

Checklist relating to Inspection under Building and Other Construction Workers (RECS) Act 1996 and rules made thereunder

Section & Or Rules	Subject
Sec 7 Rule 23 and Rule 24	To ensure that Registration of Establishment is obtained as per the procedure laid down in the Act and Rules made thereunder and the same is produced during inspection.
Sec 7(4) Rule	To ensure production of Certificate of Registration of Establishment along with amendment with the incorporation of all the latest information, if any.
Sec 10	To ensure that no building worker is employed in the establishment which has not been registered or whose registration has been revoked as per the provisions of the Act and Rules made thereunder.
Sec 7 and Rule 26(1a)	To ensure that the certificate of registration is non-transferable
Sec 7 and Rule 26(1b)	To ensure that the number of workmen employed as building workers in an establishment does not exceed, on any day, the maximum number specified in the certificate of registration.
Sec 7 and Rule 26(2)	To ensure that the change, if any, in the number of workmen or the conditions of work is intimated to the registering officer within fifteen days of such change.
Sec 7 and Rule 26(3)	To ensure that before thirty days of commencement and completion of any building and other construction work, the employer submits a written notice in Form IV, to the Inspector having jurisdiction of the area where the said work is to be executed, intimating the actual date of commencement or completion of such construction work.
Sec 7 and Rule 26(5)	To ensure that the certificate of registration of establishment is displayed at a conspicuous place at the premises where the building and other construction work is being carried on.
Sec 28(1b) and Rule 234(1)	To ensure that each building worker employed in building and other construction work is allowed a day of rest in every week (referred to as Rest day) which shall ordinarily be Sunday, but the employer may fix any other day of the week as rest day.
Sec 28(1b) and Rule 234(1)	To ensure that the building worker is informed of the day fixed as the rest day and of any subsequent change in such rest day before the change is effected, by display of notice to that effect in the place of employment at the place specified by the Inspector having jurisdiction in this behalf.
Sec 28(1b) and Rule 234(2)	To ensure that no building worker employed in building and other construction work is required or allowed to work on a rest day unless he already had or will have a substituted rest day for a whole day on one of the five days immediately before or after such rest day.
Sec 28(1b) and Rule 234(2)	To ensure that no substitution of rest day shall be made which results in a building worker working for more than ten days consecutively without a rest day for a whole day.
Sec 28(1c) and Rule 234(4)	To ensure that if building worker employed in building and other construction is given a substituted rest day, he is paid wages for such rest day on which he worked at the overtime rate and wages for such substituted rest day at the rate applicable to the day preceding such substituted rest day.
Sec 28(2) and Rule 236(1a)	To ensure that no building worker employed in any building and other construction work is required or allowed to work continuously for more than fifteen hours a day inclusive of intervals of rest or sixty day hours in a week provided that intervals of rest not less than half an hour is given after every five hours of continuous service.
Sec 28(2) and Rule 236(1b)	To ensure that no building worker employed in building and other construction work is required or allowed to work for more than ten consecutive days unless a rest of twenty four hours is given for rest of such worker.
Sec 30(2) and Rule 237	To ensure that notice showing the rates of wages of the building workers working in such establishment, hours of work of such worker, their wage periods, date of payment of such wages, names and addresses of the Inspectors having jurisdiction to such establishment and date of payment of unpaid wages to such workers, is displayed at a conspicuous place of the workplace on an establishment under his control, in English, Hindi and in the local language understood by the majority of such building workers.
Sec 30(2) and Rule 238	To ensure that a copy of the notice referred to in Rule 237(1) is sent to the Inspector having jurisdiction and whenever any change occurs relating to facts contained in such notice, such change is communicated by the employer to such Inspector.
Sec 46(1) and Rule 238(1)	To ensure that a notice in Form IV is sent or cause to be sent before thirty days of commencement of building and other construction work, probable date of completion to the Inspector having jurisdiction over the area.

Sec 28 and Rule 233(4)	To ensure that when the building worker works in any building and other construction work for more than nine hours on any day or for more than forty -eight hours in any week,he is,in respect of overtime work, entitled to wages at double the ordinary rate of wage.
Sec 28 and Rule 233(2)	To ensure that no person employed in an establishment is required or permitted to work in such establishment for more than five hours unless he has been allowed an interval of rest of not less than half an hour.
Sec 28 and Rule 233(3)	To ensure that the working day of every building and other construction worker is so arranged by the employer inclusive of the intervals of rest ,if any , it does not extend over more than twelve hours on any day.
Sec 37 and Rule 246(1)	To ensure that adequate Canteen is provided wherein not less than two hundred and fifty building workers are ordinarily employed.
Sec 37 and Rule 246(2)	To ensure that Canteen consists of at least a dining hall with furniture sufficient to accommodate building workers using such canteen,a kitchen,store room,pantry and washing places separately for workers and for utensils.
Sec 37 and Rule 246(3i)	To ensure that Canteen is sufficiently lighted at all times when any person has access to it.
Sec 37 and Rule 246(3ii)	To ensure that the floor of the canteen is made of smooth and impervious material and the inside walls are lime-washed or colour washed at least once in every six months and the inside walls of the kitchen is lime-washed every three months.
Sec 37 and Rule 246(4i)	To ensure that the precincts of Canteen is maintained in clean and sanitary condition.
Sec 37 and Rule 246(4ii)	To ensure that waste water is carried away in suitable covered drains and is not allowed to accumulate in the surroundings of such canteen.
Sec 37 and Rule 246(4iii)	To ensure that suitable arrangement is made for collection and disposal of garbage from such canteen.
Sec 37 and Rule 246(5)	To ensure that building of the canteen is situated at the distance not less than fifteen point two metres from any latrine or urinal or any source of dust ,smoke or obnoxious fumes.
Sec 37 and Rule 247	To ensure that foodstuffs and other items to be served in the canteen is in conformity with the normal dietary habits of the building workers.
Sec 37 and Rule 248	To ensure that where a building and other construction work is situated at a distance of more than zero point two kilometers from the canteen provided under the Rule ,arrangement is made by the employer for serving of tea and light refreshment to such building workers at such place.
Sec 37 and Rule 249	To ensure that charges for foodstuffs,beverages and other items serve in the canteen are based on 'No profit no loss' .
Sec 16 and Rule 249	To ensure that price list of foodstuff,beverages and any other item served in the canteen is displayed in the canteen.
Sec 32 and Rule 245(1)	To ensure that adequate and suitable facilities for washing are provided for the building workers employed in every establishment.
Sec 32 and Rule 245(2)	To ensure that adequate provision for availability of safe drinking water for all the workers in the establishment covered under the Act is provided.
Rule 245(3 & 4)	To ensure that separate and adequate screening facilities conveniently accessible and in clean and hygienic condition are provided for the use of male and female workers.
Sec 33 and Rule 242	To ensure that, where the females and males are employed,the latrines are provided in every establishment in the scale of at least one latrine for every 15 females or part thereof and for every 15 males or part thereof and where the no of males and females exceeds 100,the latrines are provided in the proportion to one latrine for every 25 males or females up to first 100 and one for every 50 thereafter.
Sec 33 and Rule 243	To ensure that, where the males and females are employed,the latrines are provided in every establishment in the scale of at least one urinal for every 50 males and one urinals for every 50 females or part thereof and where the no of males and females exceeds 500,the urinals are provided in proportion to one urinal per 50 males or females up to first 500 and one for every 100 thereafter.
Sec 33 and Rule 244(1)	To ensure that every latrine is under cover and so partitioned off so as to secure privacy and has proper door and fastening.
Sec 33 and Rule 244(2)	To ensure that where both sexes are employed,a notice in the language understood by the majority of the workers" 'For Men Only ' and 'For Women Only ' " with the figure of a man or a woman ,as the case may be,is displayed outside each block of latrine and urinal.
Sec 33 and Rule 244(3)	To ensure that latrines and urinals are conveniently situated and accessible to workers at all times at the establishment.
Sec 33 and Rule 244(4)	To ensure that latrines and urinals are adequately lighted and maintained in a clean and sanitised condition at all times .

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Sec 30(1) and Rule 239	To ensure that the employer maintains in respect of each registered establishment where he employs building workers ,a register of persons employed as building workers in Form XV .
Sec 30(1) and Rule 240(1a)	To ensure that the employer maintains in respect of each work where he employs building workers ,a muster roll and a register of wages in Form XVI and Form XVII respectively.
Sec 30(1) and Rule 240(1b)	To ensure that a muster roll and a register of wages in Form XVI and Form XVII respectively is maintained by the employer and produced during inspection in respect of each work where he employs building workers .
Sec 30(1) and Rule 240(1a)	To ensure that a wage-cum-muster roll in Form-XVIII is maintained by the employer ,where the wage period for such building worker is a fortnight or less,and produced during inspection.
Sec 30(1) and Rule 240(1b)	To ensure that a register of overtime, register of fines and register of advances in Form XIX,Form XX and FormXXI respectively is maintained by the employer and produced during inspection in respect of each work where he employs building workers .
Sec 30(1) and Rule 240(1c)	To ensure that a register of overtime in Form XXII for recording the number of hours of and the wages ,paid for,overtime work,if any is maintained by the employer and produced during inspection in respect of each work where he employs building workers .
Sec 30(3) and Rule 240(2a)	To ensure that a service certificate in Form XXIV is issued to each of the building workers on termination of service on account of completion of such work or for any other reason.
Sec 30(3) and Rule 240(2b)	To ensure that thumb impression of each of the building workers is obtained against each entries relating to him on the register of wages or muster-roll-cum-wages register and such entries are authenticated by the employer or his authorised representative.
Sec 30 and Rule 240(5)	To ensure that an abstract of the Act and Rules made thereunder in English and in hindi and in a language understood by the majority of such building workers is displayed at a conspicuous place of the work-site where building workers are employed by the employer.
Sec 30 and Rule 240(6)	To ensure that the registers and other records required to be maintained under the Acts and Rules made thereunder are maintained complete and up-to-date and unless otherwise provided for,are kept at an office or the nearest convenient building within the precincts of the concerned workplace.
Sec 30 and Rule 240(7)	To ensure that the registers and other records required to be maintained under the Acts and Rules made thereunder are maintained legibly in English and in Hindi or in a labguage understood by the majority of the building workers employed in such establishment.
Sec 30 and Rule 240(8)	To ensure that every register or other records is preserved by the employer in original for a period of three calender years from the date of last entry therein.
Sec 30 and Rule 240(10)	To ensure that a 'Nil' entry is made in the relevant registers where no deduction has been made from the wage of a building worker or no fine has been imposed or no overtime work has been performed and no payment for overtime work has been made against such wage period.
Rule 241	To ensure that an annual return(Single Integrated Return) relating to a registered establishment is sent to the registering officerin Form XXV so as to reach him not later than the fifteenth February forllowing the end of each calender year with a copy to the Inspector having jurisdiction.
Rule 250(a)	To ensure ,at a construction site of a building and other construction work ,that wages of every building worker employed at such construction site where not less than one thousand such building workers are employed are paid before the expiry of seventh day and in other cases ,before the expiry of thenth day after the last day of the period in respect of which such wages are payable.
Rule 250(b)	To ensure that wages earned by such building worker, whose employment is terminated by or on behalf of the employer,is paid before the expiry of second working day after the day on which his employment is terminated.
Rule 250(c)	To ensure that all payment of wages are made on a working day at such construction site and during the time an on a date notified in advance and in sace the work is completed ,the final payment of wages is made within forty eight hours of such completion of work.
Sec 28 and Rule 233(1)	To ensure that no person employed in building and other construction work is required or allowed for more than nine hours on a day and forty -eight hours in any week.
Sec 28 and Rule 233(1)	to ensure that no person under the age of 18 years is employed or deplayed at any construction site.

Sec 33 and Rule 244(5)	To ensure that latrines and urinals other than those connected with flush sewage system comply with the requirement of the public health authorities.
Sec 33 and Rule 244(6)	To ensure that water is provided by means of tap or otherwise conveniently accessible in or near latrines and urinals.
Sec 33 and Rule 244(7)	To ensure that walls, ceilings and partitions of every latrine and urinal are white-washed or colour-washed to be repeated once in every period of four months.
Sec 32 and Rule 245(1)	To ensure that adequate and suitable facilities for washing is provided and maintained for the use of building workers employed therein.
Sec 32 and Rule 245(2)	To ensure availability of safe drinking water for all the workers in every establishment covered by this Act.
Sec 32 and Rule 245(3)	To ensure that separate and adequate screening facilities which are provided for use of male and female workers.
Sec 32 and Rule 245(4)	To ensure that separate and adequate screening facilities provided for use of male and female workers are conveniently accessible and kept in clean and hygienic condition.

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