

INSPECTION NOTE

(Under West Bengal Shops and Establishments Act' 1963 and West Bengal Rules made thereunder)

1. **Date & time of Inspection :** 14/12/2017 at 2.15 PM
2. **Name & Address of the Shop / Establishment :** M/S - Aanchal Collection Ltd.
Address - P-50, C.I.T Road, Scheme - XII, Kolkata - 700054
Ward / Municipality- 32 P.S - Mannikata
Regd. Office Address, if any -
3. **Name & Address of the Shop-Keeper(s)/ Employer(s) :**
(i) Name - 1) Mukesh Goel Address - Same as above
Ward/Municipality - 2) Manoj Goel P.S -
Email Id - 3) Sitaram Goel Contact No.- 9331887551
Sanjay Agarwal (Aect)
4. **Nature of trade :** Shop (seller of sarees)
5. **Trade Licence No. :**
6. **No. of person(s) employed :** Direct - Male : 4 Female : 1 Total- 5
Through Contractor - Male : Female : Total-
7. **Registration Certificate under the Act & Rules:** (i) No. Kol/Mannik/P-5/4216 dt 26/09/2008
(ii) Details
8. **Name & designation of the person(s) present during inspection :** Mannish Ganguly (Staff)
9. **Irregularities / Violations (Marked as ✓) :-**
 - (i) Rule 13(1): By not producing the Register of Daily Hours of Work and Rest Intervals of persons employed in Form I.
 - (ii) Rule 21 : By not producing the Leave Register in Form J.
 - (iii) Rule 30: By not producing Pay Register in Form M.
 - (iv) Rule 40: By not producing the Register of Overtime Work in Form U.
 - (v) Sec. 17(1) read with Rule 52(1) : By not producing the Register of Employees in Form W.
 - ✓ (vi) Sec. 16(4)(a) read with Rule 5 : Changes made or not, cannot be substantiated / By not applying for changes within prescribed period.
 - (vii) Sec. 18 read with Rule 53 : By not producing the appointment letters in Form X .
 - (viii) Sec. 5(1) (b) : Cannot be substantiated as no attendance register produced.
 - (ix) Sec. 13: Cannot be substantiated as no attendance or overtime register produced/No overtime is given.
 - (x) Sec. 16(3) : By not displaying the Registration Certificate.
 - (xi) Rule 48 : By not producing the Visit Book.
 - (xii) Rule 12(1) : By not displaying Form H at the shop / establishment.
 - (xiii) Sec. 11(a)/(b)/(c)/(d) : By not substantiating the fact that whether leave is given as per provisions.
 - ✓ (xiv) Sec. 16(6) read with Rule 6(1): Renewal is done or not cannot be substantiated / By not applying for Renewal within prescribed period .
 - (xv) Sec. 16(1) read with Rule 4 : Registration done or not cannot be substantiated as no Registration Certificate produced.
 - (xvi) Sec. 6(2) : By not substantiating the fact that no employee are made to work for more than 8½ hrs. in a day.
 - (xvii) Sec. 6(2)(i) : By not substantiating the fact that working hours including overtime has not exceeded 10 hours in a day for any employee.
 - (xviii) Sec. 6(3) : By not substantiating the fact that no employee worked for more than 5 ½ hrs. in a day unless an interval of rest of one hour is given.
 - ✓ (xix) Rule 54(2) : By not preserving and producing all the registers and records for the prescribed Period.
10. **Any other irregularities / violations / information:**

In view of the above irregularities/violations detected, the Shop-Keeper(s) / Employer(s) is/are directed to remove the aforesaid irregularities / violations and report compliance along with all registers, records, forms and any other documentary evidences of such compliance in the Office of the Labour Commissioner , EL & MW SECTION, 6, Church Lane, 3rd Floor, Kolkata-700001 on 20/12/2017 at 4.00 A.M./P.M.

In case of failure to comply with the directions, necessary legal steps will be taken against the Shop-Keeper(s) / Employer(s).
Received a Copy,

Aanchal Collection Limited

Signature of Shop-Keeper(s)/Employer(s)/Person(s) present during inspection.
Authorised Signatory

Sanjay Agarwal
14/12/2017
Inspector Minimum Wages

&
Inspector Shops and Establishments Act