



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 &
Minimum Wages Act, 1948 & W.B. Rules 1951
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 &
Minimum Wages Act, 1948 & W.B. Rules 1951
thereunder

Infringements Under Minimum Wages Act, 1948 & W.B. Rules 1951 thereunder

SL.NO	INFRINGEMENTS	DETECTED
1	Violated Sec. 12(1) by not paying the Minimum rate of wages fixed by the Govt	
2	Violated Sec. 13(I)(a) by engaging the employees beyond working hours fixed and by not allowing specified interval for rest	
3	Violated Sec. 13(I)(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	Violate Sec. 18(2) & Rule 22(1) by not displaying the notices in form XIII	
6	Violate Sec. 18(1) & Rule 23(1) by not maintaining Register of wages	
7	Violate Sec. 18(I) & 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(I)(iv) 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	OTHER INFRINGMENT	
19	OTHER INFRINGMENT	
20	OTHER INFRINGMENT	

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 &
Minimum Wages Act, 1948 & W.B. Rules 1951
thereunder