



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 &
Payment of Wages Act, 1936 & W.B. Rules,
1958 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/License 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/License 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/License 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/License 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/License No:

Inspector
of The Minimum Wages Act &
Payment of Wages Act, 1936 & W.B. Rules,
1958 thereunder

Infringements Under Payment of Wages Act, 1936 & W.B. Rules, 1958 thereunder

SL.NO	INFRINGEMENTS	DETECTED
1	Violated Sec. 14A by not providing the Inspector all reasonable facilities for making any entry, inspection, supervision of examination or enquiry under the Act	
2	Violate Sec. 25 rule 24 by not displaying the abstract of the Act and Rules in Form VII.	
3	Violate Sec. 5 rule 9 by not displaying the notice specifying the wages period and the date or dates on which wages are to be paid	
4	Violated Sec. 5(4) by not making payment on a working day.	
5	Violate Sec. 5(1)(a) by not paying the wages within 7th day from the end of the wages period.	
6	Violated Sec. 5(1)(b) by not paying the wages within 10th day from the end of the wages period.	
7	Violated Sec. 13A(1) and rule 6 by not maintaining the register of wages in the prescribed manner with all particulars as per rule.	
8	Violated Sec. 13A(1) rule 18(3) by not maintaining the register of advances made to the employed persons in Form-III.	
9	Violated Sec. 13A(2) rule 7(3) by not preserving the Registers maintainable under the Rules for a period of three years.	
10	Violated Sec. 19 by not submitting Annual Return in Form IV for the year at all or within the prescribed time.	
11	OTHER INFRINGMENT	
12	OTHER INFRINGMENT	
13	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 &
Payment of Wages Act, 1936 & W.B. Rules,
1958 thereunder