



GOVERNMENT OF WEST BENGAL

INSPECTION NOTE

Establishment / Shop Details

Date of Inspection & Time :

Name of the Industry / Establishment / Shop :

Address Of Industry / Establishment / Shop :

Nature of Industry / Business :

Name of the person present during this inspection:

Designation of the person present during this inspection :

Mobile No of the person present during this inspection :

Number of workers employed

No of workmen	Male	Female
No of workmen for master role		
No of contractual labour		
No of other worker engaged		

Inspector
of The Minimum Wages Act &
Beedi and Cigar workers(Condition of
Employment) Act, 1966 and W.B rules
thereunder

Owners/Principal Employer/Contractor/Manager/MD/CEO/Others 1	
Name of the Owners/Principal Employer/Contractor/Manager/MD/CEO/Others	
Address, Mobile no and Email of the Owners/Principal Employer/Contractor/Manager/MD/CEO/Others	Mobile No : Email : Reg/Lincense No:

Owners/Principal Employer/Contractor/Manager/MD/CEO/Others 2	
Name of the Owners/Principal Employer/Contractor/Manager/MD/CEO/Others	
Address, Mobile no and Email of the Owners/Principal Employer/Contractor/Manager/MD/CEO/Others	Mobile No : Email : Reg/Lincense No:

Owners/Principal Employer/Contractor/Manager/MD/CEO/Others 3	
Name of the Owners/Principal Employer/Contractor/Manager/MD/CEO/Others	
Address, Mobile no and Email of the Owners/Principal Employer/Contractor/Manager/MD/CEO/Others	Mobile No : Email : Reg/Lincense No:

Owners/Principal Employer/Contractor/Manager/MD/CEO/Others 4	
Name of the Owners/Principal Employer/Contractor/Manager/MD/CEO/Others	
Address, Mobile no and Email of the Owners/Principal Employer/Contractor/Manager/MD/CEO/Others	Mobile No : Email : Reg/Lincense No:

Owners/Principal Employer/Contractor/Manager/MD/CEO/Others 5	
Name of the Owners/Principal Employer/Contractor/Manager/MD/CEO/Others	
Address, Mobile no and Email of the Owners/Principal Employer/Contractor/Manager/MD/CEO/Others	Mobile No : Email : Reg/Lincense No:

Inspector
of The Minimum Wages Act &
Beedi and Cigar workers(Condition of
Employment) Act, 1966 and W.B rules
thereunder

**Infringements Under Beedi and Cigar workers(Condition of Employment) Act, 1966 and
W.B rules thereunder**

SL.NO	INFRINGEMENTS	DETECTED
1	Sec-3 & 4 read with Rule- 3: By not obtaining licence for use of any place as industrial premise.	
2	Sec-4 (4) read with Rule- 4: By not renewing the licence granted for the year.....	
3	Sec-26 read rith Rule- 24 (J): By not allowing Annual Leave with wages to the employees of industrial premises/home worker and not maintaining Register of leave with wages in from No. VI/VII	
4	Rule-25 (I) : By not providing each employee/home worker with a Leave Block in Form No. VI/VII	
5	Rule-32 : By not submitting monthly returns regularly and the Annual Return for the yearrespectively in Form Bo. IX and Form No. XII to the Competent Authority	
6	Rule-33(2) : By not providing two sets of home worker's log book in Form No. XIV free of cost to each home worker for recording of daily work done by him number of beedis manufactured by him and the wages received by him	
7	Rule-33 (3) : By not maintaining Home Worker's Employment Register in Form No. XV containing names and particulars of all the Home Workers	
8	Rule-(33) (I) : By not maintaining a Muster Roll in Form No. XII in respect of employees employed in the industrial premises	
9	Sec-22 & 23 read with Rule 22 (J) : By not exhibiting a Notice in Form No. IV specifying the daily hours of work, intervals for rest and weekly holidays and by not sending copies of such Notice to the inspector in triplicate	
10	Sec-22 & 23 read with Rule-22(2) : By not maintaining a Register in Form No. V Showing hours of work including overtime	
11	Sec- 7 (J) (b) & 7 (3) read : By not producing required Registered/documents and information's demanded by the Inspector's and by not according reasonable facilities the Inspector in the discharge if his duties	
12	Sec-30 (2) (b) : By not reinstating the employees in violation of the order of the Appellate Authority of	
13	OTHER INFRIGMENT	
14	OTHER INFRIGMENT	
15	OTHER INFRIGMENT	

In view of the above noted infringements so detected during this inspection, the employer is directed to remove the violations/irregularities immediately and to produce the Registers/documents before the undersigned on ----- at ----- positively for verification. Failure to comply with the above direction may follow suitable steps under the statute without any further reference from this end. This inspection report is prepared on the spot and duly signed by the undersigned and explained the same to the employer/person present in his own vernacular language.

Inspector
of The Minimum Wages Act &
Beedi and Cigar workers(Condition of
Employment) Act, 1966 and W.B rules
thereunder