



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 &
Contract Labour (R & A) Act, 1970 & W.B.
Rules, 1972 thereunder, For Contractors*

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 &
Contract Labour (R & A) Act, 1970 & W.B.
Rules, 1972 thereunder, For Contractors

**Infringements Under Contract Labour (R & A) Act, 1970 & W.B. Rules, 1972 thereunder,
For Contractors**

SL.NO	INFRINGEMENTS	DETECTED
1	Violated Sec. 12(1) and rule 21 by not obtaining License form the Licensing Officer	
2	Violated Sec. 29(1) and rule 75 by not Maintaining Register of persons employed in form XIII in respect of each registered establishment separately	
3	Violated Sec. 29(1) and rule 78(1) by not maintain Muster roll , Register of Wages , Register of Deduction , Register of Overtime , Register of fines and Register of Advances (in respect of those establishment covered by either P.W. Act or M.W. Act) in the manner prescribed by either PW Act or MW act	
4	Violated Sec. 29(1) and rule 78(2)(a) by not maintain Muster Roll Register in Form XVI and Register of Wages in Form XVII or a combined Muster Roll-Cum-Wages Register in Form XVIII (Whichever applicable) in respect of workmen employed (when not covered under PW & MW Act)	
5	Violated Sec. 29(1) and rule 78(2)(b) not issuing wages slip in form XIX to workers at least a day prior to the disbursement of the wages	
6	Violated Sec. 29(1) and rule 78(2) (e) by not maintaining Register of Overtime in Form XXIII	
7	Violated Sec. 29(2) and rule 81 by not displaying notices showing rates of wages , hours of work, wages periods, date of payment of wages in respect of Contract Labour engaged and name address of the Inspector having jurisdiction at a conspicuous place at the establishment and by not sending copy of the said notices to the inspector concerned	
8	Violated Sec. 21(1) and rule 65&66 by not paying wages to the contract workers engaged before the expiry of the period prescribed	
9	Violated Sec. 21(3) rule 78 (2) (c) and 72 by not making disbursement of wages in presence of authorized represented of the P.E. and not getting the wages disbursement certified by P.E. as required in Rule 73(ii)	
10	Violated Sec. 35 (2) (n) rule 82(1) by not sending half yearly Return in Form XXIV in duplicate within one month from the close of half year ending_____.	
11	Violated Rule 79 by not displaying Extract of the Act and after being approved the Labour Commissioner	
12	Violated Rule 76 by not issuing employment card in Form XIV to each contract worker on the first day of their employment	
13	Violated Rule 77 by not issuing Service certificate inform XV to the workmen whose service has been terminated	
14	OTHER INFRINGMENT	
15	OTHER INFRINGMENT	
16	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 &
Contract Labour (R & A) Act, 1970 & W.B.
Rules, 1972 thereunder, For Contractors