



**GOVERNMENT OF JAMMU AND KASHMIR  
LABOUR AND EMPLOYMENT DEPARTMENT  
CIVIL SECRETARIAT, Jammu**

**Subject: The Jammu & Kashmir Inspection Manual for Compliance of  
Labour Laws.**

Government Order No. **69-L&E of 2017**  
D a t e d 17-11- 2017

Sanction is hereby accorded to the adoption of "*The Jammu & Kashmir Inspection Manual for Compliance of Labour Laws*", appended as annexure 'X', in the State for the purpose of conducting inspections of Units by the notified authorities of the Labour Department, J&K, with immediate effect.

**By order of the Government of Jammu and Kashmir.**

Sd/-

(Kifayat Hussain Rizvi) IAS

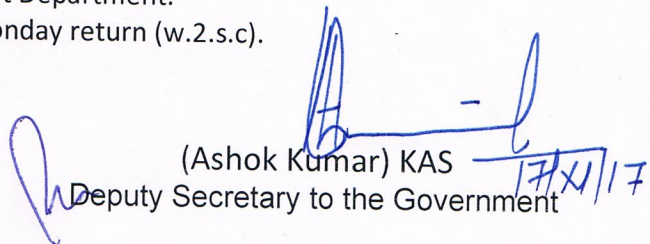
**Commissioner/Secretary to the Government**

**Dated 17 -11-2017**

**No.L&E/Lab/88/2017**

**Copy to the:**

- 1- All Administrative Secretaries to the Government
- 2- Labour Commissioner, J&K, Jammu
- 3- Provident Fund Commissioner, J&K, Jammu.
- 4- Director Employment, J&K, Jammu.
- 5- Director Information, J&K. He is requested to kindly publish this Government Order in leading news papers of the State.
- 6- Secretary/CEO, J&K Building and other Construction Workers Welfare Board, Jammu.
- 7- Pvt. Secretary to Minister for Labour and Employment.
- 8- Pvt. Secretary to Commissioner/Secretary to Government, Labour and Employment Department.
- 9- I/c Website, Labour and Employment Department.
- 10- Government order file/stock file/Monday return (w.2.s.c).

  
(Ashok Kumar) KAS  
Deputy Secretary to the Government

## The Jammu & Kashmir Inspection Manual for Compliance of Labour Laws

### I. Objectives:

1. To simplify business regulations.
2. To regulate the implementation of provisions under various labour laws in transparent and accountable manner through wide scale adoption of information technology and innovation.
3. To protect the rights of workers in relation to their safety, health and welfare as also other conditions of employment in the spirit and manner as envisaged in the Labour laws.
4. To eliminate the arbitrariness and adhocism in the actions of inspecting authorities as also to curb the malpractices and harassment of the industrial and other establishments with a view to improve the ease of doing business.

### II. Criteria for Inspection:

The inspection shall be categorized on the basis of following two factors:

- a. Industrial safety
- b. Labour parameters

#### a. Industrial safety

**a (i).** The units shall be categorized in following groups based upon the level of hazards involved as enumerated in the laws:

- 1 Highly Hazardous
- 2 Hazardous
- 3 Non Hazardous
- 4 Factories involving mechanical and health hazard
- 5 Factories involving health hazard
- 6 Factories which are less prone to accidents.

**a (ii). The selections** of units for inspections shall be determined taking into account the nature of hazard in the industry (Schedule I), the time period since last inspection and number of workers employed. Such list of industries shall be reviewed quarterly for addition/deletion of units found to be sensitive in terms of industrial relations/unrest, complaints received against units, etc.

**a (iii). The periodicity** of inspection shall be in accordance with following:

- 1 Every Highly Hazardous unit shall be inspected twice a year.
- 2 All the Hazardous units involving risk of fire, explosion and toxic release shall be inspected once in every year.
- 3 Rest of the units, which are non-hazardous, shall be inspected once in every three year.



**b. Labour Parameter**

**b (i).** The unit shall be categorized in following groups based upon the maintenance of records, payment of minimum rates of wages, contract labour, etc:

1. Units paying wages at minimum notified rates.
2. Units having more than 30% of the total strength as contract labour.
3. Seasonal Unit

**III. Preparation of computerized randomly generated list of Units for inspection on quarterly basis**

The list of units for inspections shall be prepared one month in advance for every quarter. The office of Labour Commissioner/Chief inspector of Factories, Jammu & Kashmir shall finalize the list of units to be inspected during the next quarter by computerized, randomly generating system based on the pre-determined criteria of selection as mentioned above. This list shall be made available to the public on Departmental web portal [www.jklabour.com](http://www.jklabour.com) and also sent to the field-inspecting officers.

**IV. The constitution of inspections team:**

The inspections of Units shall be conducted only by a team of inspecting officers/officials constituted by Labour Commissioner/Chief inspector of Factories, Jammu & Kashmir on following basis:-

<b>Factories Act, 1948 including other labour laws</b>		
<b>No of workers</b>	<b>Team members (Factories wing)</b>	<b>Team members (Labour wing)</b>
Below 20/40	Will be out of the preview of Factories Act, 1948.	Labour Officer and Labour inspector
20/40- 100	Factories Inspector	Labour Officer and Labour inspector
100-500	Factories Inspector	Asst. Labour Commissioner and Labour Officer
501 and above	Factories Inspector	Asst. Labour Commissioner and Labour Officer

<b>The J&amp;K Shops and Establishments Act, 1966</b>	
<b>No. of workers</b>	<b>Team members</b>
Below 10	Labour Inspector
10 to 40	Labour Officer and Labour inspector
40 to 100 and above	Assistant Labour Commissioner labour officer and labour Inspector

**V. The information to the owner/management of units about date and time of inspection:**

The senior most officer of the inspecting team shall give 7-days prior notice of inspection to the management of the Unit, indicating the team members with a copy to the head office on the prescribed format along-with the checklist for inspection.

**VI. The check list and inspection Performa:**

The checklist (annexure 1) for the integrated inspection under various labour laws shall be based upon number of workers employed and the manufacturing process involved in the Unit. The checklist shall be supplied to the management along-with notice of inspection or it may be downloaded from the web-portal of the Department [www.jklabour.com](http://www.jklabour.com).

**VII. The preparation and uploading of inspection report on the web site:**

The inspection report on the prescribed format (Annexure 3) shall be prepared and uploaded/submitted with-in 48 working hours from the date of completion of inspection. The report shall be prepared and uploaded by the senior most officer of the team by consolidating the inputs from all the team members or any one of the team members may do so by mutual consent, on the department web portal [www.jklabour.com](http://www.jklabour.com) and could also be downloaded by establishment from the web portal.

The inspection note on prescribed format (Annexure 2) shall also be supplied to the management of the Unit after inspection. A show cause notice as prescribed on behalf of Labour Commissioner/Chief Inspector of Factories, Jammu & Kashmir giving one month compliance time to the management shall also be delivered along-with the copy of inspection note.

**VIII. Compliance by the management of the unit:**

Inspected Unit shall be granted a time period of at least one month for compliance of the observations made by inspecting team.

**IX. Inspection of construction sites under Building & Other Construction Workers (RE&CS) Act, 1996:**

The inspection of the **unregistered sites** shall be conducted by the Labour Officer to get the site registered, if required under the Act.

The inspection of the **registered sites** shall be conducted in the same manner as under the Factories Act, 1948.

Provided that the periodicity of inspection under Building and other Construction Workers (RECS) Act, 1996 shall be at least six months. In case of an exigency, the site shall be immediately inspected by concerned authority with prior intimation to the concerned Assistant Labour Commissioner telephonically or through e-mail and shall submit the inspection report within 24 hours to the Head Office.

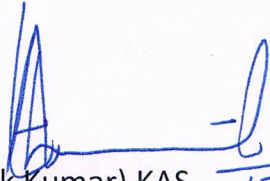


**X. Accident enquiries:**

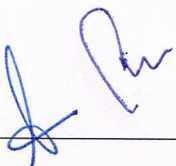
In case of serious accident (s), the enquiry shall be conducted by Factories Inspector and Assistant Labour Commissioner. These officers may take assistance of any other official/officer. The enquiry report (s) shall be sent to Head office within 72 hours.

**XI. Inspection Procedure:-**

- a. The inspections of the Units shall be carried out only under the directions of Labour Commissioner/Chief Inspector Factories. 10 to 20% percent of the units shall be picked up randomly for inspection by the Head of Department every year.
- b. However, on a specific complaint, the Labour Commissioner/Chief Inspector Factories Deputy Labour Commissioner, Factory Inspector or Assistant Labour Commissioner may conduct inspection or Joint inspection at any time under intimation to Labour Commissioner, J&K.

  
(Ashok Kumar) KAS  
Deputy Secretary to the Government

17/4/17



**CHECK LIST FOR INSPECTION AND PROCEDURE UNDER LABOUR LAWS:**

<b>S.No</b>	<b>Record to be produced by the Employer</b>	<b>Remarks</b>
<b>I</b>	<b>Contract Labour (Regulation &amp; Abolition) Act, 1970</b>	
	<b>(Principal employer)</b>	
1	Certificate of Registration (Form-II)	
2	Amount of Registration fee paid	
3	Register of Contractors (Form- XII)	
4	Notice of Commencement /completion of the contract work (Form-VI-A and VI-B)	
5	Annual Return (Form-XXV)	
	<b>(Contractor)</b>	
1	Wage register (Form-XVII)	
2	Employment Cards (Form-XIV)	
3	Muster Roll (Form-XVI)	
4	Register of persons employed (Form- XIII)	
5	Wage Slip (Form-XIX)	
6	Register of Advance (Form-XXII)	
7	Register of Overtime (Form-XXIII)	
8	Register of Deductions for damage or loss (Form-XX)	
9	Register of Fines (Form-XXI)	
10	Notice of commencement of the contract work (Form-VI A)	
11	Half yearly Return (Form-XXIV)	
<b>II</b>	<b>Payment of Wages Act, 1936</b>	
1	Payment register	
2	Ensure payment of wages to employees on 7/10 of every month.	
3	Abstract of the Act (S 25)	
4	Pay day notice (R8)	
5	Annual Return	
<b>III</b>	<b>Minimum Wages Act, 1948</b>	
1	Register of Fine (Form-I)	
2	Register of Deductions for damage or loss (Form-II)	
3	Overtime register for workers (Form-IV)	
4	Muster Roll (Form-V)	
5	Wage Slip (Form-XIII)	
6	Annual Returns (Form-III)	
7	Abstract of the Act and name of inspecting authorities (Form-XI-A)	



<b>IV</b>	<b>Payment of Gratuity Act, 1972</b>	
1	No. of Employees who have been paid their gratuity and mode of payment.	
2	No. of Employees who have not been paid their gratuity and reason in brief.	
3	Notice of opening (in Form-A ) /Notice of change (in Form-B)/ Notice of Closer (Form-C)	
4	Nomination ( Form-F)/Abstract of the Act and Rule ( in Form -U)	
<b>V</b>	<b>Payment of Bonus Act, 1965</b>	
1	(Computation of Allocable Surplus Under Section 2(4) (Form -A)	
2	(Set-on and set-off of allocable surplus under section 15) (Form-B)	
3	(Bonus paid to employers for the accounting year ending on.) (Form- C)	
4	Annual Return in Form D.	
<b>VI</b>	<b>Equal Remuneration Act, 1976</b>	
1	Register in Form-D	
<b>VII</b>	<b>J&amp;K Shops and Establishment Act, 1966</b>	
1	Register of Establishment under Rule 3(2) (Form-A)	
2	Register of certificate Rule 3(3) (Form-C)	
3	Notice of change Rule 8 (Form-D)	
4	Register of leave with wages Rule 11(1) (Form G)	
5	Leave Book Rule 11(3) (Form-H)	
6	Register of employees (Form-L)	
7	(Attendance, Overtime Wages) Rule 20(1) (Close Day 20(4) (Form-O)	
8	Service Card-(Rule-13) (Form-P)	
<b>VIII</b>	<b>Factories Act, 1948</b>	
1	Obtain license to run the factory as required under section 6 of the Act and also will get it renewed (rule 7,8,10 and 14)	
2	Get approved the building plans of the factory from the Chief Inspector of Factories in accordance with the provisions of section 6 of the Act and rule 3 and 4. If the premises is extended including plant and machinery, the proposed building plans of the extension will be got approved prior to construction.	
3	Comply with the general duties prescribed for the occupier (section 7-A) of the Factories Act, 1948).	
4	Fix the Weekly hours, weekly holidays, compensatory holidays, daily hours, intervals for rest, spread over period , night shifts, prohibition of over lapping shifts (Section 51, 52, 53, 54, 55, 56, 57 and 58 of the Act)	
5	Pay extra wages of overtime as twice of the ordinary rate of wages.	
6	Display the following notices at the conspicuous places in factory premises:-	



A	Notice of period of work for adults in Form-XII	
B	Escape in case of fire Rule-66	
C	Safe speed notice of machinery in motion Section 30	
D	Abstract of the Factories Act and Rule:106	
7	Maintain the following registers:	
A	Attendance Register - Rule 110	
B	Inspection Book - Rule 112	
C	Adult Worker Register - Rule 87	
D	Accident Register - Rule 111	
E	Leave With Wages Register - Rule 94	
F	Lime Washing Register - Rule 18	
G	Compensatory Holidays Register - Rule 84	
H	Extra Wages For Overtime Register - Rule 85	
I	Register Of Child Workers - Rule 93	
J	Give the annual leave with wages as per- Rule 94	
K	Submit the annual return in form 21.	
<b>IX</b>	<b>Motor Transport Workers Act, 1961</b>	
1	Certificate of registration to work a Motor Transport Undertaking in (Form-II)	
2	Record of lime washing , painting etc. ( Form-VI)	
3	Notice of period of work for Motor Transport Workers (Form-V)	
4	Register of compensatory holidays (Form-VI)	
5	Register of leave with wages (Form-VII)	
6	Leave Book (Form -VIII)	
7	Muster Roll (Form -X)	
8	Annual Return (Form XIII)	
<b>X</b>	<b>J &amp;K Industrial Establishments (National and Festival) Holidays Act, 1974</b>	
1	Statement of National and Festival Holidays (Rule-3)	
<b>XI</b>	<b>Child Labour (Prohibition and Regulation) Act, 1986</b>	
1	Certificate of Age ( Form B)	
<b>XII</b>	<b>The Maternity Benefit Act, 1961</b>	
1	Muster Roll (Form-A)	
2	Receipt of Maternity Benefit (Form -F)	
3	Abstract of the Maternity Benefit and rules framed thereunder (Form-K)	
<b>XIII</b>	<b>The Working Journalists (Conditions of Service and Miscellaneous Provisions) Act, 1955</b>	
1	Register of employees (Form -D)	
2	Service register (Form-E)	
3	Leave Register (Form-F)	
4	Muster Roll (Form G)	



<b>XIV</b>	<b>The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996</b>	
1	Certificate of registration (Form-II)	
2	Register of Establishment (Form III)	
3	Notice of commencement /completion of building and other construction workers. (Form-IV)	
4	Health register (Form-XII)	
5	Register of Building workers employed by the employee. (Form-XV)	
6	Muster Roll (Form XVI)	
7	Register of Wages. (Form-XVI)	
8	Register of deductions for damages or loss. (Form-XIX)	
9	Register of fines. (Form-XX)	
10	Register of advances. (Form-XXI)	
11	Overtime Register (Form-XXII)	
12	Wages Book (Form-XXIII)	
13	Service certificate (Form-XXIV)	
14	Annual return of employer to be sent to the Registering Officers. (Form-XXV)	
<b>XV</b>	<b>The Inter-State Migrant Workmen (Regulation of employment and Conditions Of Service) Act, 1979</b>	
1	Certificate of Registration (Form-II)	
2	Register of Establishment (Form-III)	
3	Licence of Contractor (Form-VIII)	
4	Return to be sent by the Contractor (Form-XI)	
5	Register of Contractor (Form-XII)	
6	Register of workmen employed by the contractor (Form-XIII)	
7	Displacement of outward journey allowance sheet (Form-XV)	
8	Muster Roll (Form-XVII)	
9	Register OF Wages (Form-XVIII)	
10	Register of Deduction for damages or loss (Form-XIX)	
11	Register of fines (Form-XX)	
12	Register of advances (Form-XXI)	
13	Register Of Overtime (Form-XXII)	
14	Return to be sent by the contractor to the licensing officers (Form-XXIII)	
15	Annual return of Principal employer to be sent to the Registering officers (Form-XXIV)	

**CHECK LIST FOR INSPECTION AND PROCEDURE UNDER LABOUR LAWS:**

*For Units filing returns and Maintaining Records as per the Provisions of:*

1. *Labour Laws (Exemption from Furnishing Returns and Maintaining Register by Certain Establishments) Act 1988; And*
2. *Labour Laws (Exemption From Furnishing Returns and Maintaining Register by Certain Establishments) Amendment Act, 2014.*

<b>S.No</b>	<b>Record to be Produced by the Employer</b>	<b>Remarks</b>
<b>1</b>	Form I	
<b>2</b>	Form II	
<b>3</b>	Form III	
<b>4</b>	Wage Slips In The Form XIIIAs Per Jammu And Kashmir Minimum Wages Rules, 1972	
<b>5</b>	Slips Relating To Measurement Of The Amount Of Work Done By Piece-Rated Workers As Per Form X Under Jammu And Kashmir Payment Of Wages Rules 1972	
<b>6</b>	File Returns Relating To Accidents As Per Form 19 Jammu And Kashmir Factories Rules , 1972	

(Ashok Kumar) KAS  
Deputy Secretary to the Government



**Annexure 2 (page X10 to X12)**

**INSPECTION NOTE TO BE ISSUED BY JOINT INSPECTION TEAM**

Name and Address of the Establishment \_\_\_\_\_

Name of employer/Manager/In-charge \_\_\_\_\_

Date and time of Inspection \_\_\_\_\_

**Nature of Irregularities detected**

S.no	Name of the Act	Irregularity observed
1	The Contract Labour (R&A) Act, 1970	
2	The Payment Of Wages Act, 1936	
3	The Minimum Wages Act, 1948	
4	The Payment Of Bonus Act, 1965	
5	The Equal Remuneration Act, 1976	
6	The Payment Of Gratuity Act, 1972	
7	The Maternity Benefit Act, 1961	
8	The Motor Transport Workers Act, 1961	
9	The Child Labour (Prohibition And Regulation) Act, 1986	
10	The Building And Other Construction Workers (Regulation Of Employment And Conditions Of Service) Act, 1996	
11	The Building And Other Construction Workers' Welfare Cess Act, 1996	
12	The Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979	
13	Working Journalists & Other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955	
14	Industrial Establishments (National and Festival) Holidays Act, 1974	
15	J&K Shops And Establishment Act, 1966	
16	The Factories Act, 1948	

Signature  
Member,  
Joint inspection team

Signature  
Member,  
Joint inspection team

Signature  
Head,  
Joint inspection team

**The afore said irregularities have been observed in your establishment during the joint inspection conducted on \_\_\_\_\_. You are requested to rectify the same and submit the compliance report to the undersigned within 30 days failing which legal action shall be initiated for contravention of the provisions of the aforesaid Labour laws.**

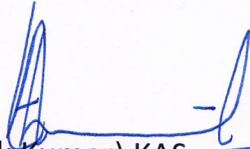


Signature  
Head, Joint inspection team

I, Sh/Smt \_\_\_\_\_ employer/Manager/In-charge of the  
M/S \_\_\_\_\_ has received the inspection note from the joint inspection  
team on \_\_\_\_\_

Signature  
Of Witness (if any)

Signature employer/Manager/In-charge  
M/S \_\_\_\_\_

  
(Ashok Kumar) KAS  
Deputy Secretary to the Government 17/11/17



**INSPECTION NOTE TO BE ISSUED BY JOINT INSPECTION TEAM**

*For Establishments Filing Returns And Maintaining Records As Per Provisions*

- 1. Labour Laws (Exemption From Furnishing Returns And Maintaining Register By Certain Establishments) Act 1988 And*
- 2. Labour Laws (Exemption From Furnishing Returns And Maintaining Register By Certain Establishments) Amendment Act ,2014*

Name and Address of the Establishment \_\_\_\_\_

Name of employer/Manager/In-charge \_\_\_\_\_

Date and time of Inspection \_\_\_\_\_

**Nature of Irregularities detected**

S.no	Name of the Act	Irregularity observed
1	Form I	
2	Form II	
3	Form III	
4	Wage Slips In The Form XIII As Per Jammu And Kashmir Minimum Wages Rules, 1972	
5	Slips Relating To Measurement Of The Amount Of Work Done By Piece-Rated Workers As Per Form X Under Jammu And Kashmir Payment Of Wages Rules, 1972	
6	File Returns Relating To Accidents As Per Form 19 Jammu And Kashmir Factories Rules , 1972	

Signature  
Member, Joint inspection team

Signature  
Member, Joint inspection team

Signature  
Head, Joint inspection team

**The afore said irregularities have been observed in your establishment during the joint inspection conducted on \_\_\_\_\_. You are requested to rectify the same and submit the compliance report to the undersigned within 7 days failing which legal action shall be initiated for contravention of the provisions of the aforesaid Labour laws.**


Signature

Head, Joint inspection team

**I Sh/Smt \_\_\_\_\_ employer/Manager/In-charge of the M/S \_\_\_\_\_ has received the inspection note from the joint inspection team on \_\_\_\_\_**

Signature  
Of Witness (if any)

Signature employer/Manager/In-charge  
M/S \_\_\_\_\_

  
(Ashok Kumar) KAS  
Deputy Secretary to the Government

**Annexure 3 (page X13 to X21)**

**COMPLIANCE REPORT TO BE SUBMITTED BY JOINT INSPECTION TEAM**

1. Labour Identification Number of portal of the establishment/Registration Number \_\_\_\_\_
1. Name & address of establishment/employer \_\_\_\_\_
2. Name & location of work \_\_\_\_\_
3. Period of work \_\_\_\_\_
4. Name & address of principal employer \_\_\_\_\_
5. Registration code under PF/ESI/Registration No./License No. \_\_\_\_\_
6. Working Hours \_\_\_\_\_
7. (a) Wage period and date of payment \_\_\_\_\_
- (b) Rates of notified wages \_\_\_\_\_
8. Weekly holiday:- \_\_\_\_\_
9. Number of workers employed on the date of inspection

	Regular	Contract Labour	Total
Male			
Female			

10. Name and designation of employer/s representatives present during the inspection. \_\_\_\_\_
11. Whether notice and abstract of the Act displayed \_\_\_\_\_
12. Whether Registration /Licenses/Code taken under EPF/ESI/BOCW/ISMW/CL(R&A)/or any other Act applicable in the establishment. \_\_\_\_\_
13. Whether Registered under J&K Self Certification Scheme \_\_\_\_\_,if yes  
Registration No. and date \_\_\_\_\_
14. Whether Employment Card/Wages slips/Measurement slips issued to the workers.  
\_\_\_\_\_





15. Registers and records checked and comments upon as below:

**I. Contract Labour (Regulation & Abolition) Act, 1970**

1	Whether provisions of this Act are applicable to the establishment?	
	If yes	<b>Give below mentioned detail</b>
	a) Whether the establishment has been registered? If yes, Regd. No. & date, maximum number of contract labour for which registration made.	
	b) Details of contractors and number of contract labour employed by them.	
	c) Whether the contractors to whom this Act is applicable, obtained licence? If yes, the details of licence No. and date, period of validity, maximum number of contract labour for whom licence obtained should be specified contractor wise?	
	d) Whether the welfare amenities as per this Act have been provided? If not, extent of violations?	
	e) Whether the principal employer ensured the presence of his authorized representative at the time & place of the disbursement of wages by the contractors to the workmen?	
	f) Whether prescribed registers are maintained and kept? If not, extent of violations.	
	g) Whether prescribed notices have been displayed?	
	h) Whether prescribed returns have been submitted by the principal employer and the contractors within prescribed time limit?	
	i) Any other violation of the provisions of the Act and Rules noticed.	
	3) Summary of violation (specify the Sections and Rules) :	

**II. Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996**

1	Whether the provisions of the Act & Rules are applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether the establishment has been registered? If yes, Regd. No. & date, maximum no. of workers for whom registration obtained.	

	b) Whether the provisions of the Act and Rules made there under pertaining to hours of work, rest intervals, weekly off, payment of wages etc. have been complied with? If not, extent of violation.	
	c) Whether the provisions of the Act & Rules, made there under pertaining to safety and health measures have been complied with? If not, extent of violation.	
	d) Whether prescribed notices have been displayed?	
	e) Whether prescribed registers, records are maintained & kept?	
	f) Whether prescribed return has been submitted within time limit?	
	g) Any other violation of provisions of the Act & Rules noticed.	
3	Summary of violation (mention relevant Sections and Rules)	

### III. Payment of Wages Act, 1936

1	Whether provisions of this Act are applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether the wages have been paid within prescribed time limit? If not, details of unpaid wages.	
	b) Whether prescribed registers are maintained and kept? If not, extent of violations :	
	c) Whether prescribed notices are displayed?	
	d) Whether prescribed Return has been submitted within prescribed time limit?	
	e) Any other violation of the provisions of the Act and Rules noticed.	
3	Summary of violation (mention relevant Sections and Rules) :	

### IV. Minimum Wages Act, 1948

1	Whether provisions of this Act are applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether prescribed registers i.e Register of Fine, Register of Deductions for damage or loss, Overtime register, Muster Roll and Wage Slip are maintained and kept? If not, extent of violations :	



	b) Whether prescribed Return has been submitted within prescribed time limit?	
3	Summary of violation (mention relevant Sections and Rules) :	

#### V. Payment of Gratuity Act, 1972

1	Whether the provisions of this Act are applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether gratuity has been paid to eligible employees as per Sec. — 4 of the Act?	
	b) Whether prescribed notices have been displayed.	
3	Summary of violation (mention relevant Sections and Rules)	

#### VI. Payment of Bonus Act, 1965

1	Whether provision of this Act is applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether bonus has been paid to all eligible employees within prescribed time limit?	
	b) Whether prescribed Registers are maintained & kept; If not, specify the extent of violations.	
	c) Whether prescribed Return has been submitted within prescribed time limit?	
	d) Any other violation of the provisions of the Act and Rules noticed.	
3	Summary of violation (mention relevant Sections and Rules) :	

#### VII. Equal Remuneration Act, 1976

1	Whether provisions of this Act are applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether remuneration at equal rates paid to men and women workers for performing the same or similar nature of work	
	b) Whether prescribed register has been maintained or kept?	
	c) Whether prescribed return has been submitted within the prescribed time limit?	

	d) Whether prescribed Return has been submitted within prescribed time limit?	
3	Summary of violation (mention relevant Sections and Rules)	

**VIII. Child Labour (Prohibition and Regulation) Act, 1986**

1	Whether provisions of this Act are applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether any child has been employed in any occupation and/or process set	
	b) Whether any child has been employed in employment other than the occupations or processes set forth in Part-A and Part-B of the Schedule? If yes, whether the conditions as set forth in Sec.-7, Sec.-8 have been complied with and whether the Occupier has sent written notice to the Inspector as required under Section-9.	
	c) Whether prescribed Register has been maintained and kept?	
3	Summary of violation (mention relevant Sections and Rules)	

**IX. Inter State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979**

1	Whether provisions of this Act are applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether the establishment has been registered? If yes, Regd date & date, details contractors and maximum number of inter-state migrant workmen to be employed for whom registration obtained.	
	b) The details of contractors and maximum number of inter-state migrant workmen employed by them.	
	c) Whether the contractor to whom this Act is applicable, obtained licence? If yes, specify the license no. and date, maximum number of inter-state migrant workmen for whom license is obtained?	
	d) Whether displacement allowance and journey allowance are paid to the inter-state	
	e) Whether facilities as per this Act have been provided to the inter-state migrant workmen? If not, extent of violation.	
	f) Whether prescribed registers are maintained and kept by the principal employer and the contractor(s)? If not, extent of violations.	



	g) Whether prescribed returns have been submitted by the principal employer and contractor(s) within prescribed time limit	
	h) Any other violation of provisions of this Act and Rules noticed.	
3	Summary of violation (mention relevant Sections and Rules)	

**X. Maternity Benefit Act, 1961**

1	Whether the provisions of this Act are applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether the provisions of this Act & Rules made there under relating to payment of maternity benefit to women employed in the establishment are complied with? If not, extent of violations.	
	b) Whether prescribed register, record has been maintained and kept?	
	c) Whether abstract of the Act & the Rules made there under has been exhibited?	
	d) Any other violation of the provisions of the Act & Rules noticed.	
3	Summary of violation (mention relevant Sections and Rules)	

**XI. Building & Other Construction Workers' Welfare Cess Act, 1996**

1	Whether the provision of this Act is applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether the employer has paid cess within the prescribed time	
3	Summary of violation (mention relevant Sections and Rules) :	

**XII. Working Journalists & Other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955**

1	Whether the provisions of this Act are applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether working journalists and non-journalists have been paid wages as per notified rate ? If not, specify details of less payment.	

	b) Whether the provisions of the Act & Rules relating to hours of work, leave, payment of gratuity etc. have been complied with ? If not, specify detail violation.	
	c) Whether prescribed registers, records and muster rolls are maintained and kept.	
	d) Any other violation of the provisions of the Act & Rules noticed.	
3	Summary of violation (mention relevant Sections and Rules)	

### **XIII. Motor Transport Workers Act, 1961**

1	Whether provision of this Act is applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether the establishment has been registered? If yes, Regd. No. & date, maximum number of labour for which registration made.	
	b) Whether the provisions of the Act and Rules made there under pertaining to hours of work, rest intervals, weekly off, payment of wages etc. have been complied with? If not, extent of violation	
	c) Whether the provisions of the Act & Rules, made there under pertaining to safety and health measures have been complied with? If not, extent of violation.	
	d) Whether prescribed notices have been displayed?	
	e) Whether prescribed registers, records are maintained & kept?	
	f) Whether prescribed return has been submitted within time limit?	
3	Summary of violation (mention relevant Sections and Rules)	

### **XIV. J&K Shops and Establishment Act, 1966**

1	Whether provision of this Act is applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether the establishment has been registered? If yes, Regd. No. & date, maximum number of labour for which registration made.	
	b) Whether the provisions of the Act and Rules made there under pertaining to hours of work, rest intervals, weekly off, payment of wages etc. have been complied with? If not, extent of violation.	



	c) Whether prescribed registers, records i.e. Register of leave with wages, Leave Book, Register of employees, Attendance, Overtime Wages, Service Card, are maintained & kept?	
	d) Whether prescribed Close Day Form-O displayed	
	e) Whether prescribed return has been submitted within time limit?	
3	Summary of violation (mention relevant Sections and Rules)	

**XI. Factories Act, 1948**

1	Whether provision of this Act is applicable to the establishment?	
2	If yes;	<b>Give below mentioned detail</b>
	a) Whether the establishment has obtained licence and its timely renewal? If yes, licence. No. & date, and validity of renewal	
	b) Whether the building plans of the factory approved from the Chief Inspector of Factories in accordance with the provisions of the Act?. If the premises is extended including plant and machinery, approval there under	
	c) Whether the provisions of the Act and Rules made there under pertaining to hours of work, rest intervals, weekly off, compensatory holidays spread over period, night shifts, prohibition of over lapping shifts etc. Have been complied with? If not, extent of violation	
	d) Whether the provisions of the Act and Rules made there under pertaining payment of wages Pay extra wages of overtime as twice of the ordinary rate of wages etc. Have been complied with? If not, extent of violation.	
	e) Whether the provisions of the Act and Rules made there under pertaining to Display of Notice of period of work for adults, Escape in case of fire, Safe speed notice of machinery in motion the following notices at the conspicuous places in factory premises have been complied with? If not, extent of violation.	
	f) Whether prescribed registers, records i.e. Abstract of the Factories Act and Rule, Attendance Register, Inspection Book, Adult Worker Register, Accident Register, Leave With Wages Register, Lime Washing Register, Compensatory Holidays Register, Extra Wages For Overtime Register, Register Of Child Workers, annual leave with wages are	

	maintained & kept?	
	g) Whether prescribed return has been submitted within time limit?	
3	Summary of violation (mention relevant Sections and Rules)	

**STATEMENT OF WORKERS (if any)**

S.No.	Name of Worker	Father's Name	Permanent Address (Compulsory)	Present address & phone no	Date of Joining	Nature of Work	Category	Rate of wages	Signature/ thumb impression	Remark

Signature


Member, Joint inspection team

Signature

Member, Joint inspection team

Signature

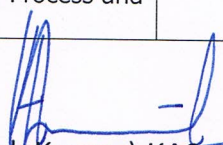
Head, Joint inspection team

  
 (Ashok Kumar) KAS  
 Deputy Secretary to the Government



**SCHEDULE I**

Category	Name of Category	Details of Industry covered under the category	Periodicity of Inspection
	<b>Highly Hazardous:</b> All Factories posing high risk to workers and general public i.e. having Off-Site Emergency Risk and On-Site and which would require outside help to combat serious accident.	Fertilizers, L.P.G. (Bottling and Storage), Pesticides, Chemical and Pharmaceutical units and other red category units	Twice a year
	<b>Moderately Hazardous:</b> All Factories with medium hazard i.e. having On-Site risks only and wherein the accidents could be controlled by the resources of the plant itself or with the help of neighbouring units	Solvent Extraction Plants, Hydrogenating Plants, Paper Mills using Chlorine, Distilleries, Breweries and Sugar Factories etc.	Twice a year
	<b>Less Hazardous:</b> All Factories except (i) + (ii) with less hazards potential i.e. where accidents can be controlled by unit by own resources	Electroplating, Heat treatment plant, Rubber factories and factories covered under Section 85 of the Factories Act, 1948	Once a year
	Factories involving mechanical and health Hazards	rules framed under section 21(2) of the Factories Act, 1948 including Paper Mills, Textile Mills, Ice Plants/Cold Storages, Thermal Power Stations and Primary Metallurgical producing units i.e. Zinc, Cadmium, Lead, Mercury, Nickel, Aluminium, Copper and Steel	Once a year
	Factories involving health hazards.	Tanneries, Paper Mills, not using chlorine, Board Mills and factories employing 20 or more workers excepting Brick Kiln, electronic goods, Printing Presses and Saw Mills	Once a year
	Factories which are less prone to Accidents	Not included in categories 'A', 'B' and 'C' and also the factories manufacturing Bricks, in Kilns, Printing Process and Saw Mills etc	Once a year

  
 (Ashok Kumar) KAS 17/11/17  
 Deputy Secretary to the Government