

Sr. No.	Recommendation	Response (Yes/No/NA)	Supporting Materials
304	Publish a well-defined inspection procedure and checklist on department's web site	Yes	

URL: <https://col.gujarat.gov.in/images/lc/Inspection-Procedure-Flowchart.pdf>  
<https://col.gujarat.gov.in/images/inspection-Checklist-3-31-2016.pdf>



The screenshot shows the website of the Commissionerate of Labour, Government of Gujarat. The page is titled 'Inspection' and features a table of documents available for download. The table is organized into columns for 'Word Document' and 'PDF', each with sub-columns for 'English' and 'Gujarati'. Two rows in the table are highlighted with red boxes: row 2, 'Inspection Procedure & Flowchart', and row 5, 'Inspection Checklist'. Both rows show a PDF icon and a file size of 100 KB and 98 KB respectively. The website also includes a navigation menu, a search bar, and a department login button.

No.	Form and Detail	Word Document		PDF	
		English	Gujarati	English	Gujarati
1	વિવિધ શ્રમ કાયદાઓ હેઠળની સંકલીત તપાસનોંધ	-	(78 KB)	-	(90 KB)
2	Inspection Procedure & Flowchart	-	-	(100 KB)	-
3	GR related to Inspection criteria & Timeline	-	-	-	(561 KB)
4	Joint Inspection Based on Computerized Risk Assessment Criteria for Labour Wing	-	-	(177 KB)	-
5	Inspection Checklist	-	-	(98 KB)	-

Page last updated on: 7/5/2016

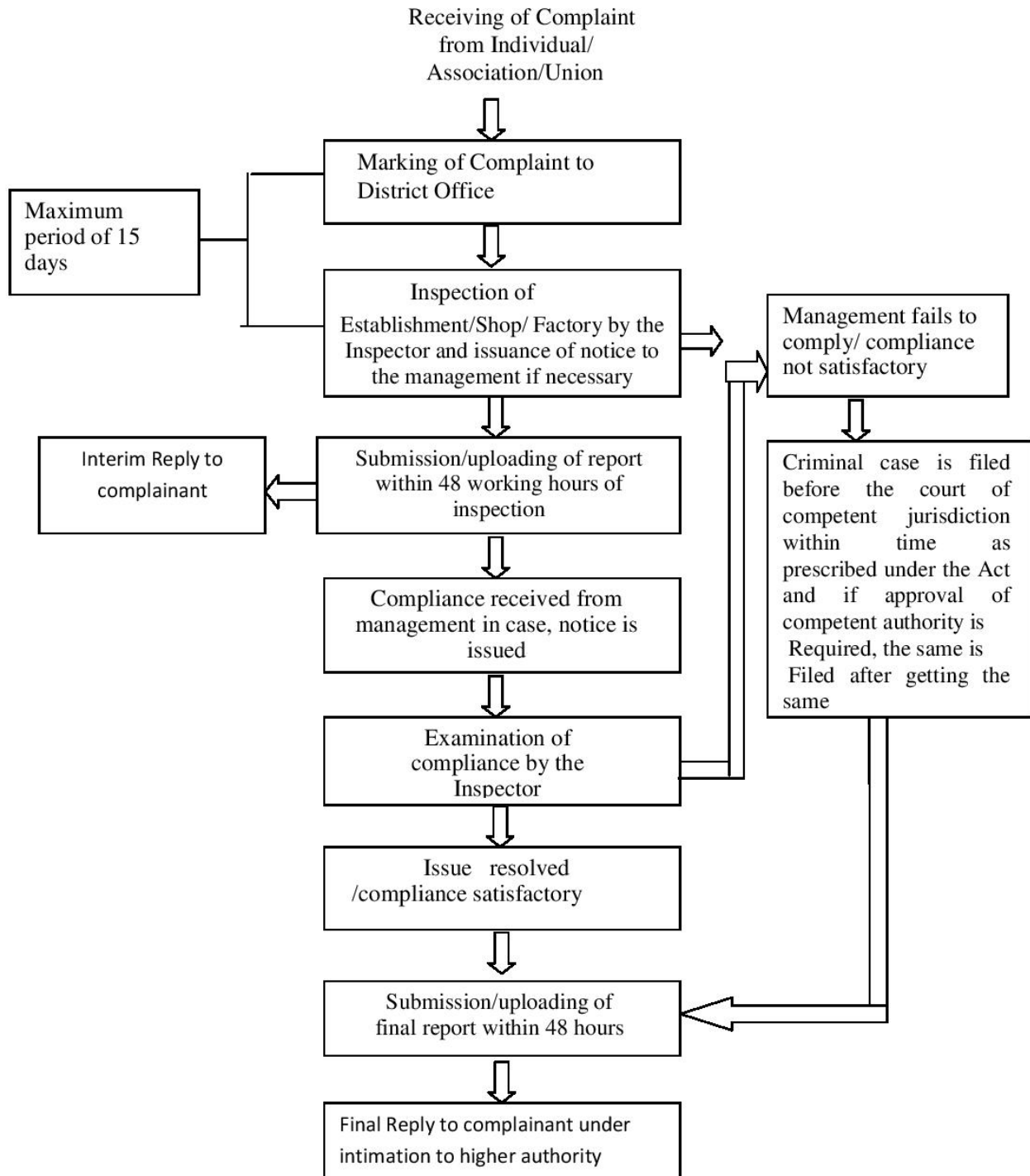
### **INSPECTION PROCEDURE FOR CARRYING OUT INSPECTIONS BY OFFICE OF THE LABOUR COMMISSIONER, GOVT. OF GUJARAT**

1. Inspections are carried out by Inspectors on the basis of complaints or references received from commissions, various departments, Ministries etc. or on directions received from higher authorities.
2. The Complaints are generally received from workers, trade unions representing workers.
3. Inspections are carried out by Inspectors normally within 30 days of receipt of complaint.
4. Notices under various Labour Laws are issued to the Employer on the spot for compliance of irregularities detected during the course of inspection.
5. Inspection reports are put up within 48 working hours of inspection to higher authorities and will be uploaded on website.
6. For non-compliances, which are not complied with by the management despite issuing notices, prosecution besides taking other legal actions; is filed before the competent Court of Law.
7. A final report is submitted to higher authorities after completion of all administrative/legal process & complainant is intimated accordingly.

**Inspection procedure under the provisions of the Minimum Wages Act,1948, Payment of Gratuity Act, 1972, Equal Remuneration Act, 1976, Payment of Bonus Act, 1965, Contract Labour (R & A ) Act, 1970**

<b>Steps to be taken during inspection</b>	<b>Time for each step/task</b>
a) Receipt of reference by the concerned inspector.	1 Day
b) Inspection of Shop/Establishment/ Factory by the Inspector & issuance of notice.	29 days
c) Submission of inspection report to higher authorities /uploading of report on website, as soon as online system is operationalized.	Within 48 working hours of inspection.

**Flow chart of inspection carried out under the provisions of the Minimum Wages Act, 1948, Payment of Gratuity Act, 1972, Equal Remuneration Act, 1976, Payment of Bonus Act, 1965, Contract Labour(R & A ) Act, 1970**



Check list for Inspection Procedure under following Labour Laws:

- A. The Contract Labour (R & A) Act, 1970
- B. The Minimum Wages Act, 1948
- C. The Payment of Gratuity Act, 1972
- D. The Payment Of Bonus Act, 1965
- E. The Equal Remuneration Act, 1976

**Particulars of the Establishment:**

Labour Identification Number of the establishment: \_\_\_\_\_

- Name & address of establishment/employer/proprietor.
- Date of commencement of Establishment.
- Registration code under PF/ESI/Registration No./License No.
- Working Hours
- Wage period and date of payment
- Nature of Work.
- Weekly holiday:-
- Number of workers employed on the date of inspection:-

	Regular	Contract Labour	Total
Male			
Female			
Total			

- Name and designation of employer/s representatives/Responsible officer present during the inspection.
- Notice and abstract of the Act displayed
- Registration /Licenses/Code taken under EPF/ESI/CL(R&A)/or any other Act applicable in the establishment.

**A. Contract Labour (R & A) Act,1970  
(PRINCIPAL EMPLOYER)**

- Name & full address of the principle employer
- Certificate of registration(Form - I)
- Amount of Registration Fee paid
- No. of Contractors Engaged :
- Register of contractors (in form - XII).
- Notice of commencement / completion of the contract work (in form – VI B).
- Notice showing the rates of wages, hours of work, wages period, date of paymer name and address of inspectors.
- Annual return (in Form - XXV).



**(Contractor)**

- Name & Location of Contract work:-
- Name & Present address of the Contractor(S).
- Nature of work in which Contract Labour is Employed
- Permanent address of the Contractor:-
- Date of Commencement of the Contract work:-
- Date of Completion of the Contract work
- No. & date of License
- Wage Register (in Form - XVII)
- Employment Cards. (in Form - XIV)
- Muster Roll (in Form - XVI).
- Register of persons employed (in Form XIII).
- Register Wages (in Form XIX)
- Register of Advance (in Form XXII)
- Register of overtime. (in Form XXIII)
- Register of deductions for damage or loss (in Form - XX).
- Register of fines (in form - XXI).
- Notice of commencement of the contract work (in form – VI A).
- Half yearly return (in Form XXIV)
- Amenities under Health & Welfare Provision For contract Labour Like(Depending upon no. of workers)
  - Canteen.
  - Rest Room.
  - Creches.
  - First Aid Box.
  - Urinals & latrines.
  - Drinking Water.
  - Washing Facility.

**(B) Minimum Wages Act, 1948**

- Register of fine. (in Form I)
- Register of deduction for damage or loss (in Form - II).
- Register of Wages (in Form X)
- Overtime Register for Workers (in Form - IV).
- Muster Roll (in Form-V).
- Wages Slip (in Form-XI).
- Annual Returns (in Form-III).
- Attendance card.
- Inspection book.

**(C) Payment of Gratuity Act, 1972**

- No. of employees who have been paid their gratuity and mode of payment.
- No. of employees, who have not been paid their gratuity and reason in brief.
- Notice of opening (in Form - A)/ Notice of change (in Form - B)/Notice of Clouser(Form -C).
- Nomination (in Form - F).\
- Abstracts of the Act & Rules (in Form U).

**(D) Payment of Bonus Act, 1965**

- Percentage of bonus paid : \_\_\_\_\_ for the accounting year \_\_\_\_\_.
- Certified copies of Profit and Loss.
- Account books.
- Balance sheet.
- Attendance and payment of wages registers.
- Form A(Computation of Allocable surplus under Section 2(4)).
- Form B(set-on and set-off of allocable surplus under section 15.)
- Form C(Bonus paid to Employee for the Accounting year ending on \_\_\_\_\_.)
- Annual Return in Form D.

**(E)Equal Remuneration Act, 1976**

- Register in form 'D'.