

Annexure I.

STATE ONLINE INSPECTION SCHEME

Objective: The Inspection Scheme aims to achieve the objective of **simplifying business regulations** and bring in **transparency** and **accountability** in labour inspections and will **stop multiple inspections** in a year on the same business enterprise. It envisages **objective criteria** for selection of units for inspection.

A. OFFICERS EMPOWERED TO UNDERTAKE INSPECTIONS:

- 1) Labour Inspectors.
- 2) Labour Officers.
- 3) Asst. Labour Commissioner.
- 4) Deputy Labour Commissioner.
- 5) Addl. Labour Commissioner.

B. Labour Laws Enforced By the Commissionerate of Labour, Assam.

1. Contract Labour (R&A) Act, 1970 and the Assam Rules framed thereunder.
2. Inter-State Migrant Workmen (R.E. & C.S.) Act, 1979 and the Assam Rules framed thereunder.
3. Motor Transport Workers Act, 1961 and the Assam Rules framed thereunder.
4. Assam Shops and Establishments Act, 1971 and the Assam Rules framed thereunder.
5. Beedi & Cigar Workers' (C.E) Act, 1966 and the Assam Rules framed thereunder.
6. Building and Other Construction Workers' (R.E. & C.S.) Act, 1996 and the Assam Rules framed thereunder.
7. Building and Other Construction Workers Cess Act, 1996 and the Assam Rules framed thereunder.
8. Minimum Wages Act, 1948 and the Assam Rules framed thereunder.
9. Payment of Gratuity Act, 1972 and the Assam Rules framed thereunder.
10. Child Labour (P & R) Act, 1986 and the Assam Rules framed thereunder.
11. Equal Remuneration Act, 1976 and the Assam Rules framed thereunder.
12. Payment of Wages Act, 1936 and the Assam Rules framed thereunder.
13. Payment of Bonus Act, 1965 and the Assam Rules framed thereunder.
14. Maternity Benefit Act, 1961 and the Rules framed thereunder.
15. Working Journalist and Other Newspaper Employees (C.S & M.P.) Act 1955 and the Assam Rules framed thereunder.

16. Sales Promotion Employees (C.S.) Act, 1976 and the Assam Rules framed thereunder.
17. Industrial Employment (Standing Order) Act, 1946 and the Assam Rules framed thereunder.
18. Plantations Labour Act, 1951 and the Assam Rules framed thereunder.
19. Trade Union Act, 1926 and the Assam Rules framed thereunder.
20. Employees Compensation Act, 1923 and the Assam Rules framed thereunder.
21. Bonded Labour System (Abolition) Act, 1976 and the Assam Rules framed thereunder.
22. Industrial Disputes Act, 1947 and the Assam Rules framed thereunder.
23. Cine Workers & Cinema Theatre Workers (R.E) Act, 1981 and the Assam Rules framed thereunder.

C. Criteria of Inspections:-

I. Mandatory inspections:-

In the following cases, the inspections will be mandatory for all units:-

- i. The establishments where fatal or serious accident has occurred.
- ii. The establishments where strikes/lock out/retrenchment has taken place.
- iii. Units which are defaulters as per provisions of applicable labour laws.
- iv. Closed establishments till their workers' dues are settled
- v. The establishment where anomalies/discrepancies are observed in the submitted self certified returns.
- vi. Complaints (workers, trade unions, managements, citizens etc.)

II. Optional inspections:-

Under this criteria online inspection list will be generated through computers using pre decided no. tables taking into account the risk assessment.

1. High risk establishment (50 %)
2. Medium risk establishment (30 %).
3. Low risk establishment (20 %)

Risk based assessment & categorization of establishment –

(a). Risk categorization on the basis of number of workers:

Risk in the perspective of the Labour department for categorization into risk, medium risk and low risk establishment relates to risk to the workers in terms of their entitlement viz. wages, bonus & other remuneration, leave, holidays, working hours, worksite facilities, safety & health, welfare and social security measures like gratuity, EPF, ESI, accident compensation etc.

Experience of the department indicates that the smaller the establishment the less is the compliance. Therefore small establishments employing up to 50 workers may be categorized high risk establishments.

Establishments having employees 51 to 100 have the tendency to comply with the labour laws to some extent and further compliance may be secured by some moderate action towards enforcement. Such establishments may be categorized as medium risk establishments.

Establishments having more than 100 workers generally comply with the labour laws to a reasonable extent due to their resourcefulness and further compliance may be secured by persuasive measures. These establishments may be categorized as low risk establishments.

All establishments having no employees are only required to be registered and no other provisions of labour laws are applicable to such establishments and therefore may be categorized no risk establishments and may be totally excluded from inspection system.

(b) Risk categorization on the basis of number of contract workers engaged:

There are certain establishments employing large number of contract workers some times more than the number of regular workers. In such establishments, the terms and conditions of employment of regular workers and contract workers are totally different and contract workers are prone to exploitation. The establishments employing contract workers be categorized as high risk establishments.

(c) Risk categorization on the basis of nature of activity of the establishment:

In certain activities workers are prone to exploitation besides risk of accidents and health hazardous. On the basis of activity the following establishment may be categorized as **high risk establishment**.

Establishment in High Risk Category:

1. Agarbati
2. Asbestos Cement Factories
3. Aluminium Industries
4. Agar Wood Industries
5. Beedi Making
6. Brick Making and Brick Kiln
7. Bought Tea Leaf Factory
8. Cotton Textile Mills
9. Cement Based Industry
10. Chakki Mills
11. Chemical & Pharmaceutical Industries
12. Candle Manufacturing
13. Coffee & Rubber Plantations
14. Engineering Industry including Motor Garages
15. Pan Masala and Gutkha Manufacturing Industries
16. Jute Bailing Industries
17. Jute Mills
18. Match Manufacturing
19. Metal Rolling, Re-Rolling Industry (Ferrous and Non-Ferrous)
20. Motor Body Building, Motor Transport Undertakings.
21. Plywood Industries
22. Rubber Processing and Rubber Manufacturing
23. Saw Mills
24. Sugar Industries
25. Tiles Manufacturing
26. L.P. Gas Distribution,
27. Oil & Gas Drilling Workers
28. Private Transport

29. Petrol Pump Workers
30. Construction or Maintenance of (1) Roads or Building Operation & (2) Stone Breaking and Stone Crushing
31. Employees in Electricity Board
32. Forestry & Timbering Operation
33. Hydro Electric Project
34. Printing Press
35. MSME (Micro, Small and Medium Enterprises)
36. Seasonal Spray Squads of NMEP under H&FW Deptt.,

On the same basis the following establishments may be categorized as **medium risk establishments**.

Establishment in Medium Risk Category:

1. Beverages Manufactories and Vending Establishment
2. Flour Mills
3. Food Processing
4. Gold and Silver Ornaments and other Articles of Artistic Design Manufacturing
5. Handicrafts
6. Ice-Cream and Ice-Candy Manufacturing and Vending Establishment
7. Ice Factory and Cold Storage
8. Paper Industries
9. Pottery Industries
10. Photo & Picture Frame Manufacturing
11. Poultry & Cattle Feed Manufacturing
12. Rice & Oil Mills
13. Soap Making Industries
14. Trunk & Bucket Manufacturing
15. Tanneries & Leather Manufacturing
16. Bakery,
17. Breweries & Distillery
18. Black Smith
19. Biscuit Manufacturing
20. Film (Production, Distribution & Exhibition) Industry
21. Carpentry & Masonry

22. Canteen & Clubs
23. Co-operative Consumers Societies
24. Cleaners
25. Coaching Academy including private Nursing institutes, English medium Schools and Technical Institutes
26. Earth Cutting, Earth Removing, Earth Filling and Earth Levelling Operation
27. Fruit Preservation
28. Gold Smith
29. Hair Cutting Saloon
30. Grass Cutting & Wood Cutting
31. Premises wherein Cows and Buffaloes or Both are kept for milking
32. Fooding & All other similar processes
33. Printing and Dying Clothes
34. Pathological Laboratories
35. Private Hospitals
36. Readymade Garments
37. Shops, Commercial Establishment covered by the Schedule Shop and Commercial Establishments, Eating House and Restaurants
38. Small Selling Cooked Food Staff
39. Transportation,
40. Marketing and Distribution of Petroleum Products
41. Tailoring Industries
42. Theatres
43. Tube-Well Sinking Workers, Helpers & Welders (Minor Engineering)
44. Edible Oil Workers
45. Agriculture
46. Contractors Estt. of the Forest Deptt
47. Co-operative Marketing Societies,
48. Dispensaries
49. Fishing
50. Casual / Muster Roll Workers in Flood Control Deptt.
51. Handloom Weaving Estt.
52. Horticulture Operation
53. Casual / Muster Roll Workers in Irrigation Deptt.

54. Khadi & Village Industry
55. Municipalities & Town Committees
56. Public Motor Transport Including ASTC
57. Casual / Muster Roll Workers employed in Public Health Deptt.
58. Poultry & Dairy Farm
59. Steamerghat
60. Sericulture Operation

Note – The above two (2) lists are subject to revision in a periodic manner (half yearly) for addition/modification of more establishments as and when necessary by the Central Analysis and Intelligence Unit (CAIU).

d. Risk categorization on the basis of submission of self certified cum consolidated Annual Returns.

Establishments who has not availed the self certification cum consolidated annual return scheme are considered to be in the high risk/medium category and establishments who has availed the self certification cum consolidated annual return scheme are considered to be in the low risk category.

A Central Analysis and Intelligence Unit (CAIU) for collecting, analyzing field level data for a transparent and accountable labour inspection system. The Central Analysis & Intelligence Unit (CAIU) of Commissionerate of Labour will monitor for any discrepancies or irregularities in the inspection process based on data and evidence keeping in view its priorities and the provisions of ILO C-81 and initiate necessary action accordingly.

The proposed unit of “CAIU” will be headed by the Addl. Labour Commissioner with three (3) Deputy Labour Commissioners, all District Heads of Offices as its members and the Nodal Officer, EODB, H.Q. as the facilitator.

D. Data base of Establishments:

The following are the sources of data base of establishments for online inspection.

1. Data of establishments registered / renewed under the Assam Shops & Establishments Act, 1971.
2. Data of establishments registered under the Contract Labour (Regulation & Abolition) Act, 1970
3. Data of Contractors/Contractor's establishments licensed under the Contract Labour (Regulation & Abolition) Act, 1970
4. Data of establishments registered under The Inter State Migrant Workman's (R.E. & C.S) Act, 1976
5. Data of establishments registered under The Building and other Construction Workers (R.E. & C.S.) Act, 1996.
6. Data of establishments registered under The Plantations Labour Act, 1951.
7. Data of Establishments/vehicles registered under the Motor Transport Workers Act, 1961.
8. Data of Contractors/Contractor's establishments licensed under The Inter State Migrant Workman's (R.E. & C.S) Act, 1976.
9. Data of Establishments submitting online combined annual returns.
10. Complaints received/lodged for irregularities by workers, trade unions, citizens etc.

E. Methodology:

- i. Employers to feed master data and periodical returns.
- ii. Inspectors to feed detailed inspection report.
- iii. Computer programme to be provided by NIC/Agency (selected) taking into account the criteria.
- iv. Mandatory inspection will be done as per requirement with complete documentation and reporting to head of office/CAIU.
- v. Optional inspection done once a year or as per requirement subject to permission from head of offices/CAIU.
- vi. The entire inspection would be done according to the single check list and procedures formulated in this regard. A single composite inspection format is defined.
- vii. System ensures that the same establishment is not allotted to the same inspector for a period of 2 years.

- viii. Link for the Online Inspection Portal will be provided in the Home Page of the Department Web Site and inspecting officers are required to login with the User ID provided to them. Option to change the pass word will be provided and inspecting officers are advised to change the password provided initially in the trial run and not to share the same with others. After login to the inspection portal, the Inspecting officer should note down the list of establishments to be inspected by him/her during the month and proceed to undertake the online inspections including the list of establishments inspected as part of mandatory inspections in the preceding month.
- ix. Computerized generation of inspection programme and communication to the inspecting staff keeping in view the confidentiality aspects. The inspecting officers shall take up online inspection of Establishments as allocated by the system for the month. On the 28th of the previous month, system allocates the establishments to be inspected by each inspecting officer in the next month and inspections according to the generated list should be completed by subsequent online filing of the inspection reports.

F. General Instructions:

- i. The inspecting officer has to maintain registers of the establishments under his jurisdiction and inspection reports in an **online format**.
- ii. He has to record the statement of workers present at the time of inspection.
- iii. In case of contradiction in the statements of employer's, worker and entries in the record, the inspecting officer will seize the relevant records according to the provisions of the labour laws applicable.
- iv. The inspection report should be uploaded within **72 working hours** by the Inspector.
- v. The inspection process should be **logically completed** with removal of the irregularities alongwith a **compliance report** submitted by the employer in this regard **or in prosecution filed** in an appropriate Court of law within three months from the date of **inspection. (Details should be uploaded online.)**
- vi. The inspection should be carried out during the normal working hours as far as possible.
- vii. The main object of the online inspection system is to provide ease of compliance of law by the Industry while protecting the interest of the workers. The information about the online inspection shall be publicized by placing in the web site of the

- department and bring awareness to the employer to comply with the statutory provisions without physical touch point.
- viii. Soft copy back up of the entire report / records should be maintained individually by the concerned officer for any eventuality.
 - ix. Entries of remark of appreciation/violations by the inspecting staff will be recorded in ACRs of the Inspecting officer.
 - x. The inspection process/report is being simplified and will be under continuous review/revision.

COMPOSITE INSPECTION FORMAT

Date-..... Time.....

Report on Inspection conducted under various Labour Laws.

- 1. Date & time of inspection :
- 2. Name and address of the establishment :
- 3. Name of the Act (s) under which the establishment is registered with Regn. No. & date :
- 4. Brief description of the trade/Business/undertaking/ work /product :
- 5. Name and address of the employer/occupier with Telephone /mobile Number (off/Res) & Email address :
- 6. Name and address of the Managing Director/General Manager/Manager or person responsible for supervision and control of the establishment :
- 7. Number of workers employed :

	Permanent/Regular Workers				Temporary/Casual worker				Contract labour			
	Adult		Non Adult		Adult		Non Adult		Adult		Non Adult	
	M	F	M	F	M	F	M	F	M	F	M	F
Unskilled												
Semi-Skilled												
Skilled												

	Migrant Workers			
	Adult		Non Adult	
	M	F	M	F
Unskilled				
Semi-Skilled				
Skilled				

8. Rate of wages paid:

	Permanent/Regular Workers				Temporary/Casual worker				Contract labour			
	Adult		Non Adult		Adult		Non Adult		Adult		Non Adult	
	M	F	M	F	M	F	M	F	M	F	M	F
Unskilled												
Semi-Skilled												
Skilled												

9. Date of Commencement of business/calling/ :
services establishment/Production/manufacturing

10. Name and address of the person representing :
the employer /management present at the
time of inspection :

Check list for Inspections-

A) Assam Shops & Establishment Act, 1971 & the Rules made thereunder.

1. Whether provisions of this Act are applicable to the establishment?
2. If yes;
 - a. Whether the establishment has been registered? If yes, Regd. No. & date details of workers and the nature of employment along with copies of appointment letters.
 - b. Time of opening and closing of the establishment.

- c. Whether the notified wages have been paid within prescribed time limit if not, details of unpaid wages.
 - d. Whether yearly lime washing is done?
 - e. Whether the establishment is found open on the day of the weekly holiday or before and after prescribed time limits.
 - f. Whether prescribed registers are maintained and kept? If not, extent of violations:
 - g. Whether prescribed notices/visit book/abstract of the Act and the Rules displayed?
 - h. Whether prescribed Return has been submitted within prescribed time limit?
 - i. Any other violation of the provisions of the Act and Rules noticed.
- 3) Summary of violation (mention relevant Sections and Rules in additional sheets if required).

B) Motor Transport Workers Act, 1961 & the Rules made thereunder.

- 1. Whether provisions of this Act are applicable to the establishment?
 - 2. If yes:
 - a. Whether the vehicle has been registered under M.T.W. Act. If yes, Regd. No. & date, details of workers and the nature of employment along with copies of appointment letters.
 - b. Whether registration is renewed?
 - c. Whether the notified wages have been paid within prescribed time limit if not, details of unpaid wages.
 - d. Whether adequate uniforms are provided to the workers?
 - e. Whether prescribed registers are maintained and kept? If not, extent of violations:
 - f. Whether prescribed notices/visit book/abstract of the Act and the Rules displayed?
 - g. Whether prescribed Return has been submitted within prescribed time limit?
 - h. Any other violation of the provisions of the Act and Rules noticed.
- 3) Summary of violation (mention relevant Sections and Rules in additional sheets if required).

C) Payment of Wages Act, 1936 and Rules made thereunder

- 1. Whether provisions of this Act are applicable to the establishment?
- 2. If yes:
 - a. Period of wages payable-monthly/Fortnightly/weekly/daily.
 - b. Whether the wages have been paid within prescribed time limit ? If not, details of unpaid wages.

- c. Whether prescribed registers are maintained and kept? If not, extent of violations:
- d. Whether prescribed notices are displayed?
- e. Whether prescribed Return has been submitted within prescribed time limit?
- f. Any other violation of the provisions of the Act and Rules noticed.
- 3) Summary of violation (mention relevant Sections and Rules in additional sheets if required).

D) Minimum Wages Act, 1948 and Rules made thereunder

- 1. Whether provisions of this Act are applicable to the establishment?
- 2. If yes:
 - a. Whether notified minimum wages along with V.D.A. has been paid to all the employees within prescribed time limit?
 - b. Whether the weekly rest is provided to the employees with wages for the day of rest and payment for over time is made at the prescribed rate?
 - c. Whether the wages have been paid within prescribed time limit ? If not, details of unpaid wages.
 - d. Whether prescribed registers are maintained and kept? If not, extent of violations:
 - e. Whether prescribed notices are displayed?
 - f. Whether prescribed Return has been submitted within prescribed time limit?
 - g. Any other violation of the provisions of the Act and Rules noticed.
- 3) Summary of violation (mention relevant Sections and Rules in additional sheets if required).

E) Payment of Bonus Act, 1965 and Rules made thereunder

- 1. Whether provisions of this Act are applicable to the establishment?
- 2. If yes:
 - a. No. of workers who completed 30 days of work or more in the preceding 12 months.
 - b. Total allocable surplus as form A.
 - c. Bonus pay to the workers/employees as form C.
 - d. Whether bonus has been paid to all eligible employees within prescribed time limit?
 - e. Rate of Bonus and Amount of Bonus.
 - f. Whether prescribed Registers are maintained & kept; If not, specify the extent of violations.
 - g. Whether prescribed Return has been submitted within prescribed time limit?
 - h. Any other violation of the provisions of the Act and Rules noticed.

- 1) Summary of violation (mention relevant Sections and Rules in additional sheets if required).

F) Equal Remuneration Act, 1976 & Rules made thereunder

1. Whether provisions of this Act are applicable to the establishment?
2. If yes:
 - a. Whether remuneration at equal rates paid to men and women workers for performing the same or similar nature of work? If not, specify the details of differential wages in a separate sheet.
 - b. Whether prescribed Register has been maintained and kept?
 - c. Whether prescribed return has been submitted within prescribed time limit.
3. Summary of violation (mention relevant Sections and Rules in additional sheets if required).

G) Child Labour (Prohibition and Regulation) Act, 1986 and Rules made thereunder

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

H). Contract Labour (Regulation and Abolition) Act, 1970 and Rules made thereunder

1. Whether provision of this Act are applicable to the establishment?
2. If yes:
 - a. Whether the establishment has been registered ? If yes, Regd. No. & date, maximum number of contract labour for which registration is granted.

- b. Details of contractor(s) and number of contract labour employed by each of the contractor(s) (give details of contract labour employed under each contractor(s) in a separate sheet.)
 - c. Whether the contractor(s) to whom this Act is applicable, obtained license? If yes, the details of license No. and date; period of validity, maximum number of contract labour for whom license obtained should be specified contractor wise?
 - d. Whether the welfare amenities as per this Act have been provided? If not, extent of violations?
 - e. Whether the principal employer ensured the presence of his authorized representative at the time & place of the disbursement of wages by the contractor(s) to the workmen?
 - f. Whether prescribed registers are maintained and kept? If not, extent of violations.
 - g. Whether prescribed notices have been displayed?
 - h. Whether prescribed returns have been submitted by the principal employer and the contractors within prescribed time limit?
 - i. Any other violation of the provisions of the Act and Rules noticed.
- 3) Summary of violation (specify the Sections and Rules in additional sheets if required).

1) Inter State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979 and Rules made thereunder

- 1) Whether provisions of this Act are applicable to the establishment?
- 2) If yes:
 - a. Whether the establishment has been registered if yes registration No. and date, maximum number of inter-state migrant workmen to be employed for whom registration obtained.
 - b. Name of source state from where I.S.M workers are brought in along with the certificate of the source state.
 - c. The details of contractors and maximum number of inter-state migrant workmen employed by them.
 - d. Whether the contractors to whom this Act is applicable, obtained license? If yes, specify the license no. and date, maximum number of inter-state migrant workmen for whom license is obtained?
 - e. Whether displacement allowance and journey allowance are paid to the inter-state migrant workmen?

- f. Whether pass books as per provisions under section 23 of the Act provide to the workers.
 - g. Whether facilities as per this Act and the state Rules have been provided to the inter-state migrant workmen? If not, extent of violation.
 - h. Whether prescribed registers are maintained and kept by the principal employer and the contractor(s) ? If not, extent of violations.
 - i. Whether prescribed returns have been submitted by the principal employer and contractor(s) within prescribed time limit
 - j. Any other violation of provisions of this Act and Rules noticed
- 3) Summary of violation (mention relevant Sections and Rules in additional sheets if required).

J) Maternity Benefit Act, 1961 & Rules made thereunder

1. Whether the provisions of this Act are applicable to the establishment?
2. If yes;
 - a. Whether the provisions of this Act & Rules made thereunder relating to payment of maternity benefit to women employed in the establishment are complied with? If not, extent of violations.
 - b. No. of female workers qualified for grant of maternity benefits.
 - c. No. of female workers applying for maternity benefits.
 - d. No. of female workers granted maternity benefits.
 - e. Total amount paid as maternity benefits.
 - f. Total no. of days of leave granted under the maternity benefits Act.
 - g. Whether prescribed register, record has been maintained and kept?
 - h. Whether abstract of the Act & the Rules made thereunder has been exhibited?
 - i. Any other violation of the provisions of the Act & Rules noticed.
- 3) Summary of violation (mention relevant Sections and Rules in additional sheets if required).

K) Payment of Gratuity Act, 1972 and Rules made thereunder

1. Whether the provisions of this Act are applicable to the establishment?
2. If yes:
 - a. Whether gratuity has been paid to eligible employees as per Sec. 4 of the Act?
 - b. No. of employees applied for gratuity.
 - c. No. of employee paid gratuity and the period of payment.
 - d. Whether prescribed notices have been displayed.
- 3) Summary of violation (mention relevant Sections and Rules in additional sheets if required).

L) Beedi and Cigar Workers (Condition of Employment) Act, 1966 and Rules made thereunder

1. Whether provisions of this Act are applicable to the establishment?
2. If yes:
 - a. Whether license has been obtained to use or allow to be used any place or premises as an industrial premises ? If yes, specify the license number, date and maximum number of employees for whom license obtained.
 - b. Whether provisions relating to cleanliness, ventilation, overcrowding, latrines & urinal, washing facilities, crèche, First-Aid and Canteen have been complied with ? If not, extent of violations.
 - c. Whether provisions relating to working hours wages for overtime work, interval for rest, spread over, weekly holidays, annual leave with wages have been complied with? If not, extent of violation.
 - d. Whether any child or women or young person has been employed in contravention of the provisions of Sections 24 and/or 25 ?
 - e. Whether prescribed registers, records have been maintained and kept
 - f. Whether prescribe notice have been displayed?
 - g. Whether prescribed return has been submitted within time limit?
 - h. Any other violation of provisions of the Act & Rules noticed.
3. Summary of violation (mention relevant Sections and Rules in additional sheets if required).

M) Building & Other Construction Workers (RE&CS) Act, 1996 & Rules made thereunder

1. Whether the provisions of the Act & Rules are applicable to the establishment?
2. If yes;
 - a. Whether the establishment has been registered? If yes, Regd. No. & date, maximum no. of workers of whom registration obtained.
 - b. Whether the provisions of the Act and Rules made thereunder pertaining to hours of work, rest intervals, weekly off. payment of wages etc. have been complied with? If not, extent of violation.
 - c. Whether the provisions of the Act. & Rules, made thereunder pertaining to safety and health measures have been complied with? **if not**, extent of violation,
 - d. Whether prescribed notices have been displayed?
 - e. Whether prescribed registers, records are maintained & kept?
 - f. Whether prescribed return has been submitted within time limit?
 - g. Any other violation of provisions of the Act & Rules noticed,
3. Summary of violation (mention relevant Sections and Rules in additional sheets if required).

N) Building & Other Construction Workers Welfare Cess Act, 1996 & Rules made thereunder:

1. Whether the provision of this Act are applicable to the establishment?
2. If yes;
 - a. Whether the employer has paid cess within the prescribed time period? If not, specify the details of unpaid cess amount.
 - b. Whether the employer has furnished information in Form 1?
- 3) Summary of violation (mention relevant Sections and Rules):

M) Working Journalists & Other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955 & Rules made thereunder

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

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

3) Summary of violation (mention relevant Sections and Rules in additional sheets if required).

O) Sales Promotion Employees (C.S.) Act, 1976 and Rules made thereunder

- 1. Whether provisions of this Act are applicable to the establishment?
- 2. If yes;
 - a. Whether letter of appointment in Form A has been furnished to sales promotion employees?
 - b. Whether leave facilities provided under the Act and Rules have been allowed to sales promotion employees?
 - c. Whether prescribed registers and records are maintained & kept?
- 3. Summary of violation (mention relevant Sections and Rules in additional sheets if required).

Specifically for Inspections of plantations

Date of current inspection :-

Findings :-

1. General Information:-

- a. Name & Address of Plantations :-
(Quote pin code no.)
- b. Name of Civil Sub-Division :-
- c. Employers Association :-
- d. Name of out gardens grant area wise :-
 - i. Hectares
 - ii. _____

Total=

2.

a. The P.L. Act registration No. and Year :-

b. Total grant area Hectares

- c. Comments of Inspector
13. Wholesome drinking water :
- a. Source of supply at worksite :
- b. Cleanliness of water and tankers used :
- c. Whether salted black tea supplied at worksite :
- d. Comments of Inspector :
14. Housing Accommodation :
- a. Total no. of Labour lines :
- b. Resident families : Labour Sub Staff Staff Para medical staff
- c. No. of housing provided :
- ❖ Standard qtrs. Non standard qtrs. Kutcha house
- d. No. of housing to be provided
- e. No. of latrine provided
- ❖ Chabua type latrines-
- ❖ No. of latrines to be provided
- ❖ Water points with platform
- ❖ No. of water points to be provided
- ❖ Bathing enclosures (with doors)
- ❖ No. of bathing enclosures to be provided
- ❖ Mesquite nets
- ❖ Line roads
- ❖ Comments of Inspectors on the shortfall
15. Source of water supply to labour lines
- a. Reservoirs b. Filtration plant c. Date of certification by PHE
- d. Comments if Inspector :
16. House rent compensation to non resident workers (per head):
- a. Monthly compensation rate (in Rs.) c. Beneficiaries:
- b. Total amount paid : d. Arrear amount if any: and the year
17. Annual Firewood supply:
- a. Resident Families c. Quantum per family
- b. Date of last supply d. Beneficiaries: e. Arrear if any & the year
18. Firewood compensation to the resident workers :
- a. Beneficiaries: b. Amount paid c. Date of payment
- d. Comments of Inspector

19. Certificate of fitness to non Adult workers :

a. No. of workers on date

- i. With certificate of fitness in Form No. 1.
- ii. Without certificate of fitness in Form No. 1.
- iii. Without Annual renewal of Form No. 1

b. Comments of Inspector

20. Medical Facilities

1. a. No. of Hospital MBBS Diploma Pharma: GNM: ANM:

Midwives : Health Asstt.:

b. No. of Dispensary : i. Attached : ii. Unattached

iii. No. of visiting MBBS

c. Ambulance if any at use-

d. General maintenance.

21. Community health of workers:

- a. Cases of _____
- i. Waterborne diseases: ii. Malaria
 - iii. Gastroenteritis iv. Encephalitis
 - v. Pesticide poisoning

b. Death cases if any in the last 3 years

22. Standard crèches for workers children-

(Scale; 1 for every 25 hectares tea part thereof)

a. No. of Bldg. Main garden Out garden

below 2 years

Above 2 years

b. No. of Wash rooms:

g. Items of liquid food:

c. No. of Water points:

h. Items of solid food:

d. No. of latrines :

i. Attached play ground:

e. Towels :

j. No. of children : Below 2

Above 2

f. Oil, Soap:

k. Crèche personnel's (Mazenga trained crèche
ayah)

m. Comments of Inspector

23. Outdoor crèches for children below 2 years

- a. Satellite crèches M. Garden
O. Garden

- b. No. of trained crèche i/c-
- c. No. of green leaf house at worksite used as crèches-
- d. Supply of water and latrines if arranged –
- e. Comments of Inspector –
- 24. Recreational facilities –

Main garden

Out garden

No. of

- a. Building
- b. Play ground
- c. Football
- d. Volleyball
- e. Carrom board
- f. Radio Set
- g. T.V. Set
- h. Furniture
- i. Comments of Inspector

25. Electrification of Labour Quarters:

- a. Quarters already electrified:
- b. Quarters pending to be electrified
- c. Comments of Inspectors

26. Labour line road electrification :

- a. No. of Line Roads
- b. No. of post with lights

27. Educational facilities

- a. No. of Govt. L.P. School.
- b. No. of Garden L.P. School
- i. Provincialised
- ii. Non Provincialised
- d. No. of Teachers
- i. Tea tribes
- ii. Others
- e. Pupils on roll
- f. Desks

- g. Tables
- h. Blackboard
- i. Maps
- j. Globes
- k. Latrines
- l. Water points
- m. Chairs
- n. Benches

Comments of Inspections

28. Notice of period of work

- a. Weather notice of period of work followed :
- b. If not the reasons thereof.
- c. Comments of Inspections
- 29. Sickness allowance
 - a. Cases recorded in form no. 7
 - b. No. of Beneficiaries
 - c. Amount paid and the year for which paid
 - d. Comments of Inspections
- 30. Leave with wages and the leave book.
 - a. No. of updated leave books maintain worker wise.
 - b. Whether lave with wages registered in form no. 10 maintained
 - c. Comments of Inspections
- 31. Name of well fair officers
- 32. Periodic reports and returns to CIP
 - a. Form the 4 date of submission.....
 - b. Form the 12 date of submission.....
 - c. Form the 13 date of submission.....
 - d. Comments of Inspections
- 33. Name of the workers who accompanied the inspector during inspections.
- 34. Name and address of the Contractor (s) engaged (if any) –

Signature of the Employer

Signature of the witness, if any

Signature of the Representative of the employer

Signature of Inspector with Name.

OFFICE OF THE

Spot inspection/memo No.....dated.....

Copy-forwarded..... (Employer/Occupier)

of M/s.....

Address.....for information. He is directed to submit a reply as to why legal action shall not be initiated for contravention of the provisions of the aforesaid labour laws.

Signature of the Inspector

Spot inspection/memo No..... dated.....

Copy forwarded to the:-

- i. Labour Commissioner, Assam/Assistant Labour Commissioner/Labour Officer
.....for favour of his/her kind information.
- ii. The Managing Director/C.E.O./C.O.O
.....for favour of his/her information.

Signature of the Inspector.