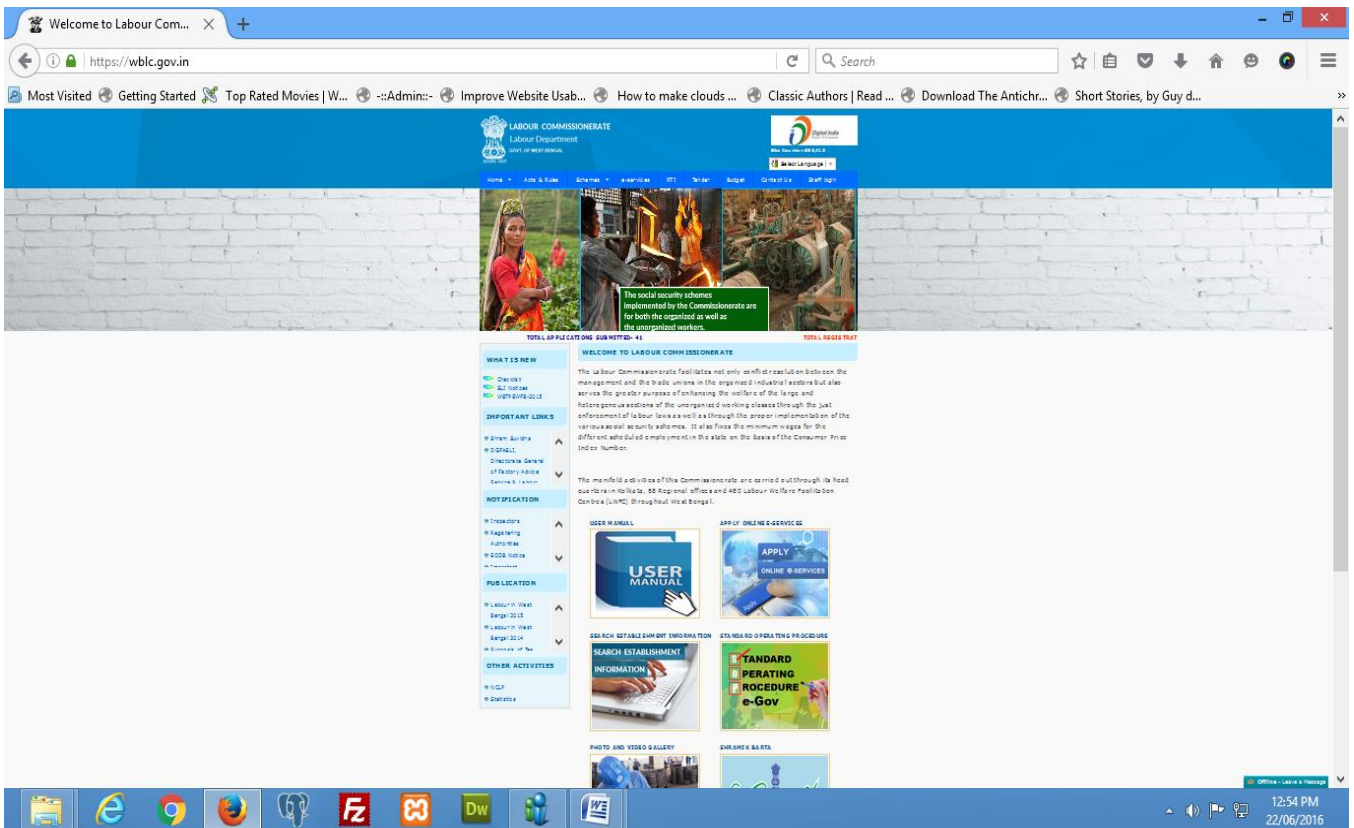


# Download Inspection Note for Payment of Gratuity Act by Applicant

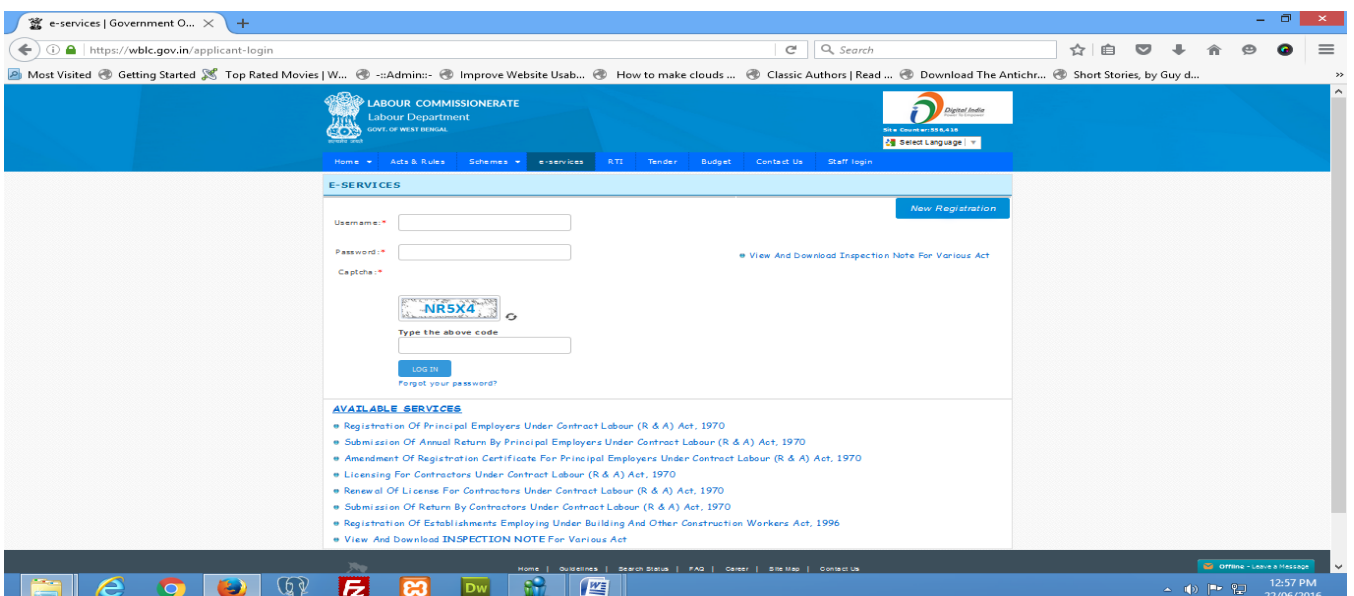
## Homepage of the Application of Labour Commissionerate

The user has to log into the system, open the web browser and type the url: [www.wblc.gov.in](http://www.wblc.gov.in) at the address bar of the web browser, the homepage of the website is as shown below.



## New user Registration form or Login form for registered user:

The new Applicant has to provide their minimum credentials in the below screen for one time registration only by click on the '**New Registration**' option under e-services menu link else login by providing the user name and password.



# New user Registration form:

The screenshot shows the 'USER REGISTRATION' form on the website. The form is divided into three main sections: 'Personal Information', 'Contact Information', and 'Login Information'.  
1. **Personal Information:** Includes fields for First Name, Middle Name, Last Name, Date of Birth (with a calendar icon), Gender (Male, Female, Transgender), ID Card Type (with a dropdown), ID Card Number, and a field to 'Enter your ID Card Number'.  
2. **Contact Information:** Includes fields for Email, Mobile Number, Other Contact Number, and Address. Below these are several dropdown menus for selecting District, Sub-District, Block, and Gram Panchayat. There are also dropdowns for 'Select Screen Resolution' and 'Select Role Station', and a field for 'PIN Code'.  
3. **Login Information:** Includes fields for Username, Password, and Confirm Password.  
A 'SUBMIT' button is located at the bottom of the form. The website header includes the Labour Commissionerate logo and navigation links like Home, Acts & Rules, Schemes, etc.

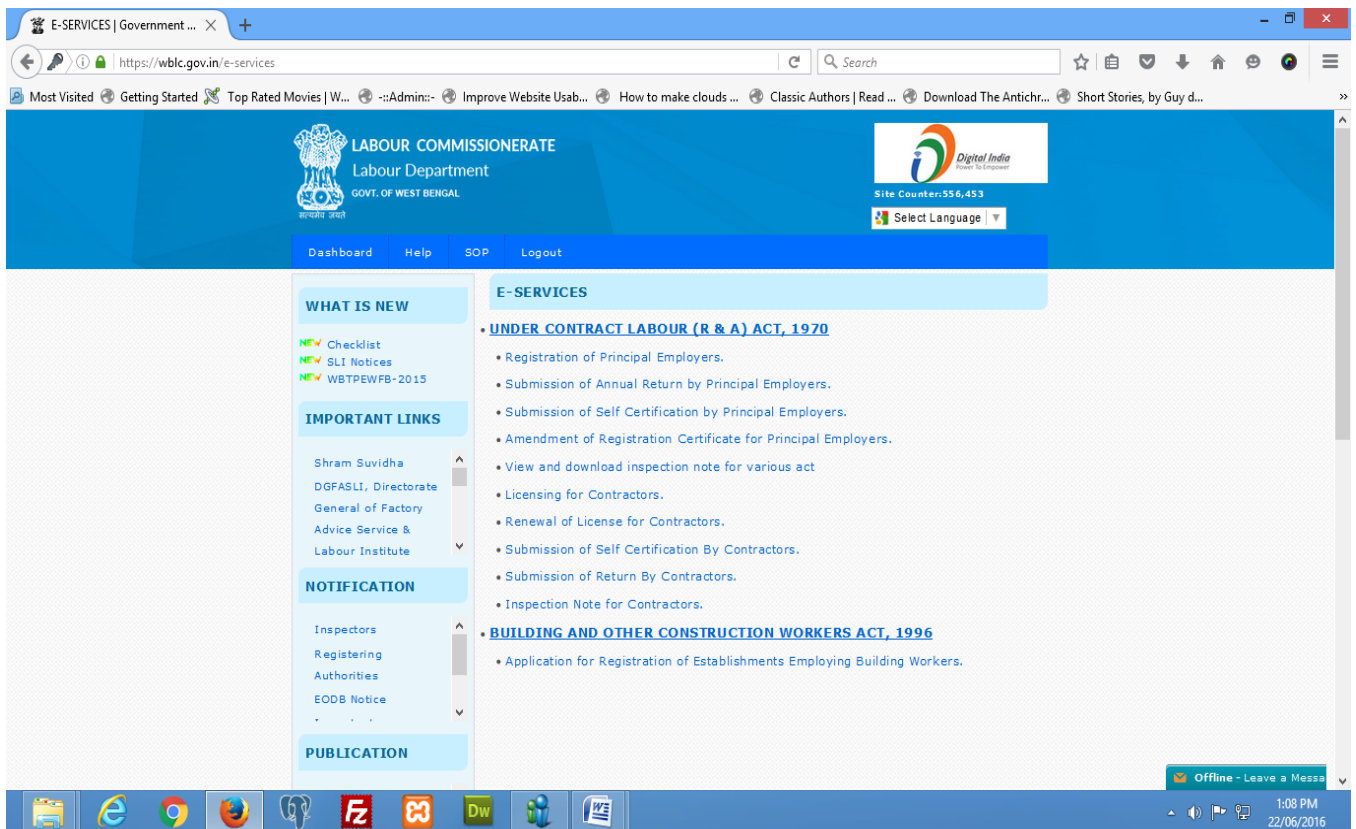
# Registered user Log into the Application:

The registered user log into the application by providing their user id, password and the captcha as shown in the image in the USER LOGIN screen below and proceed for view dashboard as shown in the screen below.

The screenshot shows the 'USER LOGIN' screen. The page has a navigation bar with 'e-services' selected. The main content area is titled 'E-SERVICES' and contains a login form with the following fields:  
1. **Username:** A text input field containing 'apatra'.  
2. **Password:** A password input field with masked characters (dots).  
3. **Captcha:** A captcha image showing the code 'XQJFG'. Below it is a text input field where the user has typed 'XQJFG'.  
4. **Buttons:** A 'LOG IN' button and a 'Forgot your password?' link.  
5. **Additional Links:** A 'New Registration' button and a link that says 'View And Download Inspection Note For Various Act'.  
6. **AVAILABLE SERVICES:** A list of services including 'Registration Of Principal Employers Under Contract Labour (R & A) Act, 1970', 'Submission Of Annual Return By Principal Employers Under Contract Labour (R & A) Act, 1970', etc.  
The website header includes navigation links like Home, Acts & Rules, Schemes, e-services, RTI, Tender, Budget, Contact Us, Staff login.

# User Dashboard:

After the User Successful login the users can view their dashboard as shown in the below screen and proceed to 'view and download inspection note for various act'.



Provide a reference number and press the 'continue' button to view the inspection report.

The screenshot shows the 'INSPECTION REPORT' page on the WBLG website. The page layout includes a top navigation bar with 'Dashboard', 'Help', 'SOP', and 'Logout' links. A sidebar on the left lists various categories like 'WHAT IS NEW', 'IMPORTANT LINKS', 'NOTIFICATION', and 'PUBLICATION'. The main content area is titled 'INSPECTION REPORT' and contains a form with the label 'Enter reference number: \*'. The input field contains the text 'LB-INSP-11', and a blue 'Continue' button is positioned below it.

The user can also download the different act wise inspection note from the list below the inspection report.

The screenshot displays the 'INSPECTION REPORT' page with detailed information. The page features a sidebar with navigation links such as 'Dashboard', 'My Profile', 'CLRA/PE', 'Contractor License', 'BOCWA', 'Submission of Self-Certification', 'Inspection Particulars', 'Help', 'Change Password', and 'Logout'. The main content area is divided into several sections: 'ESTABLISHMENT / EMPLOYMENT DETAILS', 'EMPLOYMENT DETAILS', 'VIOLATED INFRINGEMENT', and 'THE PAYMENT OF BONUS ACT, 1965 AND THE PAYMENT OF BONUS RULES 1975'. The 'VIOLATED INFRINGEMENT' section contains a table with the following data:

SL.NO.	INFRINGEMENTS
1	Section 2(4) and Rule 4(a) : By not producing computation of the allocable surplus for the accounting year ending on---- in Form A on demand.
2	Section 15 and Rule 4(b) : By not producing set-on and set-off allocable surplus in Form B on demand.
3	Rule 4(c) : By not producing Bonus paid to employees for the accounting year ending on---- in Form C on demand.
4	Rule 5 : By not submitting the Annual Return- Bonus paid to employees for the accounting year ending on---- in Form D on demand.
5	test

The 'THE PAYMENT OF BONUS ACT, 1965 AND THE PAYMENT OF BONUS RULES 1975' section also contains a table with the following data:

SL.NO.	INFRINGEMENTS
1	Section 2(4) and Rule 4(a) : By not producing computation of the allocable surplus for the accounting year ending on---- in Form A on demand.
2	Section 15 and Rule 4(b) : By not producing set-on and set-off allocable surplus in Form B on demand.
3	Rule 4(c) : By not producing Bonus paid to employees for the accounting year ending on---- in Form C on demand.
4	Rule 5 : By not submitting the Annual Return- Bonus paid to employees for the accounting year ending on---- in Form D on demand.
5	test

Inspection Report | Govern... X +

https://wbic.gov.in/inspection-report/view-establishment/bTBVSFRVY3ErbHM2bjFmRjByTDIwZz09

Most Visited Getting Started Top Rated Movies | W... Admin... Improve Website Usab... How to make clouds ... Classic Authors | Read ... Download The Antich... Short Stories, by Guy d...

EQUAL REMUNERATION ACT, 1976	
SL.NO.	INFRINGEMENTS
1	Section 9(4) : By not producing the relevant documents/ register for inspection/ verification. AAGesAS
2	qesASes

MINIMUM WAGES ACT, 1948 & W.B. RULES 1951	
SL.NO.	INFRINGEMENTS
1	Violated Sec. 12(1) by not paying the Minimum rate of wages fixed by the Govt.
2	Violated Sec. 13(1)(a) by engaging the employees beyond working hours fixed and by not allowing specified interval for rest
3	Violated Sec. 13(1)(b) by not providing a day rest for every period of seven days
4	Violated Sec. 14(1) by not paying overtime on a normal working day
5	Violated Sec. 18(2) & Rule 22(1) by not displaying the notices in form XIII
6	Violated Sec. 18(1) & Rule 23(1) by not maintaining Register of wages
7	Violated Sec. 18(1) & Rule 23(2) by not taking thumb impression of Signature of every employee employed on the register of wages
8	Violated Sec. 18(1) & Rule 23(3) by not authenticated the entries in the Register of wages by the employer or any person duly authorize by the employer
9	Violated Sec. 18(1) & Rule 23(4) by not maintaining the Overtime Register in Form IV.
10	Violated Sec. 18(1) & Rule 23(5) by not maintaining the Muster Roll in Form V.
11	Violated Sec. 18(1) & Rule 23(6) by not maintaining the Register of Employees in Form XIV.
12	Violated Sec. 18(1) & Rule 21(4) by not maintaining the Register of Fine in Form I.
13	Violated Sec. 18(1) & Rule 21(4) by not maintaining the Register of deduction for damage or loss in Form 11
14	Violated Sec. 18(3) & Rule 21(1)(v) by not issuing wages slip to the employees in form XV on a day prior to disbursement of wages
15	Violated Rule 21 (4A) by not submitting Annual Return for the year ending on 31st Dec
16	Violated Sec. 19(4) by refusing/not producing the relevant registers maintainable under the Act & Rules
17	Violated Sec. 19(2)(d) by making obstacle for seizing/taking copies of relevant registers/documents
18	

PAYMENT OF GRATUITY ACT, 1972 AND W.B RULES, 1973	
SL.NO.	INFRINGEMENTS
1	Rule 6(2) : By not preserving the notice in Form-F after proper attesting & recording the same.
2	Section 78(1)(a) : By not supplying relevant information with regard to the employment, employees etc.
3	Section 78(2) : By not producing any register, record notice or other document for the purpose, of examination or verification.
4	test

CONTRACT LABOUR (R & A) ACT, 1970 & W.B. RULES, 1972 THEIRUNDER, FOR CONTRACTORS	
SL.NO.	INFRINGEMENTS
1	Violated Rule 76 by not displaying Extract of the Act and after being approved the Labour Commissioner
2	Violated Rule 76 by not issuing employment card in Form X to each contract worker on the first day of their employment
3	Violated Rule 77 by not issuing Service certificate inform XV to the workmen whose service has been terminated
4	

W.B SHOPS & ESTABLISHMENTS ACT, 1963 AND W.B RULES, 1964	
SL.NO.	INFRINGEMENTS
1	Rule 54(2) : By not preserving and producing all the registers and for the prescribed period.
2	Rule 54(3) : By not having signature of shop-keeper/employer in the entries of the registers.
3	

PAYMENT OF WAGES ACT, 1936 & W.B. RULES, 1958	
SL.NO.	INFRINGEMENTS
1	Violated Sec. 13A(2) rule 7(3) by not preserving the Registers maintainable under the Rules for a period of three years.
2	Violated Sec. 19 by not submitting Annual Return in Form IV for the year at all or within the prescribed time.
3	

BOCWA REGISTRATION ACT	
SL.NO.	INFRINGEMENTS
1	Whether adequate and suitable facilities for washing are provided (Rule 245(1)):
2	

Offline - Leave a Message

2:20 PM  
22/06/2016

Inspection Report | Govern... X +

https://wbic.gov.in/inspection-report/view-establishment/bTBVSFRVY3ErbHM2bjFmRjByTDIwZz09

Most Visited Getting Started Top Rated Movies | W... Admin... Improve Website Usab... How to make clouds ... Classic Authors | Read ... Download The Antich... Short Stories, by Guy d...

PAYMENT OF GRATUITY ACT, 1972 AND W.B RULES, 1973	
SL.NO.	INFRINGEMENTS
1	Rule 6(2) : By not preserving the notice in Form-F after proper attesting & recording the same.
2	Section 78(1)(a) : By not supplying relevant information with regard to the employment, employees etc.
3	Section 78(2) : By not producing any register, record notice or other document for the purpose, of examination or verification.
4	test

CONTRACT LABOUR (R & A) ACT, 1970 & W.B. RULES, 1972 THEIRUNDER, FOR CONTRACTORS	
SL.NO.	INFRINGEMENTS
1	Violated Rule 76 by not displaying Extract of the Act and after being approved the Labour Commissioner
2	Violated Rule 76 by not issuing employment card in Form X to each contract worker on the first day of their employment
3	Violated Rule 77 by not issuing Service certificate inform XV to the workmen whose service has been terminated
4	

W.B SHOPS & ESTABLISHMENTS ACT, 1963 AND W.B RULES, 1964	
SL.NO.	INFRINGEMENTS
1	Rule 54(2) : By not preserving and producing all the registers and for the prescribed period.
2	Rule 54(3) : By not having signature of shop-keeper/employer in the entries of the registers.
3	

PAYMENT OF WAGES ACT, 1936 & W.B. RULES, 1958	
SL.NO.	INFRINGEMENTS
1	Violated Sec. 13A(2) rule 7(3) by not preserving the Registers maintainable under the Rules for a period of three years.
2	Violated Sec. 19 by not submitting Annual Return in Form IV for the year at all or within the prescribed time.
3	

BOCWA REGISTRATION ACT	
SL.NO.	INFRINGEMENTS
1	Whether adequate and suitable facilities for washing are provided (Rule 245(1)):
2	

Offline - Leave a Message

2:20 PM  
22/06/2016

Inspection Report | Govern... X +

https://wbic.gov.in/inspection-report/view-establishment/bTBVSFRV3ErbHM2bjFmRjByTDlwZz09

Most Visited Getting Started Top Rated Movies | W... --Admin-- Improve Website Usab... How to make clouds ... Classic Authors | Read ... Download The Antich... Short Stories, by Guy d...

1	Rule 54(2) : By not preserving and producing all the registers and for the prescribed period.
2	Rule 54(3) : By not having signature of shop-keeper/employer in the entries of the registers.
3	
<b>PAYMENT OF WAGES ACT, 1936 &amp; W.B. RULES, 1958</b>	
<b>SL.NO. INFRINGEMENTS</b>	
1	Violated Sec. 13A(2) rule 7(3) by not preserving the Registers maintainable under the Rules for a period of three years.
2	Violated Sec. 19 by not submitting Annual Return in Form IV for the year at all or within the prescribed time.
3	
<b>BOCWA REGISTRATION ACT</b>	
<b>SL.NO. INFRINGEMENTS</b>	
1	Whether adequate and suitable facilities for washing are provided (Rule 245(1)):
2	
<b>DOWNLOAD INSPECTION NOTE</b>	
<b>SR.NO</b>	<b>ACT</b>
1	BOCWA Registration Act <a href="#">Download</a>
2	Contract Labour (R. & A) Act, 1970 & W.B. Rules, 1972 thereunder, For Contractors <a href="#">Download</a>
3	The Payment of Bonus Act, 1965 and The Payment of Bonus Rules 1975 <a href="#">Download</a>
4	Equal Remuneration Act, 1976 <a href="#">Download</a>
5	Payment of Gratuity Act, 1972 and W.B Rules, 1973 <a href="#">Download</a>
6	Payment of Wages Act, 1936 & W.B. Rules, 1958 <a href="#">Download</a>
7	W.B Shops & Establishments Act, 1963 and W.B Rules, 1964 <a href="#">Download</a>
8	Minimum Wages Act, 1948 & W.B. Rules 1951 <a href="#">Download</a>

Home | Guidelines | Search Status | FAQ | Career | Site Map | Contact Us

Copyright © 2015 - 2016 Commissionerate of Labour - All Rights Reserved

All efforts have been made to make the information as accurate as possible. I.C. Govt. of West Bengal or National Informatics Centre (NIC), will not be responsible for any loss to any person caused by (inaccuracy in the information available on this Website. Any discrepancy found may be brought to the notice of I.C. Govt. of West Bengal or NIC.

Designed & Developed by 2015

Offline - Leave a Message

2:20 PM 22/06/2016

### Sample Downloaded Inspection Note of Payment of Gratuity Act.

1466589242payGr.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 1466589242payGr... x

1 / 2 46.7%

Labour Commissionerate  
Labour Department  
GOVT OF WEST BENGAL

**Inspection Note**  
**Establishment details**  
Name of the Industry/Establishment : Text  
Address Of Industry/Establishment :  
Address Line1 :test ,District: South 24 parganas,Sub-Division Name :Diamond Harbour,Block Name :Diamond Harbour Municipality,GP / Ward :10,Police Station :Diamond Harbour  
Nature of Industry/Business : Maintenance and Managerial Jobs

Name of the person present during this inspection : Sushanu Mahato  
Address of the person present during this inspection :  
Address Line1:Test address,District: South 24 parganas,Sub-Division Name :Diamond Harbour,Block Name :Diamond Harbour Municipality,GP / Ward :4,Police Station :Dhobakhat

**No. of workers employed**  
No of workmen of master role : Male : 110 Female : 5  
No of contractual labour : Male : 11 Female : 4  
No of other worker engaged : Male : 40 Female : 11  
Child Labour : Male : 0 Female : 0

Name of the Owner : Bappa Das  
Residential Address, Mobile no and Email of the owner :  
Residential Address : test,Mobile No : 9749680171,Email : sushanumh@gmail.com

Export PDF

**Adobe Export PDF**  
Convert PDF Files to Word or Excel Online

Select PDF File  
1466589242payGr.pdf x

Convert to  
Microsoft Word (\*.docx)

Document Language:  
English (U.S.) Change

Convert

Create PDF

Store and share files in the Document Cloud  
Learn More

3:20 PM 28/06/2016

1466589242payGr.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 1466589242payGr... x Sign In

2 / 2 46.7%

**Inspection Note Under Act Payment of Gratuity Act, 1972 and W.B Rules, 1973**

SL_NO	INFRINGEMENTS
1	Rule 6(2) : By not preserving the notice in Form-F after proper attesting & recording the same.
2	Section 7(1)(a) : By not supplying relevant information with regard to the employment, employees etc..
3	Section 7(2) : By not producing any register, record notice or other document for the purpose, of examination or verification.

**ADDITIONAL INFRINGEMENTS**

SL_NO	
4	test

Export PDF

**Adobe Export PDF**

Convert PDF Files to Word or Excel Online

Select PDF File

1466589242payGr.pdf

Convert to

Microsoft Word (\*.docx)

Document Language: English (U.S.) Change

Convert

Create PDF

Store and share files in the Document Cloud

Learn More

3:21 PM 28/06/2016