

**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE LABOUR COMMISSIONER  
MEGHALAYA :::::::::: SHILLONG  
(e-mail: labour-meg@nic.in)**

**INSPECTION PROFORMA CUM CHECKLIST**

**GENERAL INFORMATION:**

Inspected by: Name and Designation (with place of posting)	Shri. /Smti./ Kum.:
Inspection No. assigned by CIS	
Date & time of inspection:	
Name & Address of the Establishment:	
Address of Head Office/Corporate Office, if any:	
Nature of Manufacturing Process/Occupation/Work/Activity carried on in the Establishment	
Type of Scheduled Employment:	
Contact No and email:	
Name & Address of the Employer/Owner/Occupier:	
Name & Address of the Manager:	
Name & Designation of the person-in-charge at time of inspection:	
Date of start of Manufacturing Process/Occupation/ Work/Activity:	

**WORKERS & EMPLOYEES FIGURES:**

No. of workers on roll (as per Register maintained):						No. of workers found working :					
Male		Female		Total		Male		Female		Total	
No. of workers as per categories:											
Unskilled		Semi-skilled		Skilled		Highly-skilled		Supervisors		Clerical	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Prescribed Particulars of Workers (in Figures):											
1. Permanent:                      Male ____ ; Female _____; Total _____											
2. Casual:                              Male ____ ; Female _____; Total _____											
3. Badlis or Substitutes:      Male ____ ; Female _____; Total _____											
4. Fixed Term Employees: Male ____ ; Female _____; Total _____											
5. Probationers:                      Male ____ ; Female _____; Total _____											
6. Temporary:                        Male ____ ; Female _____; Total _____											
7. Apprentices:                        Male ____ ; Female _____; Total _____											

**1. THE MINIMUM WAGES ACT, 1948:**

1.	No. of Hours of work on a normal working day, including night shifts. {Section 13 (1)(a) & Rule 24}	1 <sup>st</sup> shift	2 <sup>nd</sup> shift	3 <sup>rd</sup> shift
2.	Whether Overtime Rates of wages are being paid at double the ordinary rate of wages:{Section 14, Rule 25}			
3.	Whether the following registers are maintained in prescribed format:			
	• Muster-Roll in Form V{Section 18 & Rule 26 (5)}			
	• Register of Wages in Form IVA { Section 18 & Rule 26 (1)}			
	• Register of Fines in Form I { Section 18 & Rule 21 (4)}			
	• Register of Deductions for Damage or Loss in Form II { Section 18 & Rule 21 (4)}			
3.	• Overtime Register in Form IV { Section 18 & Rule 25 (2)}			
4.	Whether Wage Slips are issued to workers prior to the disbursement of wages and their signature/LTI taken on counterfoil:{Section 18 & Rule 26 (2)}			
5.	Whether Weekly Day of Rest is allowed to the workers. Give details: {Section 13 (b) & Rule 23}			
6.	Whether any claim has been made by employees of the establishment in the last three years. Give details: {Section 20 and Rule 27}			
7.	Whether the following are displayed:			
	i. Notice of the Act and Rules made thereunder in Form IIIA.{Rule 22}			
	ii. Name and Address of the Inspector. {Rule 22}			
	iii. Schedule of Minimum Rates of Wages as fixed by the Government. {Rule 22}			
8.	Whether Minimum Rates of Wages are being paid to the employees employed in the Scheduled Employment notified by the Government.			
<b>Remarks:</b>				

**2. EQUAL REMUNERATION ACT, 1976:**

1	Whether male and female workers employed on the same work of similar nature are being paid remuneration/wages at the equal rate? {Section 4}	
2	Whether discrimination is being made while recruitment of workers for the same work or with respect to promotions, training, etc. {Section 5}	
3	Whether Register in respect of workers employed, is maintained? {Section 8}	
4	Whether Annual Return in Annexure I for the Year ending 31 <sup>st</sup> December 20__ has been submitted before 15 <sup>th</sup> February 20__.	
<b>Remarks:</b>		

**3. THE PAYMENT OF BONUS ACT, 1965:**

1.	Name & Designation of the authorised person of the employer who is responsible for payment of Bonus.	
2.	Whether the employer has paid Bonus to all eligible workers? <b>{Section 8}</b>	
3.	Whether the bonus are being paid within the time limit, i.e., within 8 months from the close of Financial Year? <b>{Section 19}</b>	
4.	Whether the employer has paid at the minimum rate? <b>{Section 10}</b>	
5.	Whether Register of computation of allocable surplus in Form A maintained. <b>{Section 2(4)}</b>	
6.	Whether Register of set on and set off of the allocable surplus in Form B maintained? <b>{Section 15}</b>	
7.	Whether Register of the details of the amount of bonus due to each of the employees, the deduction and the amount actually disbursed in Form C maintained? <b>{Section 17 &amp; 18}</b>	
8.	The percentage of bonus paid by the employer.	
9.	Whether the employer submitted returns in Form D.	
<b>Remarks:</b>		

**4. THE PAYMENT OF WAGES ACT, 1936:**

1.	Name & Designation of the authorised person of the employer who is responsible for payment of wages. <b>{Section 3}</b>	
2.	Whether Wage Period has been fixed. If so, give details. <b>{Section 4}</b>	
3.	Whether the wages are being paid before expiry of the day specified after the last day of the wage period <b>{Section 5}</b>	
4.	Whether wages are being paid to the workers by cheques or by crediting the wages in their bank account. <b>{Section 6}</b>	
5.	Whether deduction of wages of the workers made not in accordance with the provision of the Act/Rules <b>{Section 7}</b>	
6.	Whether Register of Wages maintained? <b>{Section 13A &amp; Rule 5}</b>	
7.	Whether Register of Fines maintained? <b>{Section 8 &amp; Rule 3}</b>	
8.	Whether Register of Deductions for Damage or Loss maintained in Form II? <b>{Section 10 &amp; Rule 4}</b>	
9.	Whether Register of Advances maintained in Form III? <b>{Section 12 &amp; Rule 16}</b>	
10.	Whether Annual Return in Form IV for the Year ending 31 <sup>st</sup> December 20__ has been submitted before 15 <sup>th</sup> February 20__ <b>{Rule 17}</b>	
11.	Whether Notice of Abstract of the Act and Rules is displayed? <b>{Section 25}</b>	
12.	Whether Notice specifying acts and omissions exhibited? <b>{Section 8 (2) and Rule 10}</b>	
<b>Remarks:</b>		

**5. THE PAYMENT OF GRATUITY ACT, 1972:**

1.	Whether the gratuity has been paid by the employer or applied by the employees <b>{Section 4 &amp; Rule 7}</b>	
2.	Whether the employer has obtained Compulsory Insurance in the manner prescribed for his liability for the payment towards the gratuity under the Act. <b>{Section 4A}</b>	
3.	Whether the Notice of Opening of the establishment in Form A has been submitted by the employer to the Controlling Authority <b>{Rule 3(1)}</b>	
4.	Whether the Notice of Change of Name, Address, Employer or Nature of Business of the establishment in Form B has been submitted by the employer to the Controlling Authority <b>{Rule 3(2)}</b>	
5.	Whether the name & designation of the authorised person of the employer to receive Notices under the Act and Rules is displayed <b>{Rule 4}</b>	
6.	Whether Notice of Abstract of the Act and Rules in Form U is displayed in a conspicuous place <b>{Rule 20}</b>	
<b>Remarks:</b>		

**6. THE MATERNITY BENEFIT ACT, 1971:**

1	Whether the Act is applicable to the Establishment/Shop <b>{Section 2 (1) (a) &amp; (b)}</b> .	
2	Whether the Establishment is covered under the Employees' State Insurance Act, 1948 <b>{Section 2 (2)}</b> .	
3	Whether the Employer engaged any women workers during the prescribed prohibited period <b>{Section 4}</b>	
4	Whether any female worker has claimed/been paid maternity benefit during the last 12 months. Give details. <b>{Sections 5, 5A, 5B &amp; 6}</b>	
5	Whether medical bonus paid to entitled women. <b>{Section 8}</b>	
6	Whether leave for miscarriage granted as per provisions of the Act. <b>{Sections 9}</b>	
7	Whether leave with wages for tubectomy operation granted as per provisions of the Act. <b>{Sections 9A}</b>	
8	Whether leave for illness arising out of pregnancy, delivery, premature birth of child granted as per provisions of the Act. <b>{Sections 10}</b>	
9	Whether nursing breaks provided. <b>{Section 11}</b>	
10	Whether the establishment, with 50 or more employees, have a crèche facility and the woman employee allowed four visits a day to the creche <b>{Section 11A}</b>	
11	Whether any woman worker was dismissed during her absence of pregnancy. If yes give details. <b>{Section 12}</b>	
12	Whether deductions are made from normal daily wages of woman entitled to maternity benefit. If yes, give details. <b>{Section 13}</b>	
13	Whether abstract of Act and Rules exhibited. <b>{Section 19}</b>	
14	Whether registers/records maintained and checked. Give details. <b>{Section 20}</b>	
<b>Remarks:</b>		

**7. (a) THE CONTRACT LABOUR (R&A) ACT, 1970 - PRINCIPAL EMPLOYER**

Name & Address of the Establishment					
Contact No and email					
Name & Address of the Principal Employer					
Name & Address of the Manager					
No. of workers on roll:			No. of workers found working :		
Male	Female	Total	Male	Female	Total
No. of Contract Labourers on roll :			No. of Contract Labourers found working :		
Male	Female	Total	Male	Female	Total
No. of Contractors:					

1.	Whether the Principal Employer has obtained Registration Certificate in Form II. If so, R.C. No. and Date. <b>{Section 7 (2) and Rule 18(1)}</b>	
2.	Whether the Registration Certificate needs any amendment because of increase in strength of workers or otherwise. <b>{Rules 18 (4)&amp; 20}</b>	
3.	Whether the Principal Employer has maintained a register in Form III showing the particulars of the establishment. <b>{Rules 18 (3)}</b>	
4.	Whether the number of contract labour engaged by the Principal Employer is more than the maximum number of workers for which the Registration Certificate has been obtained. <b>{Rule 18 (2) (b)}</b>	
5.	Whether the workers engaged on contract basis are deployed on jobs for which the R.C. had been obtained. <b>{Rule 18 (2) (c)}</b>	
6.	Whether Notice containing the hours of work, nature of duty and such other information displayed within the premises of the establishment where contract labour is employed <b>{Section 29}</b>	
7.	Whether the Principal Employer maintains a Register of Contractors in Form VIII : <b>{Section 29 (1) &amp; Rules 73}</b>	
8.	Whether the authorised representative of the Principal Employer is present at the time of disbursement of wages and appends his signature in register of wages: <b>{Section 21(2) &amp; Rule 71}</b>	
9.	Whether an Annual Return in Form XXI (in duplicate) sent to the Registering Officer before 15 <sup>th</sup> February 20___. <b>{Rule 81 (2)}</b>	
<b>Remarks:</b>		

– 7 (b). THE CONTRACT LABOUR (R&A) ACT, 1970 – CONTRACTOR

Name & Address of the Contractor		
Contact No and email		
Name & Designation of the person-in-charge at time of inspection		
No. of workers on roll :		
Male	Female	Total

1.	Whether the Contractor has obtained Licence in Form VI. If so, give Licence No. and Date. <b>{Section 12 &amp; Rule 25(1)}</b>	
2.	Whether the number of workmen employed as contract labour exceed the maximum number specified in the Licence. <b>{Rule 25 (2) (ii)}</b>	
3.	Whether there is any discrimination between contract labour and workmen employed by the Principal Employer for same & similar work. <b>{Rule 25 (v)}</b>	
4	Where more than 20 women labour are employed, whether rooms for their children are provided, as per provisions. <b>{Rule 25 (2)(vi)}</b>	
5.	Whether the contractor has notify any change in the number of workmen and the condition of work to the Licensing Officer. <b>{Rule 25 (2) (vii)}</b>	
6.	Whether the Licence needs any amendment. <b>{Rule 28}</b>	
7.	Whether the Licence has been renewed within the prescribed time period. <b>{Rule 29 (1)}</b>	
8.	Whether Canteen provided for the Contract Labourers is as prescribed: <b>{ Section 16 and Rules 41- 49}</b>	
9.	Whether Rest-rooms for Contract Labour required to halt at night has been provided: <b>{ Section 17 and Rule 40}</b>	
10.	Whether the following facilities are being provided	
	a) wholesome drinking water: <b>{ Section 18 (a) and Rule 39 }</b>	
	b) latrines & urinal: <b>{Section 18 (b) and Rule 50-55}</b>	
	c) washing faculties: <b>{ Section 18 (c)and Rule 56}</b>	
	d) First-aid facilities: <b>{ Section 19 and Rule 57}</b>	
11.	Whether the Contractor has fixed the wage period. Give details: <b>{Rule 62}</b>	
12.	Whether the wage period exceeds one month: <b>{Rules 63}</b>	
13.	Whether such wages are paid within the specified days from the end of the wage period: <b>{Rules 64}</b>	
14.	Whether terminated contract labour paid before expiry of the Second day: <b>{Rule 65}</b>	

15.	Whether payment of wages are made on a working day at the work premises, during working time and notified in advance: <b>{Rule 66}</b>	
16.	Whether wages are paid without any deductions of any kind: <b>{Rule 69}</b>	
17.	Whether a notice showing the wage period, place and the time of disbursement of wages has been displayed prominently at the place of work and a copy sent to the Principal Employer. premises: <b>{Rules 70}</b>	
18.	Whether wages are disbursed in the presence of the authorised representative of the Principal Employer: <b>{Rules 71}</b>	
19.	Whether entries denoting time and place of payment of wages and the payment actually made is being entered in the register of wages: <b>{Rules 72 (i)}</b>	
20.	Whether the authorised representative of the Principal Employer has affix his initial against each entry and recorded a certificate at the end of the entries: <b>{Rules 72(ii)}</b>	
21.	Whether the Registers of persons employed are maintained by the Contractor in Form IX: <b>{Rules 74}</b>	
22.	Whether an employment card in Form X is issued to every worker by the Contractor: <b>{Rules 75}</b>	
23.	Whether a service certificate is being issued to workers whose services had been terminated: <b>{Rules 76}</b>	
24.	Whether the Contractor maintained the following Registers: <b>{Rules 77}</b>	
	a) Register of Advances	
	b) Muster Roll or combined Register of Wage-cum MR, whichever is applicable.	
	c) Register of Wages	
	d) Register of Fines	
	e) Register of Deduction for Damage or Loss	
	f) Register of Overtime	
25.	Whether all Registers & Records are up-to-date, complete & kept within the precincts of the work-place. <b>{Rule 79 (1)}</b>	
26.	Whether notices showing the rate of wages, hours of work, wage periods, dates of payment of wages, names and addresses of the Inspectors having jurisdictions and date of payment of unpaid wages is displayed at the establishment and work site: <b>{Rule 80 (1)}</b>	
27.	Whether Half-yearly Returns in Form XX sent to Licensing Officer within prescribed time limit: <b>{Rule 81(1)}</b>	
	<b>Remarks:</b>	

## 8. THE MEGHALAYA SHOP AND ESTABLISHMENT ACT, 2004

Type of Establishment :	(Shop/Commercial Establishment/Establishment for Public Amusement or Entertainment)	
1.	Whether a Registration Certificate under <b>Form C</b> has been obtained. <b>{Section 3}</b>	
2.	Whether R.C. ( <b>Form C</b> ) is exhibited by the employer. <b>{Rule 6}</b>	
3.	No. of hours of work of employees per day, including interval of rest. <b>{Section 5}</b>	
4.	Day of weekly closure of Shop. <b>{Section 6}</b>	
	Weekly holiday for employees in Commercial Establishments/Establishments for Public Entertainment or Amusement <b>{Section 12}</b> . Give details.	
5.	Whether any children employed in the establishment. <b>{Section 7}</b>	
6.	Whether any employee who being a woman or person below 17 years of age is permitted to work between 7 p.m. and 6 a.m. <b>{Section 8}</b>	
7.	Whether the Wage periods is fixed. <b>{Section 9}</b>	
8.	Whether Overtime wages paid in respect of overtime worked. <b>{Section 10}</b>	
9.	Whether Annual leave with wages, medical leave is allowed to employees who have been in continuous service for last 12 months. <b>{Section 11 (1) &amp; (2)}</b>	
	Whether Leave for attending religious ceremonies is availed by employees. <b>{Section 13}</b>	
	Whether payment in lieu of leave entitled but not availed was paid. <b>{Section 11 (3)}</b>	
10.	Whether paid holidays granted to every employee. <b>{Section 14}</b>	
11.	Whether any employee who has been in continuous service for not less than 6 months was discharged during the last three years. If yes give details. <b>{Section 15}</b>	
12.	Whether steps taken to maintain cleanliness, ventilation, lighting; as well as precaution against fire. <b>{Sections 16&amp; 17}</b>	
13.	Whether any employee is permitted to work on double employment. <b>{Rule 36}</b>	
14.	Whether Visit Book maintained <b>{Rule 44}</b>	
15.	Whether the following registers/records, duly bound and page-marked are being maintained <b>{Section 25}</b> :	
	a) Letter of Appointment in <b>Form M. {Rule 33}</b>	
	b) Record of Lime-washing, Painting, etc. in <b>Form N {Rule 37(7)}</b>	
	c) Certificate of Fitness in <b>Form O</b> (if applicable) <b>{Rule 37(11)}</b>	
	d) Register of hours of work & intervals for rest in <b>Form Q {Rule 51}</b>	
	e) Register of Overtime Work done & Payment of overtime wages in <b>Form R {Rule 52}</b>	
	f) Register of Employees in <b>Form S {Rule 53}</b>	
	g) Register of Leave with wages in <b>Form T {Rule 54}</b>	
	h) Notice of Weekly Closure (in case of Shop) ( <b>Form G</b> ) <b>{Rule 16}</b>	
i) Notice of Weekly Holidays (in case of commercial establishment/Establishment for Public Amusement or Entertainment) ( <b>Form H</b> ) <b>{Rule 17}</b>		
<b>Remarks:</b>		



**9. (a) THE INTER-STATE MIGRANT WORKMEN (RE&CS) ACT, 1979  
– PRINCIPAL EMPLOYER**

Name & Address of the Establishment					
Contact No and email					
Name & Address of the Principal Employer					
Name & Address of the Manager					
Name & Designation of the person-in-charge at time of inspection					
<b>No. of workmen on roll :</b>			<b>No. of workmen found working :</b>		
Male	Female	Total	Male	Female	Total
<b>No. of ISMW on roll :</b>			<b>No. of ISMW found working :</b>		
Male	Female	Total	Male	Female	Total
<b>No. of Contractors:</b>					

1.	Whether Principal Employer has obtained Registration Certificate <b>{Section 4}</b> . If so, R.C. No. and Date.	
2.	Whether Principal Employer needs any amendment in R.C. due to increase in strength of Migrant Workmen. <b>{Rules 4 (3) &amp; (6)}</b>	
3.	Whether Contractor(s) has/have obtained Licence(s). If so, Licence No., Date and Period.	
4.	Whether M.W. employed by the Contractor and Workmen employed by the Principal Employer, on same and similar work, are given the same Wage Rates, Holidays, Hours of Work and other conditions of Service. <b>{Section 13}</b>	
5.	Whether the Principal Employer has authorized a representative to be present during disbursement of wages by the Contractor. <b>{Section 17 (2)}</b>	
6.	Whether contractor has, at any time, failed to make payment of wages within the prescribed period or failed to provide for any of the statutory facilities as prescribed in Section 16: <b>{Sections 17 (4)}</b>	
7.	Whether the following Registers/Records are maintained:	
	Register of Contractors in Form XII <b>{Rule 43}</b>	
	Register of Persons Employed in Form XIII <b>{Rule 44}</b>	
8.	Whether Notices are displayed in a conspicuous place in the establishment & a copy sent to the Inspector. <b>{Rule 50 (i)}</b>	
9.	Whether Annual Return ending December 31, 20.....; in Form XXIV (in duplicate), sent to the Registering Officer on before 15 <sup>th</sup> February 20..... <b>{Rule 51 (2)}</b>	
<b>Remarks:</b>		

- **9 (b) THE INTER-STATE MIGRANT WORKMEN (RE&CS) ACT, 1979**  
- **CONTRACTOR**

Name & Address of the Contractor:			
Contact No and email:			
Name & Designation of the person-in-charge at time of inspection:			
Whether Licence for Recruitment has been obtained <b>{Section 8(1)(a)}</b> :			
Recruitment Licence No., date of issue & max. no. of ISMW:	Lic. No.	Date of issue	Max. No. of ISMW
Whether Licence for Employment obtained <b>{Section 8(1)(b)}</b> :			
Employment Licence No., date of issue & max. no. of ISMW:	Lic. No.	Date of issue	Max. No. of ISMW
No. of workers on roll :			
Male	Female	Total	
Max. no. of workers on any day during the preceding 12 months:			
Male	Female	Total	

1.	Whether the Contractor has furnished to the specified authorities; the particulars regarding recruitment and employment of Migrant Workmen in Form X. <b>{Rule 21}</b>	
2.	Whether an up-to-date Passbook is maintained for each and every Migrant Workman engaged by the Contractor. <b>{Section 12 (1)(b), Rule 23}</b>	
3.	Whether the Contractor has filed Return to the specified authorities in Form XI; regarding Migrant Workmen who has ceased to be employed. <b>{Rule 24}</b>	
4.	Whether at the time of recruitment, Displacement Allowance has been paid by the Contractor to the Migrant Workmen. <b>{Section 14}</b>	
5.	Whether the Journey Allowance has been paid by the Contractor. <b>{Section 15}</b>	
6.	Whether the Contractor has paid to his Migrant Workmen, the Return Fare on the expiry of the period of employment. <b>{Rule 22}</b>	
7.	Whether Service Certificate in Form XIV is being issued to the Migrant Workmen who have been terminated for any reason by the Contractor. <b>{Rule 45}</b>	
8.	Whether Half-Yearly Return sent to the Licensing Officer, 30 <sup>th</sup> July 2018. <b>{Rule 51}</b>	

9.	Whether an abstract of the Act & Rules in English, Hindi or a language spoken by a majority of the Migrant Workmen is displayed prominently. <b>{Rule 49}</b>	
10.	Whether disbursement of wages is done in the presence of the authorised representative of the Principal Employer. <b>{Section 17 (3)}</b>	
11.	Whether the following Registers are being maintained by the Contractors at the work place: <b>{Sec. 23 &amp; Rule 46 - 48}</b>	
	• Displacement-cum-Journey Allowance Sheet & Return Journey Allowance Register.	
	• Muster Roll.	
	• Register of Wages.	
	• Register of Deductions for Damage or Loss.	
	• Register of Fines in the prescribed Form.	
	• Register of Advances in the prescribed Form.	
12.	Whether a Notice is displayed at the place of work and a copy sent to the PE: <b>{Rule 30 (4)}</b>	
13.	Whether equal pay for equal work is paid to all Migrant Workmen: <b>{Sec. 16 (b)}</b>	
14.	Whether any Fatal/Serious Accident took place and in that case, whether the Contractor immediately informed the Specified Authorities in both States and also the next-of-kin of the Migrant Workmen: <b>{Sec.16 (g)}</b>	
15.	Whether same rates for same work are being paid to the Migrant Workmen: <b>{Rule 25}</b>	
	Whether the Contractor has fixed Wage Period: <b>{Rule 26}</b>	
	Whether wage period exceeds 1 month: <b>{Rule 27}</b>	
	Whether wages are disbursed before the expiry of the 7 <sup>th</sup> day of the following month: <b>{Rule 27}</b>	
	Whether the wages earned by the Migrant Workmen whose services were terminated were being paid to them before the expiry of the 2 <sup>nd</sup> day of termination: <b>{Rule 29}</b>	
	Whether the payment of wages are being made on a working day at the work place/premises and during the working time on a date notified in advance by the Contractor: <b>{Rule 30 (1)}</b>	
	Whether a Notice showing the Wage Period, Place, Time of disbursement at the place of work displayed and a copy sent by the Contractor(s) to the Principal Employer under acknowledgement: <b>{Rule 30 (4)}</b>	
	Whether the wages are being paid in the presence of the Principal Employer or his authorized representative: <b>{Rule 30 (5)}</b>	
Whether certificate by Principal Employer or his authorised representative in the register of wages to the Migrant Workmen are recorded: <b>{Rule 30 (6)}</b>		
16.	Whether Rest Room or suitable alternative accommodation, separate for male and female Migrant Workmen adequately ventilated by circulation of fresh air & sufficiently lighted, with adequate supply of drinking water. <b>{Rule 35}</b>	
17.	Whether holidays, hours of work including extra wages for overtime work done & other conditions of service of Migrant Workmen are less favourable than those obtained in that establishment or similar employment in the area in which the establishment is located. <b>{Rule 31}</b>	

	Whether suitable and adequate medical facilities for outdoor treatment to the Migrant Workmen and their family members are provided. <b>{Rule 32 (1)}</b>	
	Whether Hospital Expenses which include Expenses of Treatment, Hospital Charges (including diet) and Travel Expenses of patient including Migrant Workman or his family, are being paid by the Contractor. <b>{Rule 31 (2)}</b>	
	Whether First Aid Box containing adequate medicines, equipment distinctly marked with a red cross on a white background provided. <b>{Rule 32 (3) &amp; (4)}</b>	
	Whether First Aid Box kept under the charge of a responsible person readily available during working hours. <b>{Rule 32 (7)}</b>	
	In case Workers' Strength is above 150, whether the person in charge of First Aid Box is trained in First Aid treatment. <b>{Rule 32 (8)}</b>	
18.	In case of 100 or more Migrant Workmen are employed; whether Contractor or Principal Employer has provided a Canteen as prescribed. <b>{Rule 36}</b>	
19.	In case 20 or more Women Migrant Workmen are employed; whether Creche as prescribed by Rules provided by the Contractor or Principal Employer. <b>{Rule 39}</b>	
20.	Whether Contractor has provided suitable quarters to Migrant Workmen having families. <b>{Rule 40}</b>	
	Whether for others a suitable barrack with verandah, covered space for cooking food & a common sanitary bathroom provided. <b>{Rule 40}</b>	
21.	Whether the following facilities for are provided by the Contractor or Principal Employer:	
	Sufficient quantity of wholesome water <b>{Rule 34}</b>	
	Sufficient number of latrines and urinals <b>{Rule 37}</b>	
	Separate male & female washing facilities <b>{Rule 38}</b>	
<b>Remarks:</b>		

#### 10. THE CHILD & ADOLESCENT LABOUR (P&R) ACT, 1986

1.	Whether provisions of Section 3 of the Act are complied	
2.	Whether Section 3A applies to the establishment.	
3.	In case Section 3A is applicable, then; whether the Adolescent Labour:	
	(a) are employed in a non-hazardous or hazardous process	
	(b) are working more than 6 hours, inclusive of the Interval of Rest;	
	(c) are working between 7 P.M and 8 A.M.;	
	(d) are made to work overtime;	
	(e) are made to work in any other establishment.	
	Whether the Employer has allows a holiday of one full day in each week to the Adolescents employed or permitted to work in the establishment and display Notice of the same. <b>{Section 8}</b>	
	Whether the Employer has communicated a Notice to the Labour Inspector containing the details prescribed of Adolescents employed or permitted to work in the establishment. <b>{Section 9}</b>	

	Whether the Employer has Proof of Age, granted by the prescribed medical authority, of the Adolescents employed or permitted to work in the establishment. <b>{Section 10}</b>	
	Whether Register with respect to the Adolescent Labour is maintained employed or permitted to work in the establishment. <b>{Section 11}</b>	
4.	Whether Notice containing abstract of Sections 3A and 14 of the Act is displayed: <b>{Section 12}</b>	
5.	Whether the health and safety provisions are implemented. <b>{Section 13}</b>	
6.	Whether the Occupier has been prosecuted for violations of the provisions of the Act in the past.	
<b>Remarks:</b>		

**Signature of person found in charge  
at the time of inspection, with designation.**

**Labour Inspector**