

**INSPECTION NOTE**

**(Under West Bengal Shops and Establishments Act' 1963 and West Bengal Rules made there under)**

- 1. Date & time of Inspection :
- 2. Name & address of the Shop/ Establishment :
  
- 3. Name of the Shop-Keeper/ Employer :
  
- 4. Nature of trade :
- 5. Category of the establishment :
- 6. Date of commencement of Business :
- 7. No. of persons employed : Male- Female- Total-
- 8. Trade Licence No. :
- 9. Name & designation of the person present during inspection :

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10. TEXT OF INSPECTION :-

- (A) Registration Certificate in Form- "B"(Part I & II) :
  
- (B) Notice of weekly closure in Form – "G" :
- (C) Notice of weekly holidays in Form – "H" :
- (D) Appointment letters of the employees in Form "X" :
- (E) Attendance Register in Form- "I" :
- (F) Register of pay in Form- "M" :
- (G) Leave Register in Form- "J" :
- (H) Register of Employee in Form- "W" :
- (I) Overtime Register in Form- "U" :
- (J) Visit Book :

In view of the above irregularities/violation detected, the Shop-Keeper/Employer is directed to remove the aforesaid irregularities/violation and report compliance along with all registers, records, forms and any other documentary evidences of such compliance in the office of the undersigned on.....at ..... A.M/P.M.

In case of failure to comply with the directions, necessary legal steps will be taken against the Shop-Keeper/Employer.

Inspector, Minimum wages Act  
&  
Inspector, W B Shops and Establishments Act

Signature of Shop-Keeper/  
Employer/Persons present  
during inspection

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