINING TO WAGES

1. Contractor has not ensured the presence of authorised representative by the Principal Employer at time of disbursement of wages. **[Breach of Section 17 (3)]**
2. Contractor has not ensured the payment of wages to the contract labour before the expiry of 7<sup>th</sup> / 10<sup>th</sup> day after last day of the wage period in respect of which the wages are payable, i.e. ....

**[Breach of Rule 28]**

3. Displacement allowance of a sum shown below against each workman was not paid to the following migrant workmen. **[Breach of Section 14]**

Sr. No.	Name of the Migrant workmen and his address	Present address	Amount

4. Journey allowance of a sum shown below against each workman was not paid to the following migrant workmen. **[Breach of Section 15]**

Sr. No.	Name of the Migrant workmen and his address	Present address	Amount

5. Following migrant workmen were not given same wages as are being given to other workmen. **[Breach of Section 13 (1)]**

Sr. No.	Name and address of workers	Category	Wages actually paid	Wages of the other workers	Difference

**PERTAINING TO REGISTER AND RECORDS**

1. Employee Register in Form - A specified in the Schedule to the **Ease of Compliance to Maintain Register under various Labour Law Rules, 2017** has not been maintained at all / correctly. **[Breach of Section 23 read with Rule 49]**
2. Displacement-cum-Outward Journey Allowances Sheet has not been maintained in Form - XV. **[Breach of Section 23 read with Rule 51 (1)]**
3. Entries in the Displacement-cum-Outward Journey Allowances Sheet have not been authenticated by the contractor. **[Breach of Section 23 read with Rule 51 (2)]**
4. Return journey allowance register in Form - XVI has not been maintained. **[Breach of Section 23 read with Rule 51 (1)]**
5. Entries in the Return journey allowance register have not been authenticated by the contractor. **[Breach of Section 23 read with Rule 51 (2)]**

6. Following Registers have not been maintained at all.
- i. Wage Register in Form - B specified in the Schedule to the Ease of Compliance to Maintain Register under various Labour Law Rules, 2017. [Breach of Section 23 read with Rule 52 (2) (a) & 52 (2) (d)]
  - ii. Register of Loan / Recoveries in Form - C specified in the Schedule to the Ease of Compliance to Maintain Register under various Labour Law Rules, 2017. [Breach of Section 23 read with Rule 52 (2) (c)]
  - iii. Attendance Register in Form - D specified in the Schedule to the Ease of Compliance to Maintain Register under various Labour Law Rules, 2017. [Breach of Section 23 read with Rule 52 (2) (a)]
7. (i) Contractor has not obtained the signature or thumb impression of the migrant workmen concerned against the entries relating to him on the Wage Register in Form - B [Breach of Rule 52 (2) (b)]
- (ii) Contractor has not ensured the authentication of entries in Wage Register in Form - B by way of signature of the contractor or his authorized representative. [Breach of Rule 52 (2) (b)]

#### PERTAINING TO WELFARE AND HEALTH

1. The contractor failed to provide following facilities within seven days of the commencement of the employment in the establishment
  - (a) Wholesome Drinking Water [Breach of Rule 39]
  - (b) Sufficient No. of Latrine & Urinals [Breach of Rule 39/42]
  - (c) Washing Facilities [Breach of Rule 39]
2. The contractor failed to provide Displacement Allowance to \_\_\_\_\_ migrant workmen amounting to Rs. \_\_\_\_\_. [Breach of Section 14]
3. The contractor failed to provide Journey Allowance to \_\_\_\_\_ migrant workmen amounting to Rs. \_\_\_\_\_. [Breach of Section 15]
4. The contractor failed to provide Crèche facility though 20 or more women are employed as migrant workmen in the establishment in which the work is likely to continue for three months or more within 15 days of the commencement of the employment. [Breach of Rule 44]
5. The contractor failed to provide Canteen facility though 100 or more women are employed as migrant workmen in the establishment in which the work is likely to continue for six months or

more within 60 days of the commencement of the employment. **[Breach of Rule 41]**

6. The contractor failed to provide Rest Rooms for migrant workmen who are required to halt at night in connection with the working of the establishment and the employment of migrant workmen in which the work is likely to continue for three months or more within 15 days of the commencement of the employment. **[Breach of Rule 40]**
7. The contractor failed to provide Residential Accommodation to migrant workmen as per the specification given in rule 45 within 15 days of the commencement of the employment. **[Breach of Rule 45]**
8. The contractor failed to provide following protective clothing to migrant workmen. **[Breach of Rule 38]**
  - i. One woollen coat and one woollen trousers once in two years where temperature falls below 20 degree centigrade.
  - ii. Additionally one woollen overcoat where temperature falls below 5 degree centigrade.

#### **MEDICAL FACILITIES**

1. Medical / First Aid facilities have not been provided as per specification laid down under Rule 37. **[Breach of Section 16 (e) read with Rule 37]**

#### **PERTAINING TO SAFETY ORGANISATION AND SAFETY**

1. Protective clothing not provided. **[Breach of Section 16 (f) read with Rule 46]**

#### **PERTAINING TO WORKING CONDITION**

1. The Report of Recruitment and Employment of Migrant Workmen and Cessation of Employment of Migrant Workmen in Form – X annexed to the Rationalisation of Forms and Reports under Certain Labour Laws, 2017 were not submitted. **[Breach of Section 12 (1) (a) read with Rule 21 & Breach of Section 12 (1) (c) read with Rule 24]**
2. A pass-book affixed with a passport size photograph of the workmen and indicating the other particulars as required under Section 12 (1) (b) read with Rule 23 (1) was not issued to the migrant workmen. **[Breach of Section 12 (1) (b) read with Rule 23 (1)]**

3. Holidays, hours of work including extra wages for overtime work done and other conditions of service of migrant workman shall not be less favourable than those obtaining in that establishment or in similar employment in the area in which the establishment is located. **[Breach of Rule 36]**

### **SERVICE CERTIFICATE**

1. The following Migrant workmen were not issued Service Certificate in Form - VIII annexed to the Rationalisation of Forms and Reports under Certain Labour Laws, 2017, although their service were terminated. **[Breach of Section 16 read with Rule 50]**

### **SIMILAR WAGES FOR SAME AND SIMILAR KIND OF WORK**

1. It is observed that the wage rates, holidays, hours of work and other conditions of service of the interstate migrant workmen working in the establishment are not the same as to other workmen in the establishment performing same or similar kind or work. **[Breach of Section 13]**

	Migrant Workmen	Other Workmen
Wages Rates		
Holidays		
Hours of work		
Other condition of services		

### **OTHER IRREGULARITIES**

---

---

---



## Inter-State Migrant Workmen (RE&CS) Act, 1979 & Central Rules, 1980 (Principal Employer)

### PERTAINING TO REGISTRATION / LICENSE

1. Interstate Migrant workmen numbering 5 or more are employed/were employed during the preceding 12<sup>th</sup> months without obtaining a valid Certificate of Registration. **[Breach of Section 6]**
2. The following changes in respect of particulars specified in the Certificate of Registration have not been intimated at all/within the prescribed time limit to the Registering Officer.  
**[Breach of Rule 4 (3)]**
  - (a)
  - (b)

### PERTAINING TO NOTICES

1. A notice showing the wages period and the place and time of disbursement of wages shall be displayed at the place of work and a copy sent by the Contractor to the Principal Employer under acknowledgement. **[Breach of Rule 33]**
2. Notices showing the rates or wages, hours of work, wage periods, dates of payment of wages, names and addresses of the Inspectors having jurisdiction, and date of payment of unpaid wages, shall be displayed in English and in Hindi and in the local language understood by the majority of the workers. **[Breach of Rule 55 (1) (i)]**
3. Notices refer to Rule 55 (1) (i) shall be correctly maintained in clean & legible condition.  
**[Breach of Rule 55 (1) (ii)]**
4. A copy of License has not been displayed prominently at the premises where the migrant workmen are employed. **[Breach of Rule 11 (2) (xii)]**

### DISPLAY OF ABSTRACT OF ACT

1. An Abstract of the Rules as approved by the Dy. CLC [C] was not displayed in Hindi, English & a language spoken by the migrant workmen. **[Breach of Rule 54]**

### PERTAINING TO RETURNS

1. Annual Return (in duplicate) for the year ending \_\_\_\_\_ was not submitted in Form XXIV [-Breach of Rule 56(2).]
2. Annual Return [in duplicate] for the year ending \_\_\_\_\_ was not submitted within time limit i.e. before 15th Feb following the end of the year. [Breach of Rule 56(2).]

### PERTAINING TO WAGES

1. During Inspection of Contractor, Sri/M/s. \_\_\_\_\_ at \_\_\_\_\_ it is observed that Contractor failed to make payment of wages/paid less wages as per annexure though the statutory time limit for payment of wages by the contractor to the migrant workmen has already lapsed. The PE also failed to make payment to the Migrant Workmen.  
**[Breach of Section 17 (4)]**
2. The Principal Employer failed to ensure the presence of the representative at the place and time of disbursement of Wages to workmen by the Contractor.  
**[Breach of Section 17 (2) read with Rule 34]**
3. Authorised representative of Principal Employer has not recorded a Certificate under his Signature as required under **[Breach of Section 17 (2) read with Rule 35]**
4. PE failed to make the payment of the displacement allowance to the migrant workmen in the event of failure of the Contractor to make such payment as required under **Section 14.**  
**[Breach of Section 18]**
5. PE failed to make the payment of the journey allowance to the migrant workmen in the event of failure of the Contractor to make such payment as required under **Section 15.**  
**[Breach of Section 18]**

### PERTAINING TO REGISTER AND RECORDS

1. Register of Contractors in Form - XII has not been maintained at all / correctly. **[Breach of Rule 48]**
2. Employee Register in Form – A specified in Schedule to the **Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017** has not been maintained at all / correctly.  
**[Breach of Rule 49]**

3. The following registers and records required to be maintained under the Act or the Rules were not produced on demand. **[Breach of Rule 53 (4)]**

(a)

(b)

#### **PERTAINING TO WELFARE AND HEALTH**

1. The Principal Employer failed to provide at all/failed to provide within time limit following prescribed welfare amenities which the Contractor Shri/M/s. \_\_\_\_\_ engaged in the work of \_\_\_\_\_ failed to provide originally. **[Breach of Section 18 read with Rule 46]**

2. The Principal Employer failed to provide at all/failed to provide within time limit Displacement Allowance amounting to Rs. \_\_\_\_\_ which the Contractor Shri/M/s. \_\_\_\_\_ engaged in the work of \_\_\_\_\_ failed to provide originally. **[Breach of Section 14 read with Rule 46]**

3. The Principal Employer failed to provide at all/failed to provide within time limit Journey Allowance amounting to Rs. \_\_\_\_\_ which the Contractor Shri/M/s. \_\_\_\_\_ engaged in the work of \_\_\_\_\_ failed to provide originally. **[Breach of Section 15 read with Rule 46]**

4. The Principal Employer failed to provide at all/failed to provide within time limit the facility of Rest Room which the Contractor Shri/M/s. \_\_\_\_\_ engaged in the work of \_\_\_\_\_ failed to provide originally as per Rule 40 (1). **[Breach of Rule 40 (2)]**

5. The Principal Employer failed to provide at all/failed to provide within time limit the facility of Residential Accommodation which the Contractor Shri/M/s. \_\_\_\_\_ engaged in the work of \_\_\_\_\_ failed to provide originally as per specifications given in Rule 45 (1), (2), (3), (4). **[Breach of Rule 45 (5)]**

#### **MEDICAL FACILITIES**

1. The Principal Employer failed to provide at all/failed to provide within time limit the following prescribed Medical Facilities which the Contractor Shri/M/s. \_\_\_\_\_ engaged in the work of \_\_\_\_\_ failed to provide the originally as per provision of Section 16 (e) of the Act. **[Breach of Rule 46]**

### PERTAINING TO SAFETY ORGANISATION AND SAFETY

1. Protective clothing not provided. **[Breach of Section 16 (f) read with Rule 46]**

### PERTAINING TO WORKING CONDITION

1. The Report of Recruitment and Employment of Migrant Workmen and Cessation of Employment of Migrant Workmen in Form – X annexed to the Rationalisation of Forms and Reports under Certain Labour Laws, 2017 were not submitted.  
**[Breach of Section 12 (1) (a) read with Rule 21 & Breach of Section 12 (1) (c) read with Rule 24]**
2. A pass-book affixed with a passport size photograph of the workmen and indicating the other particulars as required under Section 12 (1) (b) read with Rule 23 (1) was not issued to the migrant workmen. **[Breach of Section 12 (1) (b) read with Rule 23 (1)]**
3. Holidays, Hours of Work including extra wages for overtime work done and other conditions of service of migrant workman shall not be less favourable than those obtaining in that establishment or in similar employment in the area in which the establishment is located.  
**[Breach of Rule 36]**

### SERVICE CERTIFICATE

1. The following Migrant workmen were not issued Service Certificate in Form – VIII annexed to the Rationalisation of Forms and Reports under Certain Labour Laws, 2017 at though their service were terminated. **[Breach of Rule 50]**

### OTHER IRREGULARITIES

---

# Maternity Benefit Act, 1961 & Mines & Circus Rules, 1963

## DISPLAY OF ABSTRACT OF ACT

1. The Abstract of the Act & Maternity Benefit (Mines & Circus) Rules in Form - K is not found displayed in English & Hindi. **[Breach of Section 19 read with Rule 15]**

## PERTAINING TO RETURNS

1. (a) The employer failed to upload a **Unified Annual Return** on or before 1<sup>st</sup> of February of the year on Web Portal of the Ministry of Labour and Employment. **[(Breach of Rule 16 (1) (a))]**  
  
(b) The Employer failed to submit print out of the **Unified Annual Return** after appending his signature, to the Competent Authority and failed to retain a copy of the annual return for records, to be produced to the Inspectors, at the time of inspection." **[(Breach of Rule 16 (1) (b))]**

## PERTAINING TO REGISTER AND RECORDS

1. Muster Roll in Form - A is not maintained / produced for inspection as required. **[Breach of Section 20 read with Rule 3]**

## PERTAINING TO WELFARE AND HEALTH

1. Nursing breaks have not been given as per Section 11. **[Breach of Rule 6]**
2. Leave for miscarriage has not been given. **[Breach of Section 9]**
3. Leave for illness has not been given. **[Breach of Section 10]**
4. Payment of maternity benefit has not been given to the following women workers. **[Breach of Section 7]**
  - I.
  - II.
5. Payment of medical bonus has not been paid to the following women workers. **[Breach of Section 8]**

## OBSTRUCTING THE INSPECTOR

1. \_\_\_\_\_ failed to produce register or document in his custody kept in pursuance of this Act or the rules made thereunder or conceals or prevents any person from appearing before or being examined by the Inspector. **[Breach of Section 22]**

## OTHER IRREGULARITIES

## Minimum Wages Act, 1948 & Central Rules, 1950

### PERTAINING TO NOTICES

1. The following Notices were not displayed at the main entrance of the establishment and at its office.  
[Breach of Rule 22]
  - a. Notice containing Minimum Rates of Wages in English & language understood by the majority of the workers.
  - b. Name and Address of Inspector in English & language understood by the majority of the workers.

### DISPLAY OF ABSTRACT OF ACT

1. The Abstract of Act & Rules made there under in English & language understood by the majority of the workers was not displayed at the main entrance of the establishment and in its office  
[Breach of Rule 22]

### PERTAINING TO RETURNS

1. **Form III - Unified Annual Return** for the Year ..... has not at all been uploaded on the web portal of the Ministry of Labour & Employment ~~on or before the 1<sup>st</sup> February.~~ [Breach of Rule 21 (4A) (1)]
2. **Form III - Unified Annual Return** for the Year ..... has not been uploaded on the web portal of the Ministry of Labour & Employment on or before the 1<sup>st</sup> February. [Breach of Rule 21 (4A) (2)]
3. The Employer has failed to produce the accounts, books, registers and the other documents, if the same are maintained in manual form or in electronic form (Section 2 (r) of IT Act, 2000) before the inspector on demand. [Breach of Rule 21 (4A) (2)]

### PERTAINING TO WAGES

1. In the cases detailed below, the wages were paid after the expiry of the statutory time limit.  
[Breach of Rule 21 (1)]

Sr. No.	Category of Employees	No. of Employees	Wage Period	Due Date of Payment	Date of Actual Payment

2. In the cases detailed below, the workers have not yet received their wages through the statutory time limit has expired. **[Breach of Rule 21]**

Sr. No.	Category / Section of Employees	No. of Employees	Wage Period(S) for which wages not	Amount of wages due

**N: B:**

Where the delay in payment is over one month full particulars of employees, viz., name, designation, address, amount due and the wage period, etc., should be noted on a separate sheet which will form an enclosure to the claim application to be filled immediately after the expiry of the notice period given to the employer.

3. The persons noted below were paid their wages at a rate less than the minimum rate of wages fixed for their respective categories. **[Breach of Section 12]**

Sr. No.	Name of Employee	Address of employee	Category	Wage Period	No. of days of attendance	Minimum Rate of wages	Rate of wages actually paid	Amount of wages paid

4. The employees were paid their wages on ..... which was holiday. **[Breach of Rule 21]**

5. Weekly Day of Rest was not allowed and Overtime Wages not paid for Rest Day the following employees. **[Breach of Rule 23]**

Sr. No.	Name and address of the employee	Category of employees	Date of weekly rest day for which overtime wages is payable	Rates of wages	Amount of wages to be paid

6. Wages were not paid for the Weekly Rest Days / Substituted Rest Day in the cases detailed below.  
[Breach of Rule 23]

Sr. No.	Category / Section	Date in respect of which wages for weekly rest day not paid	No. of employees	Average daily wage	Amount due

7. In the following cases workers were employed in. [Breach of Rule 24]

Sr. No.	Category / Section of employees	Particulars of infringement

8. In the following cases Overtime Wages were not paid in accordance with Rule 25.  
[Breach of Rule 25]

Sr. No.	Name of the employee	Category	Wage Period	Rates of wages	Extra hours worked	Overtime worked	Overtime due

#### PERTAINING TO REGISTER AND RECORDS

1. Wage Register in Form - B specified in the Schedule to the Ease of Compliance to Maintain Registers under various Labour Laws, 2017 has not been maintained at all/correctly and kept at the work spot. [Breach of Rule 25 (2) & 26 (1)]
2. Register of Loan/Recoveries in Form - C specified in the Schedule to the Ease of Compliance to Maintain Registers under various Labour Laws, 2017 has not been maintained at all/correctly and kept at the work spot. [Breach of Rule 21 (4)]
3. Attendance Register in Form - D specified in the Schedule to the Ease of Compliance to Maintain Registers under various Labour Laws, 2017 has not been maintained at all/correctly and kept at the work spot. [Breach of Rule 26 (5)]



**PERTAINING TO DEDUCTION**

1. In the cases detailed below Fines were imposed unauthorisedly. **[Breach of Rule 21 (3) & 21 (4)]**

Sr. No.	Name of the employee	Address of employee	Category	Wage Period	Amount objected to	Reasons for objection

2. In the cases detailed below Deductions were imposed unauthorisedly. **[Breach of Rule 21 (2) & 21 (4)]**

Sr. No.	Name of the employee	Category	Wage Period	Nature and amount of deduction	Reasons for objection

**WAGE SLIP / WAGE BOOK**

1. Wage Slips in Form - XI are not issued by the employer at least a day prior disbursement of wages. **[Breach of Rule 26 (2)]**
2. A quittance of employees were not obtained on Wage Slips/Wage Register. **[Breach of Rule 26 (3)]**
3. Entries in the Wage Slips / Wage Register have not been authenticated by the employer or his authorised person. **[Breach of Rule 26 (4)]**

**OTHER IRREGULARITIES**

---

---

---

## Payment of Bonus Act, 1965 & Central Rules, 1975

### PERTAINING TO NOTICE

1. Register showing computation of allocable surplus is not at all maintained / not kept in Form - A as the cols. No. .... are missing. **[Breach of Rule 4 (a)]**
2. Register showing set on and set off is not at all maintained / not at all maintained / not kept in Form - B as cols. No. .... are missing. **[Breach of Rule 4 (b)]**
3. Register showing payment of bonus to employees for the accounting year ending on ..... is not at all maintained/ not kept in Form - C as Cols. No. .... are missing. **[Breach of Rule 4 (c)]**

### NOTICE OF RETURNS

1. The Employer failed to upload a **Unified Annual Return in Form - D** on the Web Portal of Ministry of Labour and Employment on or before the 1<sup>st</sup> day of February following the close of the Year to which it relates. **[(Breach of Rule 5 (1))]**
2. The Employer did not file a **Unified Annual Return in Form - D** to the Concerned Authorities manually on or before the 1<sup>st</sup> day of February following the close of the Year to which it relates. **[Breach of Rule 5 (2)]**
3. The Employer has failed to produce the accounts, books, registers and the other documents if the same are maintained in manual form or in electronic form **(Section 2 (r) of IT Act, 2000)** before the inspector on demand. **[Breach of Rule 5 (2)]**

### SPECIFIC IRREGULARITIES REGARDING PAYMENT OF BONUS ACT, 1965

1. The employees noted below were paid less than proportionate bonus. **[Breach of section 13]**
2. Customary/interim bonus has not been adjusted properly in the following cases. **[Breach of Sec 17]**
3. The following employees have not been paid bonus for the accounting year \_\_\_\_\_ **[Breach of Section 8]**

4. Employees have not been paid bonus though the statutory time limit under Section 19(a) 19(b) has expired. **[Breach of Section 19 (a) & 19 (b)]**
5. In the following cases bonus was paid after expiry of the statutory time limit as provided. **[Breach of Section 19 (a) & 19 (b)]**
6. Working days have not been correctly computed for the A/c year in as much as account has not been taken of the following days, in the case detailed below. **[Breach of Section 14]**
7. Accounting year was changed without previous permission in writing of the authority. **[Breach of Section 2 (1) (iii) (b)]**

**PERTAINING TO FURNISHING INFORMATION/STATISTICS**

1. The details of computation of bonus was not furnished on demand though the same was called for. **[Breach of Section 27 (2)]**
2. The following books, accounts, registers, documents were not produced during the course of inspection, even though their production was demanded. **[Breach of Section 27 (4)]**

**OTHER IRREGULARITIES**

---

---

---

## Payment of Gratuity Act, 1972 & (Central) Rules, 1972

### PERTAINING TO NOTICE

1. The notice in English and in Hindi and in a local language understood by majority of employees showing in bold letters the name of the officer, with designation, authorized by the employer to receive on his behalf the notice under the Act or the Rules, has not been displayed conspicuously at or near the main entrance of the establishment. **[Breach of Rule 4 (1)]**
2. Fresh notice required to be displayed in lieu of illegible notice/notice requiring change has not been displayed. **[Breach of Rule 4 (2)]**

### NOTICE OF COMMENCEMENT/COMPLETION

1. Notice of opening of the establishment in Form - A has not submitted to the controlling authority of the area, though statutory time limit of 30 days has already expired. **[Breach of Rule 3 (1)]**
2. Notice of change in Form - B intimating the change in the name & address of employer or business has not been submitted to the Controlling Authority of the area even though a period of 30 days has expired. **[Breach of Rule 3 (2)]**
3. Notice of Closure in Form - C intimating the intention of closure of the business has not been submitted to the controlling authority at least sixty days before the closure. **[Breach of Rule 3 (3)]**

### DISPLAY OF ABSTRACT OF THE ACT

1. An Abstract of the Act & Rules in Form - U has not been displayed at a conspicuous place at or near the main entrance of the establishment in English & in the language understood by the majority of the employees (i.e. Hindi). **[Breach of Rule 20]**

### PERTAINING TO REGISTER AND RECORDS

1. In the following cases, duplicate copy of the nomination in Form - F duly attested by the employer (As token of the recording of the nomination) has not been returned to employee. **[Breach of Rule 6 (2)]**
  - a. Sl. No.
  - b. Name
  - c. Designation of the Employees

2. Details of personnel resigned/ retired/ died/disable during the last 3 years, their gratuity entitlement and amount of gratuity paid to them with date as per their entitlement was not provided on demand. **[Breach of Section 7B (a)]**

Sr. No.	Name & Designation Of the personnel	Date of Joining	Date of Separation	Last Salary Drawy	Amount of Gratuity, if Paid	Date of Payment of Gratuity, if Paid

**SPECIFIC PROVISIONS REGARDING PAYMENT OF GRATUITY ACT, 1972 & CENTRAL RULES, 1972**

1. Payment of Gratuity:-

(I) In the following cases, the employer failed to determine the amount of gratuity and give notice in writing to the persons to whom gratuity is payable and also to the controlling authority. **[Breach of Section 7 (2)]**

Sr. No.	Name of the Persons	Employees	Remarks

(II) In the following cases, the employer has failed to issue notice in Form – L / Form - M as the case may be to the applicant employee within 15 days of receipt of application endorsing copy to the controlling Authority. **[Breach of Rule 8 (1)]**

Sr. No.	Name of the Persons	Employees	Remarks

(III) In the following case the amount of gratuity paid to the persons falls short by the sum indicated below against each person. **[Breach of Section 4 (2)]**

Sr. No.	Name of the Person	Date of Employment	Date of Termination	Total No. of Completed Year	Rate of Wages Last Drawn	Amount of Gratuity Payable	Amount of Gratuity Actually Paid	Difference

2. There was delay in paying the gratuity to the following personnel and owing to this interest admissible was not paid to the following officials/officers. **[Breach of Section 7 (3A)]**

**OTHER IRREGULARITIES**

\_\_\_\_\_

## Payment Wages (Air Transport Services) Rules, 1968

### PERTAINING TO NOTICES

1. Following notices have not been displayed at a conspicuous place/place specified by the Inspector under **Rule 10** in English or Hindi and in the language, if that not be Hindi, of the majority of the persons employed.
  - a. The wage period for which wages are payable as per **Rule 11 (1) (i)**.
  - b. For not less than two weeks in advance, the days on which wages are to be paid as per **Rule 11 (1) (ii)**.
  - c. The rates of wages and scales of allowance payable to persons employed in Form VII as per **Rule 11 (1) (iii)**.
  - d. The day or date on which unpaid wages are to be paid as per **Rule 11 (1) (iv)**.
  - e. Name and complete address of the inspector having jurisdiction over the establishment as per **Rule 11 (2)**.
2. Copies of all such notices and alterations as per **Rule 11 (1) (i) (ii) (iii) (iv)** have not sent been to the inspector concerned. [**Breach of Rule 11 (1) (iv)**]
3. Approved list of Acts & Omissions under **Rule 4** has not been displayed in English or Hindi or in the language, if that be not Hindi, of the majority persons employed.  
[**Breach of Rule 12**]

### NOTICE OF COMMENCEMENT/COMPLETION

1. Form - I showing Opening, Re-opening, Discontinuance, Abandonment, Resumption, Change in the Ownership Address etc. has not been submitted to the Regional Labour Commissioner(c).  
[**Breach of Rule 3**]
  - a. Actual date of Opening / Abandonment / Discontinuance / Resumption  
[**Rule 3 (1) & 3 (5)**]
  - b. Reasons for abandonment / discontinuance not submitted at all / within the specified time  
[**Rule 3 (2)**]
  - c. Intention to resume not submitted at all /within the specified time. [**Rule 3 (4)**]
  - d. Change in the name or ownership or in the address of the owner. [**Rule 3 (6)**]

**DISPLAY OF ABSTRACT OF ACT**

1. The Abstract of the Act & Rules made thereunder in Form - XI in English and in Hindi or in the Language understood by majority of persons was not displayed.  
**[Breach of Section 25 of Payment of Wages Act, 1936 read with Rule 20]**

**PERTAINING TO RETURNS**

1. **Unified Annual Return in Form - VIII** for the year ..... has not at all been uploaded on the web portal of Ministry of Labour and Employment. **[Breach of Rule 16 (1)]**
2. **Unified Annual Return in Form - VIII** for the year ..... has not filed to the RLC(C) and the Inspector on or before 1<sup>st</sup> February. **[Breach of Rule 16 (2)]**
3. The Employer has failed to produce the accounts, books, registers and the other documents if the same are maintained in manual form or in electronic form **(Section 2 (r) of IT Act, 2000)** before the inspector on demand. **[Breach of Rule 16 (2)]**

**PERTAINING TO WAGES**

1. The wages to the employed person were not paid before the expiry of 7<sup>th</sup> / 10<sup>th</sup> day after last day of the wage period in respect of which the wages are payable, i.e. ....  
**[Breach of Section 5]**
2. The under mentioned employees have not been paid their wages so far even though the statutory time limit has expired. **[Breach of Section 5]**

Sr. No.	Category / Section of Employees	No. of Employees	Wage Period(S) for which wages not	Amount of wages due

**N: B:**

Where the delay in payment is over one month full particulars of employees, viz., name, designation, address, amount due and the wage period, etc., should be noted on a separate sheet which will form an enclosure to the claim application to be filled immediately after the expiry of the notice period given to the employer.

3. In the cases mentioned below wages were paid after the expiry of the statutory time limit laid down in Section 5. **[Breach of Section 5]**

Sr. No.	Name of Employees	Category / Section of employees	No. of Employees	Date by which wages were payable	Date on which wages were actually paid

**PERTAINING TO REGISTER AND RECORDS**

1. Maintenance of Registers;

Wages Register in Form - B	Register of Loan / Recoveries in Form - C	Attendance Register in Form - D	Muster Roll – cum - Wage Register in Form - VI

Note : in considered view of the committee the old form "VI" muster roll cum wage register should be deleted which is not deleted in the notification dated 21 February 17.

- (a) Not maintained in prescribed Form. **[Breach of Section 13-A (1)]**
  - (b) True translation of Registers in Hindi not kept in English. **[Breach of Rule 8 (2)]**
  - (c) Not preserved for 3 years. **[Breach of Section 13-A (2) read with of Rule 8 (1)]**
  - (d) Not kept upto date. **[Breach of Rule 4 (7) & 8 (1)]**
  - (e) Not produced on demand. **[Breach of Rule 9 (1)]**
2. Attendance not marked within one hour of commencement of work in the following cases. **[Breach of Rule 6]**

Sr. No.	Name	Designation	Time of commencement work	Time of Inspection

3. In the Register of Loan / Recoveries (Form – C)

- (a) List of Acts and Omissions not entered at the beginning of Form - C. **[Breach of Rule 4 (3)]**
- (b) The approved purpose on which Fines fund may be expended not entered at the beginning of Form - C. **[Breach of Rule 4 (4)]**
- (c) Proper Accounting not done. **[Breach of Rule 4 (5) & 4 (6)]**



**PERTAINING TO DEDUCTION**

1. In the cases detailed below, Fines were imposed unauthorisedly.  
**[Breach of Section 8 of the Act read with Rule 14]**

Sr. No.	Name of employee	Address of employee	Category	Wage period	Amount objected to	Reasons for objection

2. In the cases detailed below, Deductions for Damage or Loss were made unauthorisedly.  
**[Breach of Section 10 (1) of the Act Read with Rule 14]**

Sr. No.	Name of Employee	Address of employee	Category	Wage period	Amount objected to	Reasons for objection

3. In the following cases, Recovery of Advance made before employment unauthorisedly.  
**[Breach of Section 12 (a) & 12 (b) read with Rule 17]**

Sr. No.	Name of Employee	Category	Reasons for objection

4. In the following cases unauthorized Deductions were made from the Wages of employee.  
**[Breach of Section 9 / 11 / 12A / 13]**

Sr. No.	Name of Employee	Category	Amount of deduction	Reason for objection

**OTHER IRREGULARITIES**

---

---

## Payment Wages (Mines) Rules, 1956

### PERTAINING TO NOTICES

1. Notice showing the wage period for which wages payable has not been displayed.  
[Breach of Rule 8 (1) (i)]
  - a. In English.
  - b. In Hindi or in the Language of the majority of the persons employed, which is \_\_\_\_\_
2. Notice showing, for not less than two weeks in advance, the days on which wages are to be paid has not been displayed as [Breach of Rule 8 (1) (ii)]
3. Notices showing the rates of wages and scale of allowances have not been displayed as [Breach of Rule 8 (1) (iii)]
  - a. In English.
  - b. In Hindi or in the Language of the majority of the persons employed, which is \_\_\_\_\_
4. Notice showing the days or dates on which unpaid wages are to be paid is not displayed [Breach of Rule 8 (1) (iv)]
  - a. In English.
  - b. In Hindi or in the Language of the majority of the persons employed, which is \_\_\_\_\_
5. Notices showing the wage period, days of payment, rates of wages and scale of allowances and date of payment of unpaid wages as required to be displayed under Rule 8 (1) (i), (ii), (iii) & (iv) have not been sent to the Inspector. [Breach of Rule 8 (2)]
6. Approved List of Acts and Omissions under Rule 11 is not displayed as per Rule 12 (b)
  - a. In English and
  - b. In Hindi or in the Language of the majority of the persons employed, which is \_\_\_\_\_
7. Notices showing the name and complete address of the Inspector is not displayed. [Breach of Rule 12 (a)]

### NOTICE OF COMMENCEMENT/COMPLETION

1. **Form - A** showing Opening / Re-opening / Discontinuance, Abandonment Resumption and Change in the Ownership Address etc. has not been submitted to the Regional Labour Commissioner (Central). **[Breach of Rule 2 (A)]**
  - a) Actual date of Opening / Abandonment / Discontinuance / Resumption.
  - b) Reasons for Abandonment / Discontinuance at all / within the specified time.
  - c) Intention to resume at all / within the specified time.
  - d) Change in the name or ownership or in the address of the owner.

### DISPLAY OF ABSTRACT OF ACT

1. The Abstract of the Act and the rules made thereunder in Form - VII in English and Hindi or in the Language understood by majority of the employed persons was not displayed. **[Breach of Section 25 of Payment of Wages Act 1936 read with Rule 21]**

### PERTAINING TO RETURNS

1. **Form V - Unified Annual Return** for the year ..... has not at all been uploaded on the web portal of Ministry of Labour and Employment. **[Breach of Rule 18 (1)]**
2. **Form V - Unified Annual Return** for the year ..... has not filed to the Regional Labour Commissioner (Central) and Inspector on or before 1<sup>st</sup> February. **[Breach of Rule 18 (2)]**
3. The Employer has failed to produce the accounts, books, registers and the other documents if the same are maintained in manual form or in electronic form **(Section 2 (r) of IT Act, 2000)** before the inspector on demand. **[Breach of Rule 18 (2)]**

### PERTAINING TO REGISTER AND RECORDS

1. **Wage Register in Form - B** specified in the schedule to the **Ease of Compliance to maintain registers under Various Labour Laws Rules, 2017** is not kept at work spot the place approved by the Chief Labour Commissioner. **[Breach of Rule 5]**

2. Wage Register in Form - B specified in the schedule to the Ease of Compliance to maintain registers under Various Labour Laws Rules, 2017 does not contain the rates of wages for all classes of workers at the beginning of the register. **[Breach of Rule 5]**
3. Wage Register in Form - B is not maintained at all/ not maintained specified in the Schedule to the Ease of Compliance to Maintain Register under various Labour Law Rules, 2017 i.e. column No. \_\_\_\_\_ Missing. **[Breach of Rule 5 & 5A]**
4. Register of Loan / Recoveries in Form - C is not maintained at all / not maintained specified in the Schedule to the Ease of Compliance to Maintain Register under various Labour Law Rules, 2017 / not kept at work spot / not produced before inspector on demand at work spot. **[Breach of Rule 3, 4, 6, 17, 19 & 19 (3)]**
5. Register of work done by piece- workers is not maintained at all / not maintained in Form - B specified in the Schedule to the Ease of Compliance to Maintain Register under various Labour Law Rules, 2017 not properly filled in as indicated below. **[Breach of Rule 17]**  
Columns No. \_\_\_\_\_ Missing.
6. Wage Register Form - B & Register of Loan / Recoveries Form - C have not been preserved. **[Breach of Rule 6 (1)]**
7. Following Registers have been maintained in other Language than English and a true translation thereof in English has not been made available. **[Breach of Rule 6 (2)]**

**PERTAINING TO DEDUCTION**

1. In the cases detailed below, Fines were imposed unauthorisedly. **[Breach of Section 8 of the Act read with Rule 14]**

Sr. No.	Name of Employee	Address of employee	Designation	Amount objected to	Reason for objection

2. In the cases detailed below, Deductions for Damage or Loss were made unauthorisedly. **[Breach of Section 10 (1) of the Act read with Rule 14]**

Sr. No.	Name of Employee	Address of employee	Category	Wage period	Amount objected to	Reasons for objection

3. In the following cases, Recovery of Advance made before employment unauthorisedly.  
[Breach of Section 12 (a) & 12 (b) read with Rule 17]

Sr. No.	Name of Employee	Category	Reasons for objection

4. In the following cases unauthorized Deductions were made from the wages of employee  
[Breach of Section 9 / 11 / 12A / 13]

Sr. No.	Name of Employee	Category	Amount of deduction	Reason for objection

**OTHER IRREGULARITIES**

---

---

---

## Payment Wages (Railway) Rules, 1938

### PERTAINING TO NOTICES

1. Notice showing the wage period for which wages payable is not displayed as per **Rule 8 (1) (i)** In English and in Hindi or in the language (if that be not Hindi) of the majority of persons employed. **[Breach of Rule 8 (1) (i)]**
2. Notice showing the days or dates on which wages are to be paid not displayed. **[Breach of Rule 8 (1) (ii)]**
  - a. In English.
  - b. In Hindi or in the Language (if that be not Hindi) of the majority of the persons employed which is \_\_\_\_\_
3. Notice showing the days or dates on which unpaid wages are to be paid is not displayed. **[Breach of Rule 8 (1) (iii)]**
  - a. In English.
  - b. In Hindi or in the Language (if that be not Hindi) of the majority of the persons employed which is \_\_\_\_\_
4. Notice showing the names and addresses of the inspector having jurisdiction over the establishment. **[Breach of Rule 8 (1) (iv)]**
  - a. In English.
  - b. In Hindi or in the Language (if that be not Hindi) of the majority of the persons employed which is \_\_\_\_\_
5. A copy of each of notices showing the wage period for which wages are payable, the days or dates on which wages are to be paid, date of payment of unpaid wages and names and address of the inspectors have not been sent to the inspector. **[Breach of Rule 8 (3)]**
  1. Approved list of Acts and Omissions under **Rule 11** is not displayed. **[Breach of Rule 12]**
    - a. In English and
    - b. In the language of the majority of the persons employed which is \_\_\_\_\_

### DISPLAY OF ABSTRACT OF ACT

1. The Abstract of the Act and the rules made thereunder in Form - IV in Hindi or in the language understood by majority of the employed persons was not displayed. **[Breach of Section 25 of Payment of Wages Act 1936 read with Rule 21]**

**PERTAINING TO RETURNS**

1. **Unified Annual Return in Form - III** for the year ..... has not at all been uploaded. **[Breach of Rule 17 (1)]**
2. **Unified Annual Return in Form - III** for the year ..... has filed to the Regional Labour Commissioner (Central) on or before 1<sup>st</sup> of February. **[Breach of Rule 17 (2)]**
3. The employer has failed to produce the accounts, books, registers and the other documents, if the same are maintained in manual form or in electronic form **(Section 2 (r) of IT Act, 2000)** before the inspector on demand. **[Breach of Rule 17 (2)]**

**PERTAINING TO REGISTER AND RECORDS**

1. **Wage Register** is not maintained at all/not maintained up to date/not kept at work spot/not produced before inspector on demand at work spot. **[Breach of Rule 5 read with Rule 6]**
2. **Wage Register** does not include requisite particulars prescribed under Rule 5. **[Breach of Rule 5]**
3. **Register of Loan / Recoveries in Form - C** is not maintained at all/not maintained specified in the Schedule to the **Ease of Compliance to Maintain Register under various Labour Law Rules, 2017** / not kept at work spot / not produced before inspector on demand at work spot. **[Breach of Rule 3, Rule 4 & Rule 18 read with Rule 6]**
4. **Wage Register & Register of Loan / Recoveries Form – C** have not been preserved. **[Beach of Rule 6]**
5. Following Registers have been maintained in other language than English and a true translation thereof in English has not been made available. **[Breach of Rule 6]**

**PERTAINING TO DEDUCTION**

1. In the cases detailed below, Fines were imposed unauthorisedly. **[Breach of Section 8 of the Act read with Rule 14]**
2. In the cases detailed below, Deductions for Damage or Loss were made unauthorisedly. **[Breach of Section 10 (1) of the Act read with Rule 14]**

Sr. No.	Name of Employee	Address of employee	Category	Wage period	Amount objected to	Reasons for objection

3. In the following cases, Recovery of Advance made before employment unauthorisedly.  
[Breach of Section 12 (a) & 12 (b) read with Rule 17]

Sr. No.	Name of Employee	Category	Reasons for objection

4. In the following cases unauthorized Deductions were made from the wages of employee.  
[Breach of Section 9 / 11 / 12A / 13]

Sr. No.	Name of Employee	Category	Amount of deduction	Reason for objection

**OTHER IRREGULARITIES**

---

---

---