

**General Procedures for Inspection under various Labour Laws**  
**administered by Labour Commissionerate**

Enforcement of Labour Laws and Rules and Regulations framed thereunder is the primary responsibility of the inspectors of the Labour Commissionerate. Inspectors must be well conversant with the provisions of different labour laws and rules framed there under for the purpose of inspection.

**General Procedure for inspection**

Inspectors shall inspect the work places in their respective areas as often and as thoroughly as is necessary to ensure the effective implementation of relevant provisions of labour laws.

For carrying out inspection effectively and effective implementation of legal provisions it would be better for the inspector to collect background information about:

- a) Location of the establishment
- b) Number of workers engaged therein
- c) Nature of work carried in the establishment
- d) Previous violation of law and action taken
- e) Complaint letter, if any, against management
- f) Existence of trade union, if any, in the establishment
- g) Rates of minimum wages, if applicable

Inspector will enter the premises of the establishment either with or without prior intimation to the employer and operating trade unions, if any.

Inspector may discuss with or interrogate the employees employed therein regarding compliance of various provisions of the respective Acts and related matters. Inspector should preferably note in the inspection note the name of the workers interviewed, his / their nature of work, matters connected to their employment, permanent address, etc.

Inspector may see physically compliance of various provisions of the Act including maintenance of statutory registers, filing of returns, etc.

Inspector will prepare inspection note , in duplicate, mentioning violation detected during the inspection, particulars of the employer, etc. and will hand it over to the employer or his representative present over there with due acknowledgement. Employers are normally instructed to remove the defects detected during inspection and report compliance thereof within a specified date mentioned in the inspection note.

Inspector shall upload the inspection note with 72 hours of inspection.

In case of non-compliance of the instruction show cause notice is issued to the employer. In case of compliance of the instruction the proceedings are normally let-off with the approval of ALC / DLC. In case of non receipt of reply to the show cause notice or receipt of unsatisfactory reply thereto prosecution is lodged before the court of law after getting approval from ALC / DLC or the appropriate authority as the case may be.

**FLOW CHART OF THE INSPECTION PROCESS FOR ENFORCEMENT OF VARIOUS LABOUR LAWS**

