



**Government of West Bengal**  
**Office of the Labour Commissioner**  
**New Secretariat Buildings (11<sup>th</sup> floor)**  
**1, K.S. Roy Road, Kolkata – 700001**  
**Tel.: (033)22488150**

No:- 06/AL/LC

Date:- 04/01/19

**ORDER**

In accordance with Notification No Labr./141/IT&EODB dated 30<sup>th</sup> November ,2018 of Labour Department, Government of West Bengal, this is to inform that henceforth all routine compliance inspections(except the inspections based on complaint) under various labour laws administered by Labour Commissionerate shall be limited to the respective Checklists as attached herewith.

This shall take immediate effect.

Encl: Notification No Labr./141/IT&EODB  
dated 30<sup>th</sup> November ,2018  
& Check lists

  
(Jawaid Akhtar, I.A.S)  
Labour Commissioner  
West Bengal

Memo No 06/01/AL/LC  
Copy forwarded for information and necessary action to  
.....  
Additional / Joint / Deputy / Assistant Labour Commissioner

Dated 04/01/19

  
Labour Commissioner  
West Bengal

Memo No 06/01(2)/AL/LC

Dated 4/01/19

Copy forwarded for kind information to :-  
1.The Principal Secretary , Labour Department, N.S. Buildings (12<sup>th</sup> Floor),1,K.S.Roy Road,Kolkata-1

  
Labour Commissioner  
West Bengal

Checklist relating to Inspection under Child and Adolescent Labour (P&R) Act, 1986 and rules made thereunder

| Section & Or Rules | Subject                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sec 3(1)           | To ensure that no child is employed or permitted to work in any occupation or process.                                                                                                                                                                                                                                                                                                                                         |
| Sec 3(2a)          | To ensure that the child helps his family or family enterprise, which is other than any hazardous occupation or processes set forth in the schedule, after the school hours or during vacation.                                                                                                                                                                                                                                |
| Sec 3(2a)          | To ensure that work of any child as an artist in audio-visual entertainment industry, including advertisement, film, television serial or any such other entertainment or sports activities except circus, subject to such conditions and safety measures, affects the school education of the child.                                                                                                                          |
| Sec 3A             | To ensure that no adolescent (Between 14-18 of age) is employed or permitted to work in any of the hazardous occupation or processes set forth in the Schedule.                                                                                                                                                                                                                                                                |
| Sec 7(1)           | To ensure that no adolescent is required or permitted to work in any establishment in excess of such number of hours as may be prescribed for such establishment or class of establishments.                                                                                                                                                                                                                                   |
| Rule 3(1)          | To ensure that no child is required or permitted to work in an establishment for more than five hours in a day and 30 hours in a week.                                                                                                                                                                                                                                                                                         |
| Rule 3(2)          | To ensure that the working hours of a child is so fixed as to provide the child labour with a reasonable opportunity to take formal or informal education.                                                                                                                                                                                                                                                                     |
| Sec 7(2)           | To ensure that period of work of an adolescent is so fixed that no adolescent works for more than three hours before he has had an interval of rest for at least one hour.                                                                                                                                                                                                                                                     |
| Sec 7(3)           | To ensure that period of work of an adolescent is so arranged that inclusive of his interval of rest it is not spread over more than six hours including the time spent in waiting for work on any day.                                                                                                                                                                                                                        |
| Sec 7(4)           | To ensure that no adolescent is permitted or required to work between 7 p.m and 8 a.m.                                                                                                                                                                                                                                                                                                                                         |
| Sec 7(5)           | To ensure that no adolescent is required or permitted to work overtime.                                                                                                                                                                                                                                                                                                                                                        |
| Sec 7(6)           | To ensure that no adolescent is required or permitted to work in any establishment on any day on which he has already been working in another establishment.                                                                                                                                                                                                                                                                   |
| Sec 8              | To ensure that an adolescent is allowed in each week, a holiday of one whole day, specified by the occupier in a notice permanently exhibited in a conspicuous place in the establishment which shall not be altered by the occupier more than once in three months.                                                                                                                                                           |
| Sec 11             | To ensure that a register is maintained by the occupier in respect of adolescent employed or permitted to work in any establishment which is to be made available for inspection by the Inspector.                                                                                                                                                                                                                             |
| Sec 12             | To ensure that a notice containing the abstract of Section 3A and Section 14 of the Act in English and in a local language is displayed in a conspicuous place at the place of work by the occupier.                                                                                                                                                                                                                           |
| Rule 4(a)          | To ensure that the premises of every establishment where child labour is employed is kept clean, well ventilated and illuminated                                                                                                                                                                                                                                                                                               |
| Rule 4(b)          | To ensure that the premises of every establishment where child labour is employed is kept in normal hygienic condition with good sanitation.                                                                                                                                                                                                                                                                                   |
| Rule 4(c)          | To ensure that arrangement for half-yearly check-up by a medical practitioner of every child labour is made at the cost of the occupier.                                                                                                                                                                                                                                                                                       |
| Rule 4(d)          | To ensure that report of every medical check-up is maintained properly.                                                                                                                                                                                                                                                                                                                                                        |
| Rule 5             | To ensure that provision of sufficient supply of drinking water at all times is made in the establishment.                                                                                                                                                                                                                                                                                                                     |
| Rule 6             | To ensure that where a child labour is employed and where machinery is at work, every part of an electric generator, motor or rotary convertor, every part of transmission machinery and every dangerous part of any other machinery is securely fenced by safeguards of substantial construction which is maintained constantly and kept in position while parts of the machineries they are fencing are in motion or in use. |
| Rule 7             | To ensure that no child labour is allowed to clean, lubricate or adjust any part of prime mover or any machinery while it is in motion.                                                                                                                                                                                                                                                                                        |
| Rule 10            | To ensure that a register in Form-A in respect of children, employed or permitted to work in an establishment is maintained by the occupier and produced during inspection.                                                                                                                                                                                                                                                    |

| Checklist relating to Inspection under the Contract Labour (R&A) Act, 1970 and rules made thereunder (For Contractor) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section & Or Rules                                                                                                    | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Sec 13(1) Rule 23                                                                                                     | To ensure that up to date Certificate of License is produced during inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 14(2) Rule 28                                                                                                     | To ensure production of Certificate of License along with amendment with the incorporation of all the latest information, if any.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Sec 13(3) Rule 27                                                                                                     | To ensure that up to date renewed Certificate of License is produced during inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Canteen</b>                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16 Rule 42(1) and Rule 42(3)                                                                                      | To ensure that adequate Canteen is provided wherein the work regarding employment of contract labour is likely to continue for six months and wherein contract labour numbering one hundred or more are ordinarily employed, within sixty days of the date of coming into force of the Rules in the case of the existing establishments and within sixty days of the commencement of the employment of contract labour in the case of new establishments.                                                                                                   |
| Sec 16 and Rule 43(1)                                                                                                 | To ensure that Canteen consists of at least a dining hall, kitchen, store room, pantry and washing places separately for workers and for utensils.                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sec 16 and Rule 43(2i)                                                                                                | To ensure that Canteen is sufficiently lighted at all times when any person has access to it.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Sec 16 and Rule 43(2ii)                                                                                               | To ensure that the floor and inside walls are made of smooth and impervious material and the inside walls are lime-washed or colour washed at least once in each year and the inside walls of the kitchen are lime-washed every four months.                                                                                                                                                                                                                                                                                                                |
| Sec 16 and Rule 43(3i)                                                                                                | To ensure that the precincts of Canteen is maintained in clean and sanitary condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 16 and Rule 43(3ii)                                                                                               | To ensure that waste water is carried away in suitable covered drains and is not allowed to accumulate so as to cause nuisance.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16 and Rule 43(3iii)                                                                                              | To ensure that suitable arrangement is made for collection and disposal of garbage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Sec 16 and Rule 44(1)                                                                                                 | To ensure that dining hall accommodated at least 30% of the contract labour working at a time                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Sec 16 and Rule 44(2)                                                                                                 | To ensure that the floor area of the dining hall, excluding the area occupied by the service counter and any furniture, except tables and chairs is not less than one square metre per dinner to be accommodated as prescribed in Rule 44(1).                                                                                                                                                                                                                                                                                                               |
| Sec 16 and Rule 44(3i)                                                                                                | To ensure that a portion of the dining hall and service counter is partitioned off and reserved for women workers, in proportion to their number                                                                                                                                                                                                                                                                                                                                                                                                            |
| Sec 16 and Rule 44(3ii)                                                                                               | To ensure that washing places for women is separate and screened to secure privacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Sec 16 and Rule 44(4)                                                                                                 | To ensure that sufficient tables, tools, chairs or benches is made available for the number of dinners to be accommodated as per Rule 44(1)                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Sec 16 and Rule 45(1i)                                                                                                | To ensure that sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for running of canteen is provided and maintained.                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sec 16 and Rule 45(1ii)                                                                                               | To ensure that suitable clean clothes for the employees serving in the canteen are provided and maintained.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Sec 16 and Rule 45(2i)                                                                                                | To ensure that furniture, utensils and other equipments are maintained in clean and hygienic condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Sec 16 and Rule 45(2ii)                                                                                               | To ensure that service counter, if provided has top of smooth and impervious material.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 16 and Rule 45(2iii)                                                                                              | To ensure that suitable facilities including and adequate supply of hot water is provided for cleaning of utensils and equipments.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sec 16 and Rule 46                                                                                                    | To ensure that charge per portion of foodstuff, beverages and any other item served in the canteen is displayed in the canteen.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16 and Rule 47                                                                                                    | To ensure that foodstuff and other items served in the canteen are in conformity with the normal habits of the contract labour.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16 and Rule 49                                                                                                    | To ensure that Books of accounts and registers and other documents used in connection with the running of the canteen are produced before the inspector during inspection.                                                                                                                                                                                                                                                                                                                                                                                  |
| Sec 16 and Rule 50                                                                                                    | To ensure that the yearly audited statement of accounts audited by the registered accountants and auditors pertaining to the canteen is produced before the inspector during inspection.                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Rest Room</b>                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 17 and Rule 41(1)                                                                                                 | To ensure that Rest Rooms or other suitable alternative accommodation is provided and maintained in every place, wherein contract labour is required to halt in connection with working of the establishment to which this Act applies and wherein the employment of contract labour is likely to continue for 3 months or more, within one month of the date of coming into force of the Rules in the case of the existing establishments and within one month of the commencement of the employment of contract labour in the case of new establishments. |
| Sec 17 and Rule 41(3)                                                                                                 | To ensure that separate Rest Rooms are provided for women employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Sec 17 and Rule 41(4)                                                                                                 | To ensure that effective and suitable provision for securing and maintaining ventilation by circulation of fresh air and sufficient and suitable natural or artificial lighting is made.                                                                                                                                                                                                                                                                                                                                                                    |
| Sec 17 and Rule 41(5)                                                                                                 | To ensure that Rooms or other suitable alternative accommodation are of such dimension so as to provide a space of one square metre for each person making use of the rest-room.                                                                                                                                                                                                                                                                                                                                                                            |
| Sec 17 and Rule 41(6)                                                                                                 | To ensure that Rooms or other suitable alternative accommodation are constructed so as to afford adequate protection against heat, wind, rain and shall have smooth, hard and impervious surface.                                                                                                                                                                                                                                                                                                                                                           |
| Sec 17 and Rule 41(6)                                                                                                 | To ensure that Rooms or other suitable alternative accommodation are at a convenient distance from the establishment and provision for wholesome drinking water is made available.                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Latrines and Urinals</b>                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Sec 18 and Rule 40(1)                       | To ensure sufficient supply of drinking water for the contract labour at convenient places                                                                                                                                                                                                                                                                                                                     |
| Sec 18 and Rule(51a)                        | To ensure that, where the females are employed, the latrines are provided in every establishment in the scale of at least one latrine for every 20 female and where the no of females exceeds 100, the latrines are provided in the proportion to one latrine per 20 females up to first 100 and one for every 30 thereafter.                                                                                  |
| Sec 18 and Rule(51b)                        | To ensure that, where the males are employed, the latrines are provided in every establishment in the scale of at least one latrine for every 20 males and where the no of males exceeds 100, the latrines are provided in proportion to one latrine per 20 males up to first 100 and one for every 30 thereafter.                                                                                             |
| Sec 18 and Rule(52)                         | To ensure that every latrine is under cover and so partitioned off so as to secure privacy and has proper door and fastening.                                                                                                                                                                                                                                                                                  |
| Sec 18 and Rule(53i) and Rule(53ii)         | To ensure that a notice in the language understood by the majority of the workers "For Men Only" and "For Women Only" with the figure of a man or a woman, as the case may be, is displayed outside each block of latrine and urinal.                                                                                                                                                                          |
| Sec 18 and Rule(54)                         | To ensure that urinals are provided in every establishment in the scale of at least one urinal for every 50 males and one latrine for every 50 female and where the no of male or females workers, as the case may be, exceeds 500, the urinals are provided for every male or female in proportion to one urinal per 50 males or 50 females up to first 500 and one for every 100 or part thereof thereafter. |
| Sec 18 and Rule(55(1))                      | To ensure that latrines and urinals are conveniently situated and accessible to workers at all times at the establishment.                                                                                                                                                                                                                                                                                     |
| Sec 18 and Rule(55(2i))                     | To ensure that latrines and urinals are adequately lighted and maintained in a clean and sanitised condition at all times.                                                                                                                                                                                                                                                                                     |
| Sec 18 and Rule(55(2ii))                    | To ensure that latrines and urinals other than those connected with flush sewage system comply with the requirement of the public health authorities.                                                                                                                                                                                                                                                          |
| Sec 18 and Rule(56)                         | To ensure that water is provided by means of tap or otherwise conveniently accessible in or near latrines and urinals.                                                                                                                                                                                                                                                                                         |
| Sec 18 and Rule(57(1))                      | To ensure that adequate and suitable facilities for washing is provided and maintained for the use of contract labour employed therein.                                                                                                                                                                                                                                                                        |
| Sec 18 and Rule(57(2))                      | To ensure that separate and adequate screening facilities which are provided for use of male and female workers                                                                                                                                                                                                                                                                                                |
| Sec 18 and Rule(57(3))                      | To ensure that separate and adequate screening facilities provided for use of male and female workers are conveniently accessible and kept in clean and hygienic condition.                                                                                                                                                                                                                                    |
| <b>First-aid Facilities</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 19 Read with Sec 20 and Rule 58         | To ensure that First-aid Boxes are provided and maintained so as to be readily accessible during all working hours at the rate not less than one box for 150 contract labour or part thereof employed therein.                                                                                                                                                                                                 |
| Sec 19 Read with Sec 20 and Rule 59         | To ensure that the each First-aid Box contains equipments as mentioned in Rule 59(A and B)                                                                                                                                                                                                                                                                                                                     |
| Sec 19 Read with Sec 20 and Rule 60         | To ensure that First-aid Box is kept in charge of a responsible person who shall always be readily available during the working hours of the establishments.                                                                                                                                                                                                                                                   |
| Sec 19 Read with Sec 20 and Rule 61         | To ensure that a person in charge of First-aid Box is trained in First-Aid treatment where the number of contract labour is 150 or more.                                                                                                                                                                                                                                                                       |
| <b>Wages</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 21(1) and Rule 64                       | To ensure that wage period does not exceed one month.                                                                                                                                                                                                                                                                                                                                                          |
| Sec 21(1) and Rule 65-66                    | To ensure that wages of every person employed as contract labour in an establishment or by the contractor, where less than one hundred such persons are employed, shall be paid before the expiry of seventh day and in other cases before the expiry of tenth day after the last day of wage period, in respect of which wages are payable.                                                                   |
| Sec 21(1) and Rule 67                       | To ensure that payment of wages is made on the working day at the worksite and during the working time and on the date notified in advance and in case the work is completed before the expiry of the wage period, final payment is made within 48 hours of the last working day.                                                                                                                              |
| Sec 21(1) and Rule 68                       | To ensure that wages due to every worker is paid to him directly or to other person authorised in this behalf.                                                                                                                                                                                                                                                                                                 |
| Sec 21(1) and Rule 70                       | To ensure that wages is paid without any deduction of any kind, except specified by the State Government by the General or Special Order in this behalf or permissible under the Payment of Wages Act 1936.                                                                                                                                                                                                    |
| Sec 21(1) and Rule 71                       | To ensure that a notice showing the wage period and the place and time of disbursement of wages is displayed at the place of work and a copy is sent to the Principal Employer under acknowledgement.                                                                                                                                                                                                          |
| Sec 21(1) and Rule 72                       | To ensure the presence of the authorised representative of the Principal Employer at the time and place of disbursement of wages by the contractor to workmen.                                                                                                                                                                                                                                                 |
| Sec 21(2) and Rule 73                       | To ensure that the authorised representative of Principal Employer affixes his initials against each entry denoting the time and place of payment of wages in the register of wages and further records a certificate at the end of the entries in the for; "Certified that the amount shown in column no.....has been paid to the workmen concerned in my presence."                                          |
| <b>Maintenance of Registers and Records</b> |                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 29 and Rule 75                          | To ensure maintenance and production of register of persons employed in respect of each establishment in Form No XIII with up-to-date information at the time of inspection by the Inspector.                                                                                                                                                                                                                  |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sec 29 and Rule 76              | To ensure that employment card in Form XIV is issued to each worker on the first day of the employment of the worker.                                                                                                                                                                                                                                                                                                                |
| Sec 29 and Rule 77              | To ensure that on termination of employment, Service Certificate in Form XV is issued to the workmen whose services have been terminated for any reason whatsoever.                                                                                                                                                                                                                                                                  |
| Sec 29 and Rule 78(1)           | To ensure maintenance and production of a) Muster Roll, b) Register of Wages, c) Register of Deductions, d) Register of Overtime, e) Register of Fines, f) Register of Advances, at the time of inspection by the Inspector, maintainable as employer under the Payment of Wages Act, 1936 and the Minimum Wages Act 1948 and Rules made thereunder, provided the establishment is governed by those Acts and Rules mentioned above. |
| Sec 29 and Rule 78(2a)          | To ensure maintenance and production of Muster Roll Register and Register of Wages in Form XVI and XVII respectively, or a combined Muster Roll cum Wages Register, where the wage period is one week or less at the time of inspection by the Inspector. (In respect of Establishments not covered under Rule 78(1)).                                                                                                               |
| Sec 29 and Rule 78(2b)          | To ensure that Wage Slips in Form XIX is issued to the workers at least a day prior to the disbursement of wages.                                                                                                                                                                                                                                                                                                                    |
| Sec 29 and Rule 78(2c)          | To ensure that entries in Register of Wages and Wages-cum-Muster Roll are duly certified by the authorised representative of the principal employer.                                                                                                                                                                                                                                                                                 |
| Sec 29 and Rule 78(2d)          | To ensure maintenance and production of Register for Damage or Loss Register of Fines and Register of Advances in Form XX, Form XXI and Form XXII respectively at the time of inspection by the Inspector.                                                                                                                                                                                                                           |
| Sec 29 and Rule 78(2e)          | To ensure maintenance and production of Register for Overtime in Form XXIII at the time of inspection by the Inspector.                                                                                                                                                                                                                                                                                                              |
| Sec 29 and Rule 79              | To ensure display of an abstract of the Act and Rules in English and Bengali and in the language spoken by the majority of the workers in such form as may be approved by the Labour Commissioner, West Bengal.                                                                                                                                                                                                                      |
| Sec 29 and Rule 80(1)           | To ensure that all Registers and Records required to be maintained under the Act and Rules, unless otherwise provided for, is kept at an office or the nearest convenient building within the precincts of the work-place or at a place within radius of three kilometers.                                                                                                                                                           |
| Sec 29 and Rule 80(2)           | To ensure that all registers are maintained in English or Bengali.                                                                                                                                                                                                                                                                                                                                                                   |
| Sec 29 and Rule 80(3)           | To ensure that all registers and other records maintained under the Act and Rules are produced on demand before the Inspector.                                                                                                                                                                                                                                                                                                       |
| Sec 29 and Rule 80(4)           | To ensure that a "Nil" is made across the body of the prescribed Registers of Deduction, Fines or Overtime at the end of each wage period in case no deduction or fine is imposed or no overtime has been worked during the wage period.                                                                                                                                                                                             |
| Sec 29(2) and Rule 81(1i & 1ii) | To ensure display of notices in conspicuous places in clean and legible condition at the establishment in English and in Bengali and in the language understood by the majority of the workers showing the rates of wages, hours of work, wage periods, dates of payment of wages, name and address of the Inspector having jurisdiction and date of payment of unpaid wages.                                                        |
| Rule 81(2)                      | To ensure a copy of the notices mentioned in Rule 81(1i) is sent to the Inspector and whenever any change occurs, is communicated forthwith.                                                                                                                                                                                                                                                                                         |
| Rule 82(1)                      | To ensure that half-yearly return in Form XXIV (Single Integrated Return) reaches the Licensing Officer concerned not later than 30 days following the close of the half year to which it relates.                                                                                                                                                                                                                                   |

9.4.

**Checklist relating to Inspection under the Contract Labour (R&A) Act,1970 and rules made thereunder (For Principal Employer)**

| Section & Or Rules               | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sec7(1) Rule 18                  | To ensure production of Certificate of Registration during inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sec7(1) Rule 18                  | To ensure production of Certificate of Registration along with amendment with the incorporation of all the latest information, if any.                                                                                                                                                                                                                                                                                                                                                                       |
| Sec 9                            | To ensure that no contract labour is employed in the establishment which has not been registered as per the provisions of the Act and Rules made thereunder or whose registration has been revoked under Sec 8.                                                                                                                                                                                                                                                                                              |
| <b>Canteen</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                  | To ensure that adequate Canteen is provided wherein the work regarding employment of contract labour is likely to continue for six months and wherein contract labour numbering one hundred or more are ordinarily employed and wherein contractor fails to provide the Canteen within sixty days of the date of coming into force of the Rules in the case of the existing establishments and within sixty days of the commencement of the employment of contract labour in the case of new establishments. |
| Sec 16 Rule 42(2) and Rule 42(3) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 16 and Rule 43(1)            | To ensure that Canteen consists of at least a dining hall, kitchen, store room, pantry and washing places separately for workers and for utensils.                                                                                                                                                                                                                                                                                                                                                           |
| Sec 16 and Rule 43(2i)           | To ensure that Canteen is sufficiently lighted at all times when any person has access to it.                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 16 and Rule 43(2ii)          | To ensure that the floor and inside walls are made of smooth and impervious material and the inside walls are lime-washed or colour washed at least once in each year and the inside walls of the kitchen is lime-washed every four months.                                                                                                                                                                                                                                                                  |
| Sec 16 and Rule 43(3i)           | To ensure that the precincts of Canteen is maintained in clean and sanitary condition.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sec 16 and Rule 43(3ii)          | To ensure that waste water is carried away in suitable covered drains and is not allowed to accumulate so as to cause nuisance.                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 16 and Rule 43(3iii)         | To ensure that suitable arrangement is made for collection and disposal of garbage.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sec 16 and Rule 44(1)            | To ensure that dining hall accommodated at least 30% of the contract labour working at a time                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 16 and Rule 44(2)            | To ensure that the floor area of the dining hall, excluding the area occupied by the service counter and any furniture, except tables and chairs is not less than one square metre per dinner to be accommodated as prescribed in Rule 44(1).                                                                                                                                                                                                                                                                |
| Sec 16 and Rule 44(3i)           | To ensure that a portion of the dining hall and service counter is partitioned off and reserved for women workers, in proportion to their number                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16 and Rule 44(3ii)          | To ensure that washing places for women is separate and screened to secure privacy.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sec 16 and Rule 44(4)            | To ensure that sufficient tables, tools, chairs or benches is made available for the number of dinners to be accommodated as per Rule 44(1)                                                                                                                                                                                                                                                                                                                                                                  |
| Sec 16 and Rule 45(1i)           | To ensure that sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for running of canteen is provided and maintained.                                                                                                                                                                                                                                                                                                                                                        |
| Sec 16 and Rule 45(1ii)          | To ensure that suitable clean clothes for the employees serving in the canteen are provided and maintained.                                                                                                                                                                                                                                                                                                                                                                                                  |
| Sec 16 and Rule 45(2i)           | To ensure that furniture, utensils and other equipments are maintained in clean and hygienic condition.                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 16 and Rule 45(2ii)          | To ensure that service counter, if provided has top of smooth and impervious material.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sec 16 and Rule 45(2iii)         | To ensure that suitable facilities including and adequate supply of hot water is provided for cleaning of utensils and equipments.                                                                                                                                                                                                                                                                                                                                                                           |
| Sec 16 and Rule 46               | To ensure that charge per portion of foodstuff, beverages and any other item served in the canteen is displayed in the canteen.                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 16 and Rule 47               | To ensure that foodstuff and other items served in the canteen are in conformity with the normal habits of the contract labour.                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 16 and Rule 49               | To ensure that Books of accounts and registers and other documents used in connection with the running of the canteen are produced before the inspector during inspection.                                                                                                                                                                                                                                                                                                                                   |
| Sec 16 and Rule 50               | To ensure that the yearly audited statement of accounts audited by the registered accountants and auditors pertaining to the canteen is produced before the inspector during inspection.                                                                                                                                                                                                                                                                                                                     |
| <b>Rest Room</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| Sec 17 and Rule 41(2)                                         | To ensure that Rest Rooms or other suitable alternative accommodation is provided and maintained in every place wherein contract labour is required to halt in connection with working of the establishment to which this Act applies and wherein contractor fails to provide the same within the stipulated time mentioned in Rule 41(1), within a period of 15 days of the expiry of the period laid down in Rule 41(1). |
| Sec 17 and Rule 41(3)                                         | To ensure that separate Rest Rooms are provided for women employees                                                                                                                                                                                                                                                                                                                                                        |
| Sec 17 and Rule 41(4)                                         | To ensure that effective and suitable provision for securing and maintaining ventilation by circulation of fresh air and sufficient and suitable natural or artificial lighting is made.                                                                                                                                                                                                                                   |
| Sec 17 and Rule 41(5)                                         | To ensure that Rooms or other suitable alternative accommodation are of such dimension so as to provide a space of one square metre for each person making use of the rest-room.                                                                                                                                                                                                                                           |
| Sec 17 and Rule 41(6)                                         | To ensure that Rooms or other suitable alternative accommodation are constructed so as to afford adequate protection against heat, wind, rain and shall have smooth, hard and impervious surface.                                                                                                                                                                                                                          |
| Sec 17 and Rule 41(6)                                         | To ensure that Rooms or other suitable alternative accommodation are at a convenient distance from the establishment and provision for wholesome drinking water is made available.                                                                                                                                                                                                                                         |
| <b>Latrines and Urinals Drinking Water Washing Facilities</b> |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Sec 18 and Rule 40(1) and Rule(2)                             | To ensure sufficient supply of drinking water for the contract labour at convenient places                                                                                                                                                                                                                                                                                                                                 |
| Sec 18 and Rule(51a)                                          | To ensure that, where the females are employed, the latrines are provided in every establishment in the scale of at least one latrine for every 20 female and where the no of females exceeds 100, the latrines are provided in the proportion to one latrine per 20 females up to first 100 and one for every 30 thereafter.                                                                                              |
| Sec 18 and Rule(51b)                                          | To ensure that, where the males are employed, the latrines are provided in every establishment in the scale of at least one latrine for every 20 males and where the no of males exceeds 100, the latrines are provided in proportion to one latrine per 20 males up to first 100 and one for every 30 thereafter.                                                                                                         |
| Sec 18 and Rule(52)                                           | To ensure that every latrine is under cover and so partitioned off so as to secure privacy and has proper door and fastening.                                                                                                                                                                                                                                                                                              |
| Sec 18 and Rule(53i) and Rule(53ii)                           | To ensure that a notice in the language understood by the majority of the workers "For Men Only" and "For Women Only" with the figure of a man or a woman, as the case may be, is displayed outside each block of latrine and urinal.                                                                                                                                                                                      |
| Sec 18 and Rule(54)                                           | To ensure that urinals are provided in every establishment in the scale of at least one urinal for every 50 males and one latrine for every 50 female and where the no of male or females workers, as the case may be, exceeds 500, the urinals are provided for every male or female in proportion to one urinal per 50 males or 50 females up to first 500 and one for every 100 or part thereof thereafter.             |
| Sec 18 and Rule(55(1))                                        | To ensure that latrines and urinals are conveniently situated and accessible to workers at all times at the establishment.                                                                                                                                                                                                                                                                                                 |
| Sec 18 and Rule(55(2i))                                       | To ensure that latrines and urinals are adequately lighted and maintained in a clean and sanitised condition at all times.                                                                                                                                                                                                                                                                                                 |
| Sec 18 and Rule(55(2ii))                                      | To ensure that latrines and urinals other than those connected with flush sewage system comply with the requirement of the public health authorities.                                                                                                                                                                                                                                                                      |
| Sec 18 and Rule(56)                                           | To ensure that water is provided by means of tap or otherwise conveniently accessible in or near latrines and urinals.                                                                                                                                                                                                                                                                                                     |
| Sec 18 and Rule(57(1))                                        | To ensure that adequate and suitable facilities for washing is provided and maintained for the use of contract labour employed therein.                                                                                                                                                                                                                                                                                    |
| Sec 18 and Rule(57(2))                                        | To ensure that separate and adequate screening facilities which are provided for use of male and female workers                                                                                                                                                                                                                                                                                                            |
| Sec 18 and Rule(57(3))                                        | To ensure that separate and adequate screening facilities provided for use of male and female workers are conveniently accessible and kept in clean and hygienic condition.                                                                                                                                                                                                                                                |
| <b>First-aid Facilities</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Sec 19 Read with Sec 20 and Rule 58                           | To ensure that First-aid Boxes are provided and maintained so as to be readily accessible during all working hours at the rate not less than one box for 150 contract labour or part thereof employed therein.                                                                                                                                                                                                             |
| Sec 19 Read with Sec 20 and Rule 59                           | To ensure that the each First-aid Box contains equipments as mentioned in Rule 59(A and B)                                                                                                                                                                                                                                                                                                                                 |
| Sec 19 Read with Sec 20 and Rule 60                           | To ensure that First-aid Box is kept in charge of a responsible person who shall always be readily available during the working hours of the establishments.                                                                                                                                                                                                                                                               |

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| Sec 19 Read with Sec 20 and Rule 61         | To ensure that a person in charge of First-aid Box is trained in First-Aid treatment where the number of contract labour is 150 or more.                                                                                                                                                                                                                                     |
| <b>Wages</b>                                |                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 21(2) and Rule 72                       | To ensure the presence of the authorised representative of the Principal Employer at the time and place of disbursement of wages by the contractor to workmen                                                                                                                                                                                                                |
| Sec 21(2) and Rule 73                       | To ensure that the authorised representative of Principal Employer affixes his initials against each entry denoting the time and place of payment of wages in the register of wages and further records a certificate at the end of the entries in the for;- " Certified that the amount shown in column no.....has been paid to the workmen concerned in my presence."      |
| <b>Maintenance of Registers and Records</b> |                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 29 and Rule 74                          | To ensure maintenance and production of register of contractors in Form No XII with up-to-date information at the time of inspection by the Inspector .                                                                                                                                                                                                                      |
| Sec 29 and Rule 78(2c)                      | To ensure that entries in Register of Wages and Wages-cum-Muster Roll are duly certified by the authorised representative of the principal employer.                                                                                                                                                                                                                         |
| Sec 29(2) and Rule 81(1i & 1ii)             | To ensure display of notices in conspicuous places in clean and legible condition at the establishment in English and in Bengali and in the language understood by the majority of the workers showing the rates of wages ,hours of work,wage periods,dates of payment of wages ,name and address of the Inspector having jurisdiction and date of payment of unpaid wages . |
| Rule 81(2)                                  | To ensure a copy of the notices mentioned in Rule 81(1i) is sent to the Inspector and whenever any change occurs ,is communicated forthwith.                                                                                                                                                                                                                                 |
| Rule 82(2)                                  | To ensure that annual return in Form XXV(Single Integrated Return) reaches the Registering Officer concerned not later than 15th February following the year to which it relates.                                                                                                                                                                                            |

**Checklist relating to Inspection under the Equal Remuneration Act ,1976 and rules made thereunder**

| <b>Section &amp; Or Rules</b> | <b>Subject</b>                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sec 4(1)                      | To ensure that no worker is paid remuneration at rates less favourable than those paid by the employer to a worker of opposite sex for performing the work of same or similar nature.(Muster Roll,Wage Register ,if any may be maintained and produced at the time of inspection)                                                                                                  |
| Sec 4(2)                      | To ensure that in complying with the provisions of Sec 4(1),the rate of remuneration of any worker will not be reduced .(Muster Roll,Wage Register ,if any may be maintained and produced at the time of inspection)                                                                                                                                                               |
| Sec 5                         | To ensure that no discrimination is made by the employer against any woman in the matter of recruitment and subsequent conditions of service for the same or similar nature of workexcept for the work where recruitment is women is prohibited or restricted by any law for the time being in force.(Recruitment policy ,Notices etc. may be produced at the time of inspection). |
| Sec 8 and Rule 6              | To ensure maintenance and production of up-to-date register in Form-D at the place where the workers are employed in respect of workers employed by the employer                                                                                                                                                                                                                   |

S.V.

**Checklist relating to Inspection under the ISMW(RE&CS) Act,1979 and rules made thereunder (For Contractor)**

| Section & Or Rules               | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Sec 9 and Rule 6                 | To ensure that up to date Certificate of License is produced during inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 10(2) and Rule 12            | To ensure production of Certificate of License along with amendment with the incorporation of all the latest information, if any.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Sec 9 and Rule 13                | To ensure that up to date renewed Certificate of License is produced during inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Duties of Contractor</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 12(1a) and Rule 17           | To ensure that the particulars regarding Recruitment and/or Employment of migrant workman is furnished in Form X to the authority specified in the State from which migrant workman is recruited and/or is employed, as the case may be, in such manner as specified in Rule 17.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Sec 12(1b) and Rule 19           | To ensure that a pass book is maintained and issued to every migrant workman mentioning the following particulars;-i) Name and place of establishment wherein the migrant workman is employed, ii) the period of employment, iii) the proposed rates and mode of payment of wages, iv) the displacement allowance payable, v) the return fare payable on expiry of period of employment, vi) deduction made vii) date of recruitment, viii) date of employment ix) wage period, total attendance /unit of work done (in respect of piece-rated work), total wages earned/deductions, if any made, net amount paid and signature of the contractor or his authorised representative with date and x) name and address of the next of kin of migrant workman. |
| Sec 12(1c) and Rule 20           | To ensure that a return is furnished to the specified authority in Form XI furnishing information regarding a migrant workman who has ceased to be employed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Rule 18                          | To ensure that a return fare from the place of employment to the place of residence is paid to the migrant workman on expiry of period of employment and also on a) termination of service before the expiry of employment for any reason whatsoever, b) being incapacitated for further employment on account of injury or continued ill-health duly certified by registered medical practitioner, c) cessation of work in the establishment not due to any fault on the part of migrant workman, d) resignation from service on account of non-fulfilment of terms and conditions of employment by the contractor.                                                                                                                                        |
| <b>Canteen</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16 Rule 42(1) and Rule 42(3) | To ensure that adequate Canteen is provided wherein the work regarding employment of contract labour is likely to continue for six months and wherein contract labour numbering one hundred or more are ordinarily employed, within sixty days of the date of coming into force of the Rules in the case of the existing establishments and within sixty days of the commencement of the employment of contract labour in the case of new establishments.                                                                                                                                                                                                                                                                                                   |
| Sec 16 and Rule 43(1)            | To ensure that Canteen consists of at least a dining hall, kitchen, store room, pantry and washing places separately for workers and for utensils.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sec 16 and Rule 43(2i)           | To ensure that Canteen is sufficiently lighted at all times when any person has access to it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Sec 16 and Rule 43(2ii)          | To ensure that the floor and inside walls are made of smooth and impervious material and the inside walls are lime-washed or colour washed at least once in each year and the inside walls of the kitchen is lime-washed every four months.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Sec 16 and Rule 43(3i)           | To ensure that the precincts of Canteen is maintained in clean and sanitary condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 16 and Rule 43(3ii)          | To ensure that waste water is carried away in suitable covered drains and is not allowed to accumulate so as to cause nuisance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16 and Rule 43(3iii)         | To ensure that suitable arrangement is made for collection and disposal of garbage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Sec 16 and Rule 44(1)            | To ensure that dining hall accommodated at least 30% of the contract labour working at a time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Sec 16 and Rule 44(2)            | To ensure that the floor area of the dining hall, excluding the area occupied by the service counter and any furniture, except tables and chairs is not less than one square metre per dinner to be accommodated as prescribed in Rule 44(1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Sec 16 and Rule 44(3i)           | To ensure that a portion of the dining hall and service counter is partitioned off and reserved for women workers, in proportion to their number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Sec 16 and Rule 44(3ii)          | To ensure that washing places for women are separate and screened to secure privacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Sec 16 and Rule 44(4)            | To ensure that sufficient tables, tools, chairs or benches are made available for the number of dinners to be accommodated as per Rule 44(1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 16 and Rule 45(1i)           | To ensure that sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for running of canteen is provided and maintained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sec 16 and Rule 45(1ii)          | To ensure that suitable clean clothes for the employees serving in the canteen are provided and maintained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Sec 16 and Rule 45(2i)           | To ensure that furniture, utensils and other equipments are maintained in clean and hygienic condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Sec 16 and Rule 45(2ii)          | To ensure that service counter, if provided has top of smooth and impervious material.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 16 and Rule 45(2iii)         | To ensure that suitable facilities including and adequate supply of hot water is provided for cleaning of utensils and equipments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sec 16 and Rule 46               | To ensure that charge per portion of foodstuff, beverages and any other item served in the canteen is displayed in the canteen.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16 and Rule 47               | To ensure that foodstuff and other items served in the canteen are in conformity with the normal habits of the contract labour.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16 and Rule 49               | To ensure that Books of accounts and registers and other documents used in connection with the running of the canteen are produced before the inspector during inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Sec 16 and Rule 50               | To ensure that the yearly audited statement of accounts audited by the registered accountants and auditors pertaining to the canteen is produced before the inspector during inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Rest Room</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| Sec 17 and Rule 41(1)                                 | To ensure that Rest Rooms or other suitable alternative accommodation is provided and maintained in every place, wherein contract labour is required to halt in connection with working of the establishment to which this Act applies and wherein the employment of contract labour is likely to continue for 3 months or more, within one month of the date of coming into force of the Rules in the case of the existing establishments and within one month of the commencement of the employment of contract labour in the case of new establishments. |
| Sec 17 and Rule 41(3)                                 | To ensure that separate Rest Rooms are provided for women employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Sec 17 and Rule 41(4)                                 | To ensure that effective and suitable provision for securing and maintaining ventilation by circulation of fresh air and sufficient and suitable natural or artificial lighting is made.                                                                                                                                                                                                                                                                                                                                                                    |
| Sec 17 and Rule 41(5)                                 | To ensure that Rooms or other suitable alternative accommodation are of such dimension so as to provide a space of one square metre for each person making use of the rest-room.                                                                                                                                                                                                                                                                                                                                                                            |
| Sec 17 and Rule 41(6)                                 | To ensure that Rooms or other suitable alternative accommodation are constructed so as to afford adequate protection against heat, wind, rain and shall have smooth, hard and impervious surface.                                                                                                                                                                                                                                                                                                                                                           |
| Sec 17 and Rule 41(6)                                 | To ensure that Rooms or other suitable alternative accommodation are at a convenient distance from the establishment and provision for wholesome drinking water is made available.                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Latrines and Urinals</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 18 and Rule 40(1)                                 | To ensure sufficient supply of drinking water for the contract labour at convenient places                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Sec 18 and Rule(51a)                                  | To ensure that, where the females are employed, the latrines are provided in every establishment in the scale of at least one latrine for every 20 female and where the no of females exceeds 100, the latrines are provided in the proportion to one latrine per 20 females up to first 100 and one for every 30 thereafter.                                                                                                                                                                                                                               |
| Sec 18 and Rule(51b)                                  | To ensure that, where the males are employed, the latrines are provided in every establishment in the scale of at least one latrine for every 20 males and where the no of males exceeds 100, the latrines are provided in proportion to one latrine per 20 males up to first 100 and one for every 30 thereafter.                                                                                                                                                                                                                                          |
| Sec 18 and Rule(52)                                   | To ensure that every latrine is under cover and so partitioned off so as to secure privacy and has proper door and fastening.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Sec 18 and Rule(53i) and Rule(53ii)                   | To ensure that a notice in the language understood by the majority of the workers "For Men Only" and "For Women Only" with the figure of a man or a woman, as the case may be, is displayed outside each block of latrine and urinal.                                                                                                                                                                                                                                                                                                                       |
| Sec 18 and Rule(54)                                   | To ensure that urinals are provided in every establishment in the scale of at least one urinal for every 50 males and one latrine for every 50 female and where the no of male or females workers, as the case may be, exceeds 500, the urinals are provided for every male or female in proportion to one urinal per 50 males or 50 females up to first 500 and one for every 100 or part thereof thereafter.                                                                                                                                              |
| Sec 18 and Rule(55(1))                                | To ensure that latrines and urinals are conveniently situated and accessible to workers at all times at the establishment.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Sec 18 and Rule(55(2i))                               | To ensure that latrines and urinals are adequately lighted and maintained in a clean and sanitised condition at all times.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Sec 18 and Rule(55(2ii))                              | To ensure that latrines and urinals other than those connected with flush sewage system comply with the requirement of the public health authorities.                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sec 18 and Rule(56)                                   | To ensure that water is provided by means of tap or otherwise conveniently accessible in or near latrines and urinals.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 18 and Rule(57(1))                                | To ensure that adequate and suitable facilities for washing is provided and maintained for the use of contract labour employed therein.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Sec 18 and Rule(57(2))                                | To ensure that separate and adequate screening facilities which are provided for use of male and female workers                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 18 and Rule(57(3))                                | To ensure that separate and adequate screening facilities provided for use of male and female workers are conveniently accessible and kept in clean and hygienic condition.                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Medical Facilities</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16(e) and Rule 30(1) read with Sec 18 and Rule 32 | To ensure that suitable and adequate medical facilities is extended to the migrant workmen free of cost for treatment of any ailment from which the migrant workman or any member of his family suffer during his employment in the establishment or preventive measure is taken against epidemic or any virus infection.                                                                                                                                                                                                                                   |
| Sec 16(e) and Rule 30(1) read with Sec 18 and Rule 32 | To ensure that during the course of treatment the cost of medicine purchased by the migrant workman prescribed by the physician provided by the contractor or the principal employer is reimbursed by the contractor on presentation of such bill by the migrant workman.                                                                                                                                                                                                                                                                                   |
| Sec 16(e) and Rule 30(2) read with Sec 18 and Rule 32 | To ensure hospitalisation of migrant workman or any member of his family during his employment and bearing of expenses on treatment, hospital charges, and travel expenses for the patient from the place of residence to the hospital and back, by the contractor.                                                                                                                                                                                                                                                                                         |
| Sec 16(e) and Rule 30(3) read with Sec 18 and Rule 32 | To ensure that First-aid Boxes are provided and maintained so as to be readily accessible during all working hours at the rate not less than one box for 150 workmen or part thereof employed therein.                                                                                                                                                                                                                                                                                                                                                      |
| Sec 19 and Rule 30(4) read with Sec 18 and Rule 32    | To ensure that the each First-aid Box contains equipments as mentioned in Rule 30(4(a & b)).                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 19 and Rule 30(7) read with Sec 18 and Rule 32    | To ensure that First-aid Box is kept in charge of a responsible person who shall always be readily available during the working hours of the establishments.                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 19 and Rule 30(8) read with Sec 18 and Rule 32    | To ensure that a person in charge of First-aid Box is trained in First-Aid treatment where the number of migrant workmen is 150 or more.                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>Protective Clothing</b>                            |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 16(f) and Rule 31(1) read with Sec 18 and Rule 32 | To ensure that protective clothing consisting of one wollen coat and one wollen trouser once in two years is provided to every migrant workman where the temperature falls below twenty degree centigrade.                                                                                                                                                                                                                           |
| Sec 16(f) and Rule 31(1) read with Sec 18 and Rule 32 | To ensure that one wollen overcoat is provided to every migrant workman once in three years where the temperature falls below five degree centigrade.                                                                                                                                                                                                                                                                                |
| Sec 16(f) and Rule 31(2) read with Sec 18 and Rule 32 | To ensure that protective clothing is provided to every migrant workman before the onset of winter season in the area where the establishment is located or on the 30th Day of September whichever is earlier.                                                                                                                                                                                                                       |
| <b>Wages and other conditions of service</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 17(1) and Rule 22(2)                              | To ensure that wage period does not exceed one month.                                                                                                                                                                                                                                                                                                                                                                                |
| Rule 23                                               | To ensure that wages of every migrant workman, where less than one hundred such persons are employed, shall be paid by the contractor before the expiry of seventh day and in other cases before the expiry of tenth day of the following month.                                                                                                                                                                                     |
| Rule 24                                               | To ensure that wages of migrant workman who is terminated by or on behalf of the contractor is paid before the expiry of the second working day from the day on which his employment is terminated.                                                                                                                                                                                                                                  |
| Rule 25                                               | To ensure that payment of wages is made on the working day at the work premises and during the working time and on the date notified in advance and in case the work is completed before the expiry of the wage period, final payment is made within 48 hours of the last working day.                                                                                                                                               |
| Rule 26(1)                                            | To ensure that wages due to every migrant worker is paid to him directly or to other person authorised by him in this behalf.                                                                                                                                                                                                                                                                                                        |
| Rule 26(2)                                            | To ensure that wages are paid without any deduction of any kind, except specified by the State Government by the General or Special Order in this behalf or permissible under the Payment of Wages Act 1936.                                                                                                                                                                                                                         |
| Rule 27                                               | To ensure that a notice showing the wage period and the place and time of disbursement of wages is exhibited within the premises of the establishment where the migrant workmen are employed                                                                                                                                                                                                                                         |
| Sec 17(3)                                             | To ensure that the wages to the migrant workmen are disbursed in presence of the authorised representative of the Principal Employer.                                                                                                                                                                                                                                                                                                |
| Rule 28                                               | To ensure that the authorised representative of Principal Employer records under his signature (indicating his name and designation in bracket) a certificate at the end of all the entries in the Register of Wages or the Wage-cum-Muster-Roll, as the case may be in the following form; "Certified that the amount shown in column no.....has been paid to the workmen concerned in my presence."                                |
| Sec 14 read with Sec 18 and Rule 32                   | To ensure that every migrant workman is paid at the time of recruitment, a displacement allowance equal to fifty percent, of the monthly wages payable to him or seventy five rupees, whichever is higher, which shall not be refundable and will be in addition to the wages and other amounts payable to him.                                                                                                                      |
| Sec 15 read with Sec 18 and Rule 32                   | To ensure that a journey allowance of a sum not less than the fare from the place of residence of the migrant worker in his State to the place of work in the other State is paid by the contractor to the workman both for outward and return journeys and wages for the period of such journeys is also paid to such migrant workman by the contractor.                                                                            |
| <b>Maintenance of Registers and Records</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 23(1) and Rule 34                                 | To ensure maintenance and production of register in Form No XIII in respect of every establishment where migrant workmen are employed by him with up-to-date information at the time of inspection by the Inspector.                                                                                                                                                                                                                 |
| Sec 23(1) and Rule 35                                 | To ensure that on termination of employment, Service Certificate in Form XIV is issued to the migrant workman whose services have been terminated for any reason whatsoever.                                                                                                                                                                                                                                                         |
| Sec 23(1) and Rule 36                                 | To ensure maintenance and production of an up-to-date sheet in Form XV in respect of payment of Displacement-cum outward journey allowances required to be paid under Sec 14 and Sec 15 and an up-to-date register for return journey allowance in Form XVI with proper authentication by the contractor, at the time of inspection.                                                                                                 |
| Sec 23(1) and Rule 37(1)                              | To ensure maintenance and production of a) Muster Roll, b) Register of Wages, c) Register of Deductions, d) Register of Overtime, e) Register of Fines, f) Register of Advances, at the time of inspection by the Inspector, maintainable as employer under the Payment of Wages Act, 1936 and the Minimum Wages Act 1948 and Rules made thereunder, provided the establishment is governed by those Acts and Rules mentioned above. |
| Sec 23(1) and Rule 37(2a)                             | To ensure maintenance and production of Muster Roll Register and Register of Wages in Form XVII and XVIII respectively, at the time of inspection by the Inspector. (In respect of Establishments not covered under Rule 78(1)).                                                                                                                                                                                                     |
| Sec 23(1) and Rule 37(2c)                             | To ensure maintenance and production of Register of deduction for Damage or Loss, Register of Fines and Register of Advances in Form XIX, Form XX and Form XXI respectively at the time of inspection by the Inspector.                                                                                                                                                                                                              |
| Sec 23(1) and Rule 37(2d)                             | To ensure maintenance and production of Register for Overtime in Form XXII at the time of inspection by the Inspector.                                                                                                                                                                                                                                                                                                               |
| Sec 23(2) and Rule 40                                 | To ensure display of notices in conspicuous places in clean and legible condition at the establishment in English and in Bengali and in the language understood by the majority of the workers showing the rates of wages, hours of work, wage periods, dates of payment of wages, name and address of the Inspector having jurisdiction and date of payment of unpaid wages.                                                        |

|                                 |                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule 39                         | To ensure display of an abstract of the Act and Rules in English and Bengali and in the language spoken by the majority of the workers.                                                                                                                                                                                               |
| Sec 23(1) and Rule 38(1)        | To ensure that all Registers and Records required to be maintained under the Act and Rules, unless otherwise provided for, is kept at an office or the nearest convenient building within the precincts of the work-place or at a place, if any specified by the inspector on specific request made by the contractor in this behalf. |
| Sec 23(1) and Rule 38(2)        | To ensure that all registers are maintained legibly in English or Bengali and in the language understood by the majority of the migrant workmen engaged in the work.                                                                                                                                                                  |
| Sec 23(1) and Rule 38(4)        | To ensure that all registers and other records maintained under the Act and Rules are produced on demand before the Inspector.                                                                                                                                                                                                        |
| Sec 23(1) and Rule 38(5)        | To ensure that a "Nil" is made across the body of the prescribed Registers of Deduction, Fines or Overtime at the end of each wage period in case no deduction or fine is imposed or no overtime has been worked during the wage period.                                                                                              |
| Sec 35(2I) read with Rule 41(1) | To ensure that half-yearly return in Form XXIII (Single Integrated Return) reaches the specified authority in the State from which the migrant workman, who ceases to be employed, was recruited and in the State in which he was employed, not later than thirty days from the close of half-year.                                   |

S. K.

Checklist relating to Inspection under the ISMW(RE&CS) Act,1979 and rules made thereunder (For Principal Employer)

| Section & Or Rules               | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sec 4 Rule 4                     | To ensure production of Certificate of Registration during inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sec 4 Rule 5                     | To ensure production of Certificate of Registration along with amendment with the incorporation of all the latest information, if any.                                                                                                                                                                                                                                                                                                                                                                       |
| Sec 6                            | To ensure that no inter-state migrant workmen is employed in the establishment which has not been registered as per the provisions of the Act and Rules made thereunder.                                                                                                                                                                                                                                                                                                                                     |
| <b>Canteen</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 16 Rule 42(2) and Rule 42(3) | To ensure that adequate Canteen is provided wherein the work regarding employment of contract labour is likely to continue for six months and wherein contract labour numbering one hundred or more are ordinarily employed and wherein contractor fails to provide the Canteen within sixty days of the date of coming into force of the Rules in the case of the existing establishments and within sixty days of the commencement of the employment of contract labour in the case of new establishments. |
| Sec 16 and Rule 43(1)            | To ensure that Canteen consists of at least a dining hall, kitchen, store room, pantry and washing places separately for workers and for utensils.                                                                                                                                                                                                                                                                                                                                                           |
| Sec 16 and Rule 43(2i)           | To ensure that Canteen is sufficiently lighted at all times when any person has access to it.                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 16 and Rule 43(2ii)          | To ensure that the floor and inside walls are made of smooth and impervious material and the inside walls are lime-washed or colour washed at least once in each year and the inside walls of the kitchen is lime-washed every four months.                                                                                                                                                                                                                                                                  |
| Sec 16 and Rule 43(3i)           | To ensure that the precincts of Canteen is maintained in clean and sanitary condition.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sec 16 and Rule 43(3ii)          | To ensure that waste water is carried away in suitable covered drains and is not allowed to accumulate so as to cause nuisance.                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 16 and Rule 43(3iii)         | To ensure that suitable arrangement is made for collection and disposal of garbage.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sec 16 and Rule 44(1)            | To ensure that dining hall accommodated at least 30% of the contract labour working at a time                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 16 and Rule 44(2)            | To ensure that the floor area of the dining hall, excluding the area occupied by the service counter and any furniture, except tables and chairs is not less than one square metre per dinner to be accommodated as prescribed in Rule 44(1).                                                                                                                                                                                                                                                                |
| Sec 16 and Rule 44(3i)           | To ensure that a portion of the dining hall and service counter is partitioned off and reserved for women workers, in proportion to their number                                                                                                                                                                                                                                                                                                                                                             |
| Sec 16 and Rule 44(3ii)          | To ensure that washing places for women is separate and screened to secure privacy.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sec 16 and Rule 44(4)            | To ensure that sufficient tables, tools, chairs or benches is made available for the number of dinners to be accommodated as per Rule 44(1)                                                                                                                                                                                                                                                                                                                                                                  |
| Sec 16 and Rule 45(1i)           | To ensure that sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for running of canteen is provided and maintained.                                                                                                                                                                                                                                                                                                                                                        |
| Sec 16 and Rule 45(1ii)          | To ensure that suitable clean clothes for the employees serving in the canteen are provided and maintained.                                                                                                                                                                                                                                                                                                                                                                                                  |
| Sec 16 and Rule 45(2i)           | To ensure that furniture, utensils and other equipments are maintained in clean and hygienic condition.                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 16 and Rule 45(2ii)          | To ensure that service counter, if provided has top of smooth and impervious material.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sec 16 and Rule 45(2iii)         | To ensure that suitable facilities including and adequate supply of hot water is provided for cleaning of utensils and equipments.                                                                                                                                                                                                                                                                                                                                                                           |
| Sec 16 and Rule 46               | To ensure that charge per portion of foodstuff, beverages and any other item served in the canteen is displayed in the canteen.                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 16 and Rule 47               | To ensure that foodstuff and other items served in the canteen are in conformity with the normal habits of the contract labour.                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 16 and Rule 49               | To ensure that Books of accounts and registers and other documents used in connection with the running of the canteen are produced before the inspector during inspection.                                                                                                                                                                                                                                                                                                                                   |
| Sec 16 and Rule 50               | To ensure that the yearly audited statement of accounts audited by the registered accountants and auditors pertaining to the canteen is produced before the inspector during inspection.                                                                                                                                                                                                                                                                                                                     |
| <b>Rest Room</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 17 and Rule 41(2)            | To ensure that Rest Rooms or other suitable alternative accommodation is provided and maintained in every place wherein contract labour is required to halt in connection with working of the establishment to which this Act applies and wherein contractor fails to provide the same within the stipulated time mentioned in Rule 41(1), within a period of 15 days of the expiry of the period laid down in Rule 41(1).                                                                                   |
| Sec 17 and Rule 41(3)            | To ensure that separate Rest Rooms are provided for women employees                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| Sec 17 and Rule 41(4)                                         | To ensure that effective and suitable provision for securing and maintaining ventilation by circulation of fresh air and sufficient and suitable natural or artificial lighting is made.                                                                                                                                                                                                                       |
| Sec 17 and Rule 41(5)                                         | To ensure that Rooms or other suitable alternative accommodation are of such dimension so as to provide a space of one square metre for each person making use of the rest-room.                                                                                                                                                                                                                               |
| Sec 17 and Rule 41(6)                                         | To ensure that Rooms or other suitable alternative accommodation are constructed so as to afford adequate protection against heat, wind, rain and shall have smooth, hard and impervious surface.                                                                                                                                                                                                              |
| Sec 17 and Rule 41(6)                                         | To ensure that Rooms or other suitable alternative accommodation are at a convenient distance from the establishment and provision for wholesome drinking water is made available.                                                                                                                                                                                                                             |
| <b>Latrines and Urinals Drinking Water Washing Facilities</b> |                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 18 and Rule 40(1) and Rule(2)                             | To ensure sufficient supply of drinking water for the contract labour at convenient places                                                                                                                                                                                                                                                                                                                     |
| Sec 18 and Rule(51a)                                          | To ensure that, where the females are employed, the latrines are provided in every establishment in the scale of at least one latrine for every 20 female and where the no of females exceeds 100, the latrines are provided in the proportion to one latrine per 20 females up to first 100 and one for every 30 thereafter.                                                                                  |
| Sec 18 and Rule(51b)                                          | To ensure that, where the males are employed, the latrines are provided in every establishment in the scale of at least one latrine for every 20 males and where the no of males exceeds 100, the latrines are provided in proportion to one latrine per 20 males up to first 100 and one for every 30 thereafter.                                                                                             |
| Sec 18 and Rule(52)                                           | To ensure that every latrine is under cover and so partitioned off so as to secure privacy and has proper door and fastening.                                                                                                                                                                                                                                                                                  |
| Sec 18 and Rule(53i) and Rule(53ii)                           | To ensure that a notice in the language understood by the majority of the workers "For Men Only" and "For Women Only" with the figure of a man or a woman, as the case may be, is displayed outside each block of latrine and urinal.                                                                                                                                                                          |
| Sec 18 and Rule(54)                                           | To ensure that urinals are provided in every establishment in the scale of at least one urinal for every 50 males and one latrine for every 50 female and where the no of male or females workers, as the case may be, exceeds 500, the urinals are provided for every male or female in proportion to one urinal per 50 males or 50 females up to first 500 and one for every 100 or part thereof thereafter. |
| Sec 18 and Rule(55(1))                                        | To ensure that latrines and urinals are conveniently situated and accessible to workers at all times at the establishment.                                                                                                                                                                                                                                                                                     |
| Sec 18 and Rule(55(2i))                                       | To ensure that latrines and urinals are adequately lighted and maintained in a clean and sanitised condition at all times.                                                                                                                                                                                                                                                                                     |
| Sec 18 and Rule(55(2ii))                                      | To ensure that latrines and urinals other than those connected with flush sewage system comply with the requirement of the public health authorities.                                                                                                                                                                                                                                                          |
| Sec 18 and Rule(56)                                           | To ensure that water is provided by means of tap or otherwise conveniently accessible in or near latrines and urinals.                                                                                                                                                                                                                                                                                         |
| Sec 18 and Rule(57(1))                                        | To ensure that adequate and suitable facilities for washing is provided and maintained for the use of contract labour employed therein.                                                                                                                                                                                                                                                                        |
| Sec 18 and Rule(57(2))                                        | To ensure that separate and adequate screening facilities which are provided for use of male and female workers                                                                                                                                                                                                                                                                                                |
| Sec 18 and Rule(57(3))                                        | To ensure that separate and adequate screening facilities provided for use of male and female workers are conveniently accessible and kept in clean and hygienic condition.                                                                                                                                                                                                                                    |
| <b>Medical Facilities</b>                                     |                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sec 16(e) and Rule 30(1) read with Sec 18 and Rule 32         | To ensure that suitable and adequate medical facilities is extended to the migrant workmen free of cost for treatment of any ailment from which the migrant workman or any member of his family suffer during his employment in the establishment or preventive measure is taken against epidemic or any virus infection.                                                                                      |
| Sec 16(e) and Rule 30(1) read with Sec 18 and Rule 32         | To ensure that during the course of treatment the cost of medicine purchased by the migrant workman prescribed by the physician provided by the contractor or the principal employer is reimbursed by the contractor within seven days from presentation of such bill by the migrant workman.                                                                                                                  |
| Sec 16(e) and Rule 30(2) read with Sec 18 and Rule 32         | To ensure hospitalisation of migrant workman or any member of his family during his employment and bearing of expenses on treatment, hospital charges, and travel expenses for the patient from the place of residence to the hospital and back, by the contractor.                                                                                                                                            |
| Sec 16(e) and Rule 30(3) read with Sec 18 and Rule 32         | To ensure that First-aid Boxes are provided and maintained so as to be readily accessible during all working hours at the rate not less than one box for 150 workmen or part thereof employed therein.                                                                                                                                                                                                         |

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Sec 19 and Rule 30(4) read with Sec 18 and Rule 32    | To ensure that the each First-aid Box contains equipments as mentioned in Rule 30(4(a & b)).                                                                                                                                                                                                                                                                                                           |
| Sec 19 and Rule 30(7) read with Sec 18 and Rule 32    | To ensure that First-aid Box is kept in charge of a responsible person who shall always be readily available during the working hours of the establishments.                                                                                                                                                                                                                                           |
| Sec 19 and Rule 30(8) read with Sec 18 and Rule 32    | To ensure that a person in charge of First-aid Box is trained in First-Aid treatment where the number of migrant workmen is 150 or more.                                                                                                                                                                                                                                                               |
| <b>Protective Clothing</b>                            |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Sec 16(f) and Rule 31(1) read with Sec 18 and Rule 32 | To ensure that protective clothing consisting of one wollen coat and one wollen trouser once in two years is provided to every migrant workman where the temperature falls below twenty degree centigrade.                                                                                                                                                                                             |
| Sec 16(f) and Rule 31(1) read with Sec 18 and Rule 32 | To ensure that one wollen overcoat is provide to every migrant workman once in three years where the temperature falls below five degree centigrade.                                                                                                                                                                                                                                                   |
| Sec 16(f) and Rule 31(2) read with Sec 18 and Rule 32 | To ensure that protective clothing is provided to every migrant workman before the onset of winter season in the area where the establishment is located or on the 30th Day of September whichever is earlier.                                                                                                                                                                                         |
| <b>Wages</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Sec 17(2)                                             | To ensure nomination of the authorised representative of the Principal Employer at the time and place of disbursement of wages by the contractor to migrant workmen.                                                                                                                                                                                                                                   |
| Rule 28                                               | To ensure that the authorised representative of Principal Employer records under his signature (indicating his name and designation in bracket) a certificate at the end of all the entries in the Register of Wages or the Wage-cum-Muster-Roll, as the case may be in the following form;-" Certified that the amount shown in column no.....has been paid to the workmen concerned in my presence." |
| Sec 18 read with Sec 14                               | To ensure that every migrant workman is paid at the time of recruitment, a displacement allowance equal to fifty percent, of the monthly wages payable to him or seventy five rupees, whichever is higher, which shall not be refundable and will be in addition to the wages and other amounts payable to him.                                                                                        |
| sec 18 read with Sec 15                               | To ensure that a journey allowance of a sum not less than the fare from the place of residence of the migrant worker in his State to the place of work in the other State is paid by the contractor to the workman both for outward and return journeys and wages for the period of such journeys is also paid to such migrant workman by the contractor.                                              |
| <b>Maintenance of Registers and Records</b>           |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Sec 23(1) and Rule 33                                 | To ensure maintenance and production of register of contractors in Form No XII with up-to-date information at the time of inspection by the Inspector.                                                                                                                                                                                                                                                 |
| Sec 23(1) and Rule 34                                 | To ensure maintenance and production of register in Form No XIII in respect of every establishment where migrant workmen are employed by him with up-to-date information at the time of inspection by the Inspector.                                                                                                                                                                                   |
| Sec 23(1) and Rule 38(1)                              | To ensure that all Registers and Records required to be maintained under the Act and Rules, unless otherwise provided for, is kept at an office or the nearest convenient building within the precincts of the work-place or at a place, if any specified by the inspector on specific request made by the contractor in this behalf.                                                                  |
| Sec 23(1) and Rule 38(2)                              | To ensure that all registers are maintained legibly in English or Bengali and in the language understood by the majority of the migrant workmen engaged in the work.                                                                                                                                                                                                                                   |
| Sec 23(1) and Rule 38(4)                              | To ensure that all registers and other records maintained under the Act and Rules are produced on demand before the Inspector.                                                                                                                                                                                                                                                                         |
| Sec 23(1) and Rule 38(5)                              | To ensure that a "Nil" is made across the body of the prescribed Registers of Deduction, Fines or Overtime at the end of each wage period in case no deduction or fine is imposed or no overtime has been worked during the wage period.                                                                                                                                                               |
| Sec 35(2) read with Rule 41(1)                        | To ensure that annual return in Form XXIV(Single Integrated Return) reaches the registering officer concerned not later than 15th February following the end of the year, to which it relates, with a copy thereof sent to the registering officer of the State from which the migrant workmen have been drafted and engaged in the establishment during the period in question.                       |

**Duties of Employer under the "Maternity Benefit Act, 1965".**

| Sl No. | Section/ Rule | Duty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Rule 3        | (1) Maintenance of Muster Roll in prescribed Form-A<br>(2) To make available the Muster Roll for inspection during working hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.     | Rule 5(1)     | (1) To verify the notice in Form-E given by the woman to get maternity and other benefit due under the Act,<br>(2) To make payment to the woman, her nominee or legal representative as the case may be,<br>(3) In case of any doubt arising due to death of the woman employee, to deposit the amount due to the concerned woman to the Competent Authority within 2 months of the death,<br>(4) To obtain receipt in Form-F from the woman/ nominee/legal representative/ Competent Authority, as the case may be, in Form-F.<br>(5) To pay the medical bonus along with the 2 <sup>nd</sup> instalment of the maternity benefit.<br>(6) In death case payment to the concerned person within 2 months.<br>(7) To pay wages as per sec 9 or 10 to the eligible woman within 48 hours of production of Form-B/D |
| 3.     | Rule 6        | To provide break as per sec 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.     | Rule 12       | To supply to the women employees, Form- B/C/D/E/F/G/H and I, free of cost.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5.     | Rule 15       | To exhibit abstracts of provisions of the Act and Rules in Form-K.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6.     | Rule 16       | (1) Maintenance of Annual Returns in Form-L, M, N,<br>(2) Submission of Annual Return to the concerned Inspector on or before 21 <sup>st</sup> January every year.<br>(3) Submission of Return in case of sell, abandonment or discontinuity of establishment within specific time between end of preceding year and date of sale.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**Checklist for employer prior to inspection**

1. To ensure that all eligible woman employees are granted maternity leave as per the Act by maintaining proper record.
2. To ensure that all eligible woman employees are paid maternity benefit and other benefits as admissible under the Act and for that matter maintain Muster Roll in Form-A.
3. To maintain all Form-E as and when submitted by any woman employee.
4. To submit all applications to the Competent Authority having doubt regarding amount of benefit or entitlement.
5. To keep and make available the receipts where payments are made.

6. To maintain record regarding providing of break to eligible person as per sec 11 of the Act.
7. To display Form-K in a conspicuous place.
8. To maintain Annual Returns in Form-L, M and N and to submit within due period.

g.v-

**Checklist relating to Inspection under Minimum Wages Act ,1948 and rules made thereunder**

| Section & Or Rules                                       | Subject                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Wage ,Hours of Work,Overtime and other Conditions</b> |                                                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 12(1)                                                | To ensure that every employee engaged by the employer in scheduled employment is paid wage at a rate not less than the minimum rates of wages for that scheduled employment fixed by the notification without any deduction except as may be authorised and subject to such terms and conditions as may be prescribed.                                                                                       |
| Sec 13(1a)                                               | To ensure that no employee is made to work for more than the fix number of hours of work which shall constitute a normal working day,inclusive of one or more specified intervals.                                                                                                                                                                                                                           |
| Sec 13(1b)                                               | To ensure that all or any specified class of employee is allowed a day of rest in every period of seven days and payment of remuneration in respect of such days of rest.                                                                                                                                                                                                                                    |
| Sec 13(1c)                                               | To ensure that an employee is provided payment at a rate not less than the overtime rate for work on a day of rest.                                                                                                                                                                                                                                                                                          |
| Sec 14(1)                                                | To ensure that an employee,whose minimum rate of wages is fixed by an hour,by the day or by such longer wage period as may be prescribed , is provided payment at the overtime rate for work on any day in excess of the number of hours constituting a normal working day.                                                                                                                                  |
| Sec 12 (1) and Rule 21(1ia)                              | To ensure that wage period with respect to any scheduled employment for which wges have been fixed does not exceed one month and the wages of a worker in such employment is paid on a working day a) in case of establishments in which less than one thousand such persons are employed, before the expiry of seventh day after the last day of the wage period in respect of which the wgaes are payable. |
| Sec 12 (1) and Rule 21(1ib)                              | To ensure that wage period with respect to any scheduled employment for which wges have been fixed does not exceed one month and the wages of a worker in such employment is paid on a working day a) in case of other establishments before the expiry of tenth day after the last day of the wage period in respect of which the wgaes are payable.                                                        |
| Sec 12(1) and Rule 21(1ii)                               | To ensure that wages earned by any person, whose employment is terminated by or on behalf of the employer,is paid before the expiry of second working day after the day on which his employment is terminated.                                                                                                                                                                                               |
| Sec 12(1) and Rule 21(1iii)                              | To ensure that wages of an employed person is paid without deductions of any kind except those authorised by or under the Rules.                                                                                                                                                                                                                                                                             |
| <b>Display of Notices</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 18(2) and Rule 22(1)                                 | To ensure display of notices in Form-XII containing the minimum wages fixed together with extract of the Act and Rules made thereunder and the name and address of Inspector in English and in a language understood by the majority of the workers in the employment at the main entrance to the establishment and its office in a clean and legible condition.                                             |
| Sec 18(2) and Rule 22(2)                                 | to ensure that employer of Public Motor Transport exhibits a notice in Form XII duly filled in and signed,on every public motor vehicles owned by him,in addition to the notices under Rule 22(1).                                                                                                                                                                                                           |
| <b>Maintenance of Registers and Records</b>              |                                                                                                                                                                                                                                                                                                                                                                                                              |
| Sec 18(1) and Rue 23(1)                                  | To ensure that a register of wages is maintained with the particulars as mentioned in Rule 23(1a-1e) and produced before the inspector during inspection.                                                                                                                                                                                                                                                    |
| Sec 18(1) and Rue 23(2)                                  | To ensure that signature or thumb impression of every person employed is obtained in the register of wages and produced before the inspector during inspection.                                                                                                                                                                                                                                              |
| Sec 18(1) and Rue 23(3)                                  | To ensure that each entry in the register of wages is authenticated by the employer or any person authorised by him on his behalf .                                                                                                                                                                                                                                                                          |
| Sec 18(1) and Rue 23(5)                                  | To ensure that a Muster Roll in Form-V is maintained and produced before the inspector during inspection.                                                                                                                                                                                                                                                                                                    |
| Sec 18(1) and Rue 23(6)                                  | To ensure that a Register of Employees in Form-XIV is maintained and produced before the inspector during inspection.                                                                                                                                                                                                                                                                                        |
| Sec 18(1) and Rue 21(1iv)                                | To ensure that a Wage Slip in Form-XV is issued to every person employed by the employer at least a day prior to the disbursement of wages.                                                                                                                                                                                                                                                                  |
| Sec 18(1) and Rule 21(4)                                 | To ensure maintenance of Register of Fines in Form-I with up-to-date information at the work-spot and production of the same before the inspector at the time of inspection.                                                                                                                                                                                                                                 |
| Sec 18(1) and Rule 21(4)                                 | To ensure maintenance of Register of Deductions for damage or loss caused to the employer due to be neglect or default of the employed person in Form-I with up-to-date information at the work-spot and production of the same before the inspector at the time of inspection.                                                                                                                              |

|                          |                                                                                                                                                                                                                                                                                 |
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| Sec 18(1) and Rule 21(4) | To ensure maintenance of Register of Deductions for damage or loss caused to the employer due to be neglect or default of the employed person in Form-I with up-to-date information at the work-spot and production of the same before the inspector at the time of inspection. |
| Sec 18(1) and Rue 23(4)  | To ensure that a Overtime Register in Form-IV is maintained and produced before the inspector during inspection.To ensure further that a Nil entry is made in the register at the end of every wage period in case no overtime wage is paid.                                    |
| Rule 21(4A)              | To ensure that a return in Form -III (Single Integrated Return) is sent to the Labour Commissioner,West Bengal as well as to the Inspector of the area concerned so as to reach it not later than the 1st February following the year to which it relates.                      |
| Rule 23(A)               | To ensure that all the registers and records for the preceding three years are preserved and produced on demand before the Inspector.                                                                                                                                           |

S.V.

**Checklist for Employer under the Motor Transport Workers' Act, 1961.**

1. To ensure availability of "received" copy of Form No. I and Certificate of Registration in Form No II, renewed or amended as the case may be- Rule 4 to Rule 8.
  2. To ensure availability of Transfer Certificate of registration along with its Application, in case of transfer to another person- Rule 9.
  3. To ensure that registration number is marked on left hand side of every vehicle owned by the undertaking, as prescribed- Rule 13.
  4. To ensure availability of Form No III of all the adolescent motor transport workers in the undertaking- Rule 15.
  5. To ensure providing uniforms and rain-coats and washing allowances, free of cost to all entitled workers under the Act- Rule 16.
  6. To ensure providing First-aid boxes having prescribed equipment to all the M.T vehicles of his undertaking- Rule 17.
  7. To ensure display of Notice of hours of work in Form-IV, as prescribed Rule 19(1) and (2) and Rule 20.
  8. To ensure giving the Notice of change in hours of work, whenever required- Rule 19(3).
  9. To ensure availability of notice of work in holiday, days of holiday on that substituted day and changes if any, as prescribed by Rule 20 (1) (a), 20(1)(b), 20(2) and 20(3).
  10. To ensure availability of Form-V, regarding Compensatory Leave- Rule 21.
  11. To ensure availability of Form No. VI that is Register of Leave with wages of the workers- Rule 24.
  12. To provide Leave Book in Form-VII or any other Form, as may be accepted by the Chief Inspector, to all the M. T Workers under him- Rule 25.
  13. To ensure availability of Register of workers in Form-VIII. Or any such Register as approved by the Chief Inspector by order- Rule 26.
  14. To ensure availability of Muster roll of all workers in Form- IX. Or any such register as approved by the Chief Inspector by order- Rule 27.
  15. To ensure availability of Overtime Muster roll in Form-X or any such register as approved by the Chief Inspector by order- Rule 28.
  16. To ensure providing to all workers under him Individual Control Book in Form-XI or any such Individual Control Book as approved by the Chief Inspector by order and to make available original copies of such ICB- Rule 29.
  17. To furnish Quarterly Return in Form-XII to the Chief Inspector via Regional Inspector and registered union(s) or the workers, by the 15<sup>th</sup> of every month and to make available records of sending of the Returns- Rule 30.
- 5.4

Checklist relating to Inspection under the Payment of Bonus Act, 1965 and rules made thereunder

| Section & Or Rules   | Subject                                                                                                                                                                                                                          |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sec 26 and Rule 4(a) | To ensure maintenance and production of register at the time of inspection in Form A showing the computation of the allocable surplus as referred in Sec 2(4)                                                                    |
| Sec 26 and Rule 4(b) | To ensure maintenance and production of register at the time of inspection in Form B showing the set-on and set-off of the allocable surplus as referred in Sec 15.                                                              |
| Sec 26 and Rule 4(c) | To ensure maintenance and production of register at the time of inspection in Form C showing the amount of bonus due to each of the employees, the deductions under Section 17 and Section 18 and the amount actually disbursed. |
| Sec 26 and Rule 5    | To ensure that a return in Form -D (Single Integrated Return) is sent to the Inspector so as to reach him within 30(thirty) days after the expiry of the time limit specified in Section 19 for payment of bonus.                |

S.V.

**Checklist relating to Inspection under the Payment of Gratuity Act,1972 and rules made thereunder**

| Section & Or Rules    | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule 3(1)             | To ensure that a notice in Form-A is served by the employer concerned of a factory,shop,establishment or plantation to the Controlling Authority of area.                                                                                                                                                                                                                                                                                                                                                                                                            |
| Rule 3(2)             | To ensure that any change taking place in regard to the informtion furnished in Form-A is intimated in Form B to the Controlling Authority within thirty days of such change.                                                                                                                                                                                                                                                                                                                                                                                        |
| Rule 3(3)             | To ensure that the employer serves a notice in Form-C on the Controlling Authority of the area at least sixty days before the intended closure of his business.                                                                                                                                                                                                                                                                                                                                                                                                      |
| Rule 4(1)             | To ensure that an abstract of the Act and Rules made thereunder in English and in Hindi and in a language understood by the majority of employees specifying the name of the officer with designation authorised by the employer to receive on his behalf notices or applications under the Act and the Rules is displayed at a conspicuous place of the factory,plantation,shop or establishment by the employer.                                                                                                                                                   |
| Rule 4(2)             | To ensure that an abstract of the Act and Rules made thereunder in English and in Hindi and in a language understood by the majority of employees is displayed at a conspicuous place at or nearabout the main entrance of the factory,plantation,shop or establishment as the case may be.                                                                                                                                                                                                                                                                          |
| Sec 6 and Rule 6(2)   | To ensure that within thirty days of receipt of Nomination in Form-F ,the service particulars of the emplyee is verified with reference to the record of the factory,plantation ,shop or establishment,and after obtaining a receipt therefor ,the duplicate copy of the nomination in Form-F duly attested either by the employer concerned or an officer authorised in this behalf by him,as a token of recording of nomination by the employer concerned is returned to the employee concerned and the other copy is preserved permanently for further reference. |
| Sec 7 and Rule 8(1i)  | To ensure that within thirty days of receipt of application for payment of gratuity,a notice in duplicate in Form-L is issued by the employer concerned to the applicant employee ,nominee or heir,as the case may be specifying the amount of gratuity payable and fixing a date not being later than forty-fifth day after the date of receipt of the application,for the payment thereof.                                                                                                                                                                         |
| Sec 7 and Rule 8(1ii) | To ensure that a notice in duplicate in Form-M is issued by the employer concerned to the applicant employee ,nominee or heir,as the case may be specifying the reason why the claim for gratuity is not considered admissible.                                                                                                                                                                                                                                                                                                                                      |
| Sec 7 and Rule 8(4)   | To ensure that notice in Form-L or M is served on the applicant either by personal service after taking receipt or by registered post with acknowledgement due.                                                                                                                                                                                                                                                                                                                                                                                                      |
| Rule 9(4)             | To ensure that a register recording the details of payment made on account of gratuity is maintained by the employer.                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Checklist for Employer under the Payment of Wages' Act, 1958.**

1. To ensure availability of Register of Fines in Form I along with voucher/receipt(s) of disbursement made from the fines realised- Rule 4.
  2. To ensure availability of Register of deductions for damage or loss in Form II- Rule 5.
  3. To ensure availability of Register of wages with necessary details as per Rule 6.
  4. To display in conspicuous place notice of dates of payment- Rule 9.
  5. To ensure availability of records of requisition of power to impose fine as per Rule 11.
  6. To ensure availability of order of approval of list of acts and omissions as per Rule 12.
  7. To display the List of acts and omissions at a conspicuous place- Rule 13.
  8. To ensure that no person, other than the authorised persons have imposed fines- Rule 14.
  9. To ensure availability of Register of advances made to the employed persons in Form III- Rule 18.
  10. To ensure availability of records of submission of Return in Form IV within specified period- Rule 19.
  11. To ensure availability of Form of deposit in Form V- Rule 23.
- 5.21

**Checklist relating to Inspection under the Sales Promotion Employees(CS) ,1976 and rules made thereunder**

| Section & Or Rules   | Subject                                                                                                                                              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sec 5 and Rule 22(1) | To ensure that a letter of appointment in Form A is furnished to the Sales Promotion Employee by the employer                                        |
| Sec 7 and Rule 23(a) | To ensure that a Register of Sales Promotion Employees in Form-B is maintained by every establishment and produced at the time of inspection.        |
| Sec 7 and Rule 23(b) | To ensure that Service Books for every employee in Form-C is maintained by every establishment and produced at the time of inspection.               |
| Sec 7 and Rule 23(c) | To ensure that a register of Service Books for every employee in Form-D is maintained by every establishment and produced at the time of inspection. |
| Sec 7 and Rule 23(d) | To ensure that Leave Account for each employee in Form-E is maintained by every establishment and produced at the time of inspection.                |

S. V.

Checklist relating to Inspection under Building and Other Construction Workers (RECS) Act 1996 and rules made thereunder

| Section & Or Rules         | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sec 7 Rule 23 and Rule 24  | To ensure that Registration of Establishment is obtained as per the procedure laid down in the Act and Rules made thereunder and the same is produced during inspection.                                                                                                                                                                                                                                                                                                                                                   |
| Sec 7(4) Rule              | To ensure production of Certificate of Registration of Establishment along with amendment with the incorporation of all the latest information, if any.                                                                                                                                                                                                                                                                                                                                                                    |
| Sec 10                     | To ensure that no building worker is employed in the establishment which has not been registered or whose registration has been revoked as per the provisions of the Act and Rules made thereunder.                                                                                                                                                                                                                                                                                                                        |
| Sec 7 and Rule 26(1a)      | To ensure that the certificate of registration is non-transferable                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Sec 7 and Rule 26(1b)      | To ensure that the number of workmen employed as building workers in an establishment does not exceed, on any day, the maximum number specified in the certificate of registration.                                                                                                                                                                                                                                                                                                                                        |
| Sec 7 and Rule 26(2)       | To ensure that the change, if any, in the number of workmen or the conditions of work is intimated to the registering officer within fifteen days of such change.                                                                                                                                                                                                                                                                                                                                                          |
| Sec 7 and Rule 26(3)       | To ensure that before thirty days of commencement and completion of any building and other construction work, the employer submits a written notice in Form IV, to the Inspector having jurisdiction of the area where the said work is to be executed, intimating the actual date of commencement or completion of such construction work.                                                                                                                                                                                |
| Sec 7 and Rule 26(5)       | To ensure that the certificate of registration of establishment is displayed at a conspicuous place at the premises where the building and other construction work is being carried on.                                                                                                                                                                                                                                                                                                                                    |
| Sec 28(1b) and Rule 234(1) | To ensure that each building worker employed in building and other construction work is allowed a day of rest in every week (referred to as Rest day) which shall ordinarily be Sunday, but the employer may fix any other day of the week as rest day.                                                                                                                                                                                                                                                                    |
| Sec 28(1b) and Rule 234(1) | To ensure that the building worker is informed of the day fixed as the rest day and of any subsequent change in such rest day before the change is effected, by display of notice to that effect in the place of employment at the place specified by the Inspector having jurisdiction in this behalf.                                                                                                                                                                                                                    |
| Sec 28(1b) and Rule 234(2) | To ensure that no building worker employed in building and other construction work is required or allowed to work on a rest day unless he already had or will have a substituted rest day for a whole day on one of the five days immediately before or after such rest day.                                                                                                                                                                                                                                               |
| Sec 28(1b) and Rule 234(2) | To ensure that no substitution of rest day shall be made which results in a building worker working for more than ten days consecutively without a rest day for a whole day.                                                                                                                                                                                                                                                                                                                                               |
| Sec 28(1c) and Rule 234(4) | To ensure that if building worker employed in building and other construction is given a substituted rest day, he is paid wages for such rest day on which he worked at the overtime rate and wages for such substituted rest day at the rate applicable to the day preceding such substituted rest day.                                                                                                                                                                                                                   |
| Sec 28(2) and Rule 236(1a) | To ensure that no building worker employed in any building and other construction work is required or allowed to work continuously for more than fifteen hours a day inclusive of intervals of rest or sixty day hours in a week provided that intervals of rest not less than half an hour is given after every five hours of continuous service.                                                                                                                                                                         |
| Sec 28(2) and Rule 236(1b) | To ensure that no building worker employed in building and other construction work is required or allowed to work for more than ten consecutive days unless a rest of twenty four hours is given for rest of such worker.                                                                                                                                                                                                                                                                                                  |
| Sec 30(2) and Rule 237     | To ensure that notice showing the rates of wages of the building workers working in such establishment, hours of work of such worker, their wage periods, date of payment of such wages, names and addresses of the Inspectors having jurisdiction to such establishment and date of payment of unpaid wages to such workers, is displayed at a conspicuous place of the workplace on an establishment under his control, in English, Hindi and in the local language understood by the majority of such building workers. |
| Sec 30(2) and Rule 238     | To ensure that a copy of the notice referred to in Rule 237(1) is sent to the Inspector having jurisdiction and whenever any change occurs relating to facts contained in such notice, such change is communicated by the employer to such Inspector.                                                                                                                                                                                                                                                                      |
| Sec 46(1) and Rule 238(1)  | To ensure that a notice in Form IV is sent or cause to be sent before thirty days of commencement of building and other construction work, probable date of completion to the Inspector having jurisdiction over the area.                                                                                                                                                                                                                                                                                                 |

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| Sec 28 and Rule 233(4)    | To ensure that when the building worker works in any building and other construction work for more than nine hours on any day or for more than forty -eight hours in any week,he is,in respect of overtime work, entitled to wages at double the ordinary rate of wage.                                                                                                                                                |
| Sec 28 and Rule 233(2)    | To ensure that no person employed in an establishment is required or permitted to work in such establishment for more than five hours unless he has been allowed an interval of rest of not less than half an hour.                                                                                                                                                                                                    |
| Sec 28 and Rule 233(3)    | To ensure that the working day of every building and other construction worker is so arranged by the employer inclusive of the intervals of rest ,if any , it does not extend over more than twelve hours on any day.                                                                                                                                                                                                  |
| Sec 37 and Rule 246(1)    | To ensure that adequate Canteen is provided wherein not less than two hundred and fifty building workers are ordinarily employed.                                                                                                                                                                                                                                                                                      |
| Sec 37 and Rule 246(2)    | To ensure that Canteen consists of at least a dining hall with furniture sufficient to accommodate building workers using such canteen,a kitchen,store room,pantry and washing places separately for workers and for utensils.                                                                                                                                                                                         |
| Sec 37 and Rule 246(3i)   | To ensure that Canteen is sufficiently lighted at all times when any person has access to it.                                                                                                                                                                                                                                                                                                                          |
| Sec 37 and Rule 246(3ii)  | To ensure that the floor of the canteen is made of smooth and impervious material and the inside walls are lime-washed or colour washed at least once in every six months and the inside walls of the kitchen is lime-washed every three months.                                                                                                                                                                       |
| Sec 37 and Rule 246(4i)   | To ensure that the precincts of Canteen is maintained in clean and sanitary condition.                                                                                                                                                                                                                                                                                                                                 |
| Sec 37 and Rule 246(4ii)  | To ensure that waste water is carried away in suitable covered drains and is not allowed to accumulate in the surroundings of such canteen.                                                                                                                                                                                                                                                                            |
| Sec 37 and Rule 246(4iii) | To ensure that suitable arrangement is made for collection and disposal of garbage from such canteen.                                                                                                                                                                                                                                                                                                                  |
| Sec 37 and Rule 246(5)    | To ensure that building of the canteen is situated at the distance not less than fifteen point two metres from any latrine or urinal or any source of dust ,smoke or obnoxious fumes.                                                                                                                                                                                                                                  |
| Sec 37 and Rule 247       | To ensure that foodstuffs and other items to be served in the canteen is in conformity with the normal dietary habits of the building workers.                                                                                                                                                                                                                                                                         |
| Sec 37 and Rule 248       | To ensure that where a building and other construction work is situated at a distance of more than zero point two kilometers from the canteen provided under the Rule ,arrangement is made by the employer for serving of tea and light refreshment to such building workers at such place.                                                                                                                            |
| Sec 37 and Rule 249       | To ensure that charges for foodstuffs,beverages and other items serve in the canteen are based on 'No profit no loss' .                                                                                                                                                                                                                                                                                                |
| Sec 16 and Rule 249       | To ensure that price list of foodstuff,beverages and any other item served in the canteen is displayed in the canteen.                                                                                                                                                                                                                                                                                                 |
| Sec 32 and Rule 245(1)    | To ensure that adequate and suitable facilities for washing are provided for the building workers employed in every establishment.                                                                                                                                                                                                                                                                                     |
| Sec 32 and Rule 245(2)    | To ensure that adequate provision for availability of safe drinking water for all the workers in the establishment covered under the Act is provided.                                                                                                                                                                                                                                                                  |
| Rule 245(3 & 4)           | To ensure that separate and adequate screening facilities conveniently accessible and in clean and hygienic condition are provided for the use of male and female workers.                                                                                                                                                                                                                                             |
| Sec 33 and Rule 242       | To ensure that, where the females and males are employed,the latrines are provided in every establishment in the scale of at least one latrine for every 15 females or part thereof and for every 15 males or part thereof and where the no of males and females exceeds 100,the latrines are provided in the proportion to one latrine for every 25 males or females up to first 100 and one for every 50 thereafter. |
| Sec 33 and Rule 243       | To ensure that, where the males and females are employed,the latrines are provided in every establishment in the scale of at least one urinal for every 50 males and one urinals for every 50 females or part thereof and where the no of males and females exceeds 500,the urinals are provided in proportion to one urinal per 50 males or females up to first 500 and one for every 100 thereafter.                 |
| Sec 33 and Rule 244(1)    | To ensure that every latrine is under cover and so partitioned off so as to secure privacy and has proper door and fastening.                                                                                                                                                                                                                                                                                          |
| Sec 33 and Rule 244(2)    | To ensure that where both sexes are employed,a notice in the language understood by the majority of the workers" 'For Men Only ' and 'For Women Only " with the figure of a man or a woman ,as the case may be,is displayed outside each block of latrine and urinal.                                                                                                                                                  |
| Sec 33 and Rule 244(3)    | To ensure that latrines and urinals are conveniently situated and accessible to workers at all times at the establishment.                                                                                                                                                                                                                                                                                             |
| Sec 33 and Rule 244(4)    | To ensure that latrines and urinals are adequately lighted and maintained in a clean and sanitised condition at all times .                                                                                                                                                                                                                                                                                            |

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| Sec 30(1) and Rule 239     | To ensure that the employer maintains in respect of each registered establishment where he employs building workers ,a register of persons employed as building workers in Form XV .                                                                                                                                                                                                               |
| Sec 30(1) and Rule 240(1a) | To ensure that the employer maintains in respect of each work where he employs building workers ,a muster roll and a register of wages in Form XVI and Form XVII respectively.                                                                                                                                                                                                                     |
| Sec 30(1) and Rule 240(1b) | To ensure that a muster roll and a register of wages in Form XVI and Form XVII respectively is maintained by the employer and produced during inspection in respect of each work where he employs building workers .                                                                                                                                                                               |
| Sec 30(1) and Rule 240(1a) | To ensure that a wage-cum-muster roll in Form-XVIII is maintained by the employer ,where the wage period for such building worker is a fortnight or less,and produced during inspection.                                                                                                                                                                                                           |
| Sec 30(1) and Rule 240(1b) | To ensure that a register of overtime, register of fines and register of advances in Form XIX,Form XX and FormXXI respectively is maintained by the employer and produced during inspection in respect of each work where he employs building workers .                                                                                                                                            |
| Sec 30(1) and Rule 240(1c) | To ensure that a register of overtime in Form XXII for recording the number of hours of and the wages ,paid for,overtime work,if any is maintained by the employer and produced during inspection in respect of each work where he employs building workers .                                                                                                                                      |
| Sec 30(3) and Rule 240(2a) | To ensure that a service certificate in Form XXIV is issued to each of the building workers on termination of service on account of completion of such work or for any other reason.                                                                                                                                                                                                               |
| Sec 30(3) and Rule 240(2b) | To ensure that thumb impression of each of the building workers is obtained against each entries relating to him on the register of wages or muster-roll-cum-wages register and such entries are authenticated by the employer or his authorised representative.                                                                                                                                   |
| Sec 30 and Rule 240(5)     | To ensure that an abstract of the Act and Rules made thereunder in English and in hindi and in a language understood by the majority of such building workers is displayed at a conspicuous place of the work-site where building workers are employed by the employer.                                                                                                                            |
| Sec 30 and Rule 240(6)     | To ensure that the registers and other records required to be maintained under the Acts and Rules made thereunder are maintained complete and up-to-date and unless otherwise provided for,are kept at an office or the nearest convenient building within the precincts of the concerned workplace.                                                                                               |
| Sec 30 and Rule 240(7)     | To ensure that the registers and other records required to be maintained under the Acts and Rules made thereunder are maintained legibly in English and in Hindi or in a labguage understood by the majority of the building workers employed in such establishment.                                                                                                                               |
| Sec 30 and Rule 240(8)     | To ensure that every register or other records is preserved by the employer in original for a period of three calender years from the date of last entry therein.                                                                                                                                                                                                                                  |
| Sec 30 and Rule 240(10)    | To ensure that a 'Nil' entry is made in the relevant registers where no deduction has been made from the wage of a building worker or no fine has been imposed or no overtime work has been performed and no payment for overtime work has been made against such wage period.                                                                                                                     |
| Rule 241                   | To ensure that an annual return(Single Integrated Return) relating to a registered establishment is sent to the registering officerin Form XXV so as to reach him not later than the fifteenth February forllowing the end of each calender year with a copy to the Inspector having jurisdiction.                                                                                                 |
| Rule 250(a)                | To ensure ,at a construction site of a building and other construction work ,that wages of every building worker employed at such construction site where not less than one thousand such building workers are employed are paid before the expiry of seventh day and in other cases ,before the expiry of thenth day after the last day of the period in respect of which such wages are payable. |
| Rule 250(b)                | To ensure that wages earned by such building worker, whose employment is terminated by or on behalf of the employer,is paid before the expiry of second working day after the day on which his employment is terminated.                                                                                                                                                                           |
| Rule 250(c)                | To ensure that all payment of wages are made on a working day at such construction site and during the time an on a date notified in advance and in sace the work is completed ,the final payment of wages is made within forty eight hours of such completion of work.                                                                                                                            |
| Sec 28 and Rule 233(1)     | To ensure that no person employed in building and other construction work is required or allowed for more than nine hours on a day and forty -eight hours in any week.                                                                                                                                                                                                                             |
| Sec 28 and Rule 233(1)     | to ensure that no person under the age of 18 years is employed or deplved at any construction site.                                                                                                                                                                                                                                                                                                |

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| Sec 33 and Rule 244(5) | To ensure that latrines and urinals other than those connected with flush sewage system comply with the requirement of the public health authorities.                       |
| Sec 33 and Rule 244(6) | To ensure that water is provided by means of tap or otherwise conveniently accessible in or near latrines and urinals.                                                      |
| Sec 33 and Rule 244(7) | To ensure that walls, ceilings and partitions of every latrine and urinal are white-washed or colour-washed to be repeated once in every period of four months.             |
| Sec 32 and Rule 245(1) | To ensure that adequate and suitable facilities for washing is provided and maintained for the use of building workers employed therein.                                    |
| Sec 32 and Rule 245(2) | To ensure availability of safe drinking water for all the workers in every establishment covered by this Act.                                                               |
| Sec 32 and Rule 245(3) | To ensure that separate and adequate screening facilities which are provided for use of male and female workers.                                                            |
| Sec 32 and Rule 245(4) | To ensure that separate and adequate screening facilities provided for use of male and female workers are conveniently accessible and kept in clean and hygienic condition. |

AN

| Checklist relating to Inspection under West Bengal Shops & Establishments Act ,1963 and rules made thereunder |                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section & Or Rules                                                                                            | Subject                                                                                                                                                                                                                                                                                                                                |
| <b>Registration</b>                                                                                           |                                                                                                                                                                                                                                                                                                                                        |
| Sec 16(1) and Rule 4                                                                                          | To ensure that the shopkeeper or employer applies in Form B(Part -I) for registration within 30 days from the commencement of business and produces the registration certificate (Part -II of Form-B) before the inspector at the time of inspection.                                                                                  |
| Sec 16(3)                                                                                                     | To ensure that the certificate of registration is displayed at a conspicuous place in the shop and establishment by the shopkeeper or employer .                                                                                                                                                                                       |
| <b>Notice of Change</b>                                                                                       |                                                                                                                                                                                                                                                                                                                                        |
| Sec 16(4) and Rule 5                                                                                          | To ensure that the shopkeeper or employer informs the registering authority by submitting Notice of Change (Form-C) together with the certificate of registration and requisite fees,if any,in respect of change in any particulars contained in Form-B (Part-I) within seven days after such change has taken place.                  |
| Sec 5,Sec 16(4) and Rule 6                                                                                    | To ensure that declaration of weekly closing days in case of a shop is not changed more than once in any year by the shopkeeper or employer .                                                                                                                                                                                          |
| <b>Notice of Winding up of Business</b>                                                                       |                                                                                                                                                                                                                                                                                                                                        |
| Sec 16(5) and Rule 7                                                                                          | To ensure that Notice of Winding up of the business of a shop or an establishment in Form-E accompanied by the Certificate of Registration is submitted within fifteen days of such winding-up to the registering authority and the employees .                                                                                        |
| <b>Notice of Weekly Closure</b>                                                                               |                                                                                                                                                                                                                                                                                                                                        |
| Sec 3(5) Sec 17 and Rule 11                                                                                   | To ensure that a Notice of Weekly Closure is displayed in Form-G in a conspicuous place in the shop and establishment by the shopkeeper or employer .                                                                                                                                                                                  |
| <b>Notice of Weekly Holidays</b>                                                                              |                                                                                                                                                                                                                                                                                                                                        |
| Sec 5 Sec 17 and Rule 12                                                                                      | To ensure that a Notice in Form-G is displayed in a conspicuous place in the shop and establishment by the shopkeeper or employer specifying the days of the week on which the persons employed in such shop or establishment shall be allowed full holiday and half holiday and the Notice is preserved for inspection for One year . |
| <b>Hours of Work</b>                                                                                          |                                                                                                                                                                                                                                                                                                                                        |
| Sec 6 (1)                                                                                                     | To ensure that the hour of opening in no shop is earlier than eight O' clock ,ante meridiem or the hour of closing is later than eight O' clock ,post meridiem.                                                                                                                                                                        |
| Sec 6(2)                                                                                                      | To ensure that no person employed in a shop is required or permitted to work in such shop for more than eight hours and a half on any one day and forty -eight hours in any week.                                                                                                                                                      |
| Sec 6(2i)                                                                                                     | To ensure that in any day and in any week in which stock taking ,making up accounts or such other business operation as may be prescribed takes place in a shop, no person employed in a shop is required or permitted to work in such shop for more than ten hours on any one day including overtime work. .                          |
| Sec 6(2ii)                                                                                                    | To ensure that total number of hours worked overtime by the person employed in a shop does not exceed one hundred and twenty hours in any one year.                                                                                                                                                                                    |
| Sec 6(3)                                                                                                      | To ensure that no person employed in a shop is required or permitted to work in such shop for more than five hours and half on any one day unless he has been allowed an interval of rest of at least one hour.                                                                                                                        |
| Sec 6(4)                                                                                                      | To ensure that the period of work and intervals for rest of every person employed in a shop is so arranged by the shopkeeper so that together they do not extend over more than ten hours and a half in any one day.                                                                                                                   |
| Sec 7 (1)                                                                                                     | To ensure that the hour of closing in hotel,restaurant,eating-house or café is not later than eleven O' clock ,post meridiem.                                                                                                                                                                                                          |
| Sec 7(2)                                                                                                      | To ensure that no person employed in an establishment is required or permitted to work in such establishment for more than eight hours and a half on any one day and forty -eight hours in any week.                                                                                                                                   |
| Sec 7(2i)                                                                                                     | To ensure that no person employed in an establishment is required or permitted to work in such establishment for more than ten hours on any one day including overtime work.                                                                                                                                                           |
| Sec 7(2ii)                                                                                                    | To ensure that total number of hours worked overtime by the person employed in an establishment does not exceed one hundred and twenty hours in any one year.                                                                                                                                                                          |
| Sec 7(3)                                                                                                      | To ensure that no person employed in an establishment is required or permitted to work in such establishment for more than five hours and a half on any one day unless he has been allowed an interval of rest of at least one hour.                                                                                                   |
| Sec 7(4)                                                                                                      | To ensure that the period of work and intervals for rest of every person employed in an establishment is so arranged by the employer so that together they do not extend over more than ten hours and a half in any one day.                                                                                                           |

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| Sec 17 and Rule 13 | To ensure that a register either in Form-I or in Form I(1) showing the daily hours of actual work and hours of rest against the name of each employee and also the hours of opening and closing of such shop or establishment, as the case may be is maintained and produced during inspection.                                                                            |
| Sec 9              | To ensure that no child who has not completed the age of twelve years is employed in any shop or establishment.                                                                                                                                                                                                                                                            |
| Sec 10             | To ensure that no woman is allowed or permitted to work a) in any establishment for public entertainment or amusement other than a cinema or a theatre, after six O' clock post meridiem or b) in any shop or commercial establishment, after eight O' clock post meridiem                                                                                                 |
| Sec 12             | To ensure that the person employed in shop or establishment, in case of his termination is paid wages for the period of privilege leave due to his credit at the time of such termination.                                                                                                                                                                                 |
| Sec 13             | To ensure that the wages paid to the persons employed in a shop or establishment in respect of overtime work is calculated at the rate of twice the ordinary rate of wages.                                                                                                                                                                                                |
| Sec 17 and Rule 21 | To ensure that a Leave Register is maintained in Form-J is maintained and produced before the inspector during inspection by the shopkeeper or employer .                                                                                                                                                                                                                  |
| Sec 17 and Rule 30 | To ensure that a Pay Register is maintained in Form-M is maintained and all entries therein is certified by the shopkeeper or the employer, as the case may be, in presence of two witnesses as specified in such form and produced before the inspector during inspection by the shopkeeper or employer .                                                                 |
| Sec 17 and Rule 38 | To ensure that notice is given to the Chief Inspector (where the shop or establishment is situated within Calcutta) or to the Inspector having jurisdiction over such area in Form-T of the intention of a shopkeeper or employer to require a person employed to work overtime on any day at least twenty four hours before such day                                      |
| Sec 17 and Rule 39 | To ensure that a Register of Overtime is maintained in Form-U is maintained and produced before the inspector during inspection by the shopkeeper or employer .                                                                                                                                                                                                            |
| Sec 17 and Rule 48 | To ensure that a visit book is maintained and produced before the inspector in which an inspector visiting the shop or establishment may record his remarks regarding any defects that may come to light at the time of his visit or give direction regarding production of any documents required to be maintained and produced under the provisions of the Act and Rules |
| Sec 17 and Rule 52 | To ensure that a Register of Employees is maintained in Form-W is maintained and produced before the inspector during inspection by the shopkeeper or employer .                                                                                                                                                                                                           |
| Sec 18 and Rule 53 | To ensure that all persons employed by the shopkeeper or the employer, as the case may be, are furnished with letters of appointment in Form X                                                                                                                                                                                                                             |

S.V

**Checklist relating to Inspection under West Bengal Workmen's House -rent Allowance Act ,1974 and rules made thereunder**

| Section & Or Rules | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sec 9 and Rule 4   | To ensure that a register in of house rent allowance in Form-A is maintained and produced at the time of inspection by the employer. (It will be sufficient compliance with the provisions of this rule if the employer maintains record of payment of house-rent allowance in any other register relating to payment of wages which the employer is required to maintain under any other law for the time being in force and the fact of maintenance of such register is intimated to the Controlling Authority.) |
| Sec 9 and Rule 13  | To ensure that a register of workmen in Form-J is maintained and produced at the time of inspection by the employer. (It will be sufficient compliance with the provisions of this rule if the information under this rule is maintained in any other register that the employer is required to maintain under any other law for the time being in force and the fact of maintenance of such register is intimated to the Controlling Authority.)                                                                  |
| Sec 9 and Rule 16  | To ensure that a Visit Book is maintained and produced on demand to the inspector visiting the establishment.                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sec 4              | To ensure that the employer pays to every workman house-rent allowance which shall be Five-Percent of the wages payable to the workman for his service in the industry during a month or rupees fifteen whichever is higher.                                                                                                                                                                                                                                                                                       |

S. V.

Checklist relating to Inspection under Working Journalists and Other Newspaper Employees(CS) and Miscellaneous Provisions Act ,1955 and rules made thereunder

| Section & Or Rules       | Subject                                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sec 17A and Rule 37(i)   | To ensure that register of employees in Form-D is maintained by every newspaper establishment and produced before the inspector during inspection.                                   |
| Sec 17A and Rule 37(ii)  | To ensure that Service Registers in respect of all working journalists in Form-E is maintained by every newspaper establishment and produced before the inspector during inspection. |
| Sec 17A and Rule 37(iii) | To ensure that Leave Registers in respect of all working journalists in Form-F is maintained by every newspaper establishment and produced before the inspector during inspection.   |
| Sec 17A and Rule 37(iv)  | To ensure that Muster Roll in Form-G is maintained by every newspaper establishment and produced before the inspector during inspection.                                             |

S.V.