

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 & Motor Transport Workers Act, 1961 and W.B Rules, 1963 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 & Motor Transport Workers Act, 1961 and W.B Rules, 1963 thereunder

Infringements Under Motor Transport Workers Act, 1961 and W.B Rules, 1963 thereunder

SL.NO	INFRINGEMENTS	DETECTED
1	Section 3 and rule 4 : By not applying for certificate of Registration under the Act	
2	Section 3 and rule 8:By not renewing the certificate of Registration, under the Act	
3	Section 3 and rule 7 : By not amending/correcting the certificate of Registration	
4	Section 3 and rule 13: By not marking the Regn. No. on the left side of every vehicles.	
5	By not producing the relevant registers or documents maintainable under the Act.7	
6	By making obstacle during inspection, examination of records or enquiry under the Act	
7	By not supplying Uniform to the M.T. Workers	
8	By not providing First-Aid facilities in the vehicle	
9	By not issuing appointment letter to the M.T. Workers	
10	By not maintaining the Register of leave with wages in Form No. VI	
11	By not providing leave Book to the M.T. Workers in Form No. VII	
12	By not maintaining the register of Workers in Form No. VIII	
13	By not maintaining the Muster-Roll in Form No. IX	
14	By not maintaining overtime Muster-Roll in Form No. X	
15	By not submitting quarterly Return for the quarter ending on in Form No. XII	
16	OTHER INFRIGMENT	
17	OTHER INFRIGMENT	
18	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 -------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 & Motor Transport Workers Act, 1961 and W.B Rules, 1963 thereunder