

Compliance Inspection under The Payment of Bonus Act, 1965-

INSPECTION PROFORMA UNDER THE PAYMENT OF BONUS ACT, 1965		
1.	Inspection Report by	
2.	Date and time of Inspection	
3.	Name and address of the Establishment	
4.	Name and address of the Employer Person responsible (under Section 2(14))	
5.	Date of establishment of factory/ establishment	
6.	Date on which (i) factory started manufacturing process (ii) establishment started working	
7.	Date of commencement and completion of the Accounting year	from _____ to _____
8.	(a) Has the Employer opted for the closed of accounts and balance to any other day than 31 st March? (b) Has the option given exercised with the previous approval of the prescribed authority? (2) (1) (iii)	
9.	Has the gross profit been computed/calculated in the manner specified in the first/second schedule (under Section 4 (a) (b))	
10.	(a) Indicate the amount of	Available surplus Rs.
		Allocable surplus Rs.

11.	Has the calculation of direct tax payable by the Employer been made as permissible?	
12.	Whether the INFANCY PERIOD Completed? If so, from which date	
13.	No. of workers employed month wise during the closing year Name of month No. of workers	
14.	No. of workers entitled for bonus	
15.	Are all the workers entitled for payment of bonus have been paid bonus? (a) if not give details in Annexure-I (b) is there any case of short	

	payment of bonus? if so, give details in Annexure-II		
16.	Has the payment of bonus been made within the prescribed time limit? if not give details as per Annexure-III		
17.	Are the accounts of set on and set off of allocable surplus been carried on? If not give details as per Annexure-IV		
18.	ARE THE FOLLOWING REGISTERS being maintained? (i) Register of computation of allocable surplus in Form A (ii) Register of set on and set off of allocable surplus in Form B (iii) Register of Bonus paid to the employees for the accounting year ending..... in form C.		
19.	Are all the columns in the above register being properly filled in? If not, give the details of the cols. in which entry has not been made.		
20.	Name of the record in which violations have been record by the INSPECTOR.		
21.	Have the defects detected during previous inspection been removed? (a) if not give details in Annexure-V.		
22.	Give details/violations detected at the time of inspection in Annexure-VI.		
23.	Name and Designation and signature of the person found incharge at the time of inspection		