



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 &
BOCW(R & C) Act, 1996 & W.B Rules 2004
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 &
BOCW(R & C) Act, 1996 & W.B Rules 2004
thereunder

Infringements Under BOCW(R & C) Act, 1996 & W.B Rules 2004 thereunder

SL.NO	INFRINGEMENTS	DETECTED
1	Whether adequate and suitable facilities for washing are provided (Rule 245(1)):	
2	Whether adequate provision for availability of Safe Drinking Water for all workers have been made (Rule 245(2)) :	
3	If the number of workers are not less than 250, whether canteen are provided u/r 246:	
4	Whether latrines are provided- a) 1 for every 15 female: b) 1 for every 15 male:	
5	Whether Register of Building workers Employed by the employer (u/r 23 9) in Form produced:	
6	Whether register of-wages u/r 240 (1) (a) in Form XVII is produced:	
7	Whether register of overtime u/r 240(1) (c) in Form XXII is produced:	
8	If the wage period is one week or more# whether wage book u/r 240(2)(a) in Form XXIII is issued to the workers and produced :	
9	If the wage period is a fortnight or less whether combined register of wage-cum-muster roll in Form XVIII is produced:	
10	Whether notice showing rates of wages, hours of work, wage period, date payment of wages, names and address of the Inspectors having jurisdiction to such establishment is displayed	
11	OTHER INFRIGMENT	
12	OTHER INFRIGMENT	
13	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 &
BOCW(R & C) Act, 1996 & W.B Rules 2004
thereunder