

## Compliance Inspection under The Shops and Establishments Act

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

Name & address of the Establishment	
Name & address of the Employer	
Name & address of the Manager	
Name & designation of the Person incharge found at the time of inspection	
Date & time of Inspection Nature of Establishment	
<b>List of observation</b>	
1. Whether an intimation in Form 1-A as required Under clause (1) of Sub-section (2) of Section 10 submitted to the inspector. (Rule 3)	
2. Whether notice in Form B under sub-section (1) of Section 20 exhibited by the Employer (Rule 4)	
3. Whether the following registers duly bound & page marked are being maintained:	
(a) Register of Employees in Form-C	
(b) Register of wages of Employees in Form D	
(c) Register of Deductions in Form E (Rule 5)	
4. Whether the payment of overtime work	

the Employer on the next pay day. (Section 16/Rule-3)	
5. Whether any woman employee was entitled for Maternity benefit and was paid to her immediately i.e. within one week after the date of delivery. (Section 31/Rule 12)	
6. Whether a statement in Form F in triplicate for registration of an establishment submitted to the Inspector. (Section 13/Rule 13)	
6(a) Whether Registration Certificate needs any amendment, if so, whether notice in Form C alongwith Registration Certificate submitted to the Inspector? (Section 13(4)/Rule 13(2)	

6(b) Whether a statement in Form F in triplicate alongwith Treasury Receipt for Rs. .... /- as registration fee for the period .....to ..... submitted to the inspector for Registration No ..... and grant of

<p>6(b) Whether a statement in Form F in triplicate alongwith Treasury Receipt for Rs. .... /- as registration fee for the period .....to ..... submitted to the inspector for Registration No ..... and grant of Registration Certificate? (Section 13/Rule 13(1))</p>	
<p>7. Whether the Establishment kept clean and free from dirt and refuses, sufficiently lighted and properly ventilated. (Rule 16(1) (i,ii,iii)).</p>	
<p>8. Whether establishment is white-washed once in a year and notice indicating the last white washing &amp; varnishing exhibited in the premises? (Rule 16(1)(iv))</p>	
<p>9. Whether effective means of drainage provided (in case of wat flooring) ? (Rule 16(2)).</p>	
<p>10. .Whether sufficient supply of drinking-water fit for human consumption stored in sheltered place &amp; kept properly for the use of persons employed? (Rule 16(3)).</p>	

fit for human consumption stored in sheltered place & kept properly for the use of persons employed? (Rule 16(3)).	
11. Whether spittoon in a clean and hygienic condition with a disinfectant in liquid or sand covered with lime provided? (Rule 16(4)).	
12. Whether washing facilities such as soap. Towel, nail brushes for the use of workers in the case of workshop or manufacturing Process with a view to their use, transport or sale provided? (Rule 16 (5)).	
13. Whether effective measures such as Exhaust appliance to prevent dust, fume or other impurity of such nature provided? (Rule 16(6)).	
14. Whether dangerous parts of machinery while in motion, securely fenced by safeguards of substantial construction? (Rule 17(1)).	
15. Whether suitable devices for cutting of power	

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

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

May prosecute for violation on .....