

Checklist relating to Inspection under the Contract Labour (R&A) Act,1970 and rules made thereunder (For Principal Employer)

| Section & Or Rules | Subject |
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| Sec7(1) Rule 18 | To ensure production of Certificate of Registration during inspection. |
| Sec7(1) Rule 18 | To ensure production of Certificate of Registration along with amendment with the incorporation of all the latest information,if any. |
| Sec 9 | To ensure that no contract labour is employed in the establishment which has not been registered as per the provisions of the Act and Rules made thereunder or whose registration has been revoked under Sec 8. |
| Canteen | |
| Sec 16 Rule 42(2) and Rule 42(3) | To ensure that adequate Canteen is provided wherein the work regarding employment of contract labour is likely to continue for six months and wherein contract labour numbering one hundred or more are ordinarily employed and wherein contractor fails to provide the Canteen within sixty days of the date of coming into force of the Rules in the case of the existing establishments and within sixty days of the commencement of the employment of contract labour in the case of new establishments. |
| Sec 16 and Rule 43(1) | To ensure that Canteen consists of at least a dining hall,kitchen,store room,pantry and washing places separately for workers and for utensils. |
| Sec 16 and Rule 43(2i) | To ensure that Canteen is sufficiently lighted at all times when any person has access to it. |
| Sec 16 and Rule 43(2ii) | To ensure that the floor and inside walls are made of smooth and impervious material and the inside walls are lime-washed or colour washed at least once in each year and the inside walls of the kitchen is lime-washed every four months. |
| Sec 16 and Rule 43(3i) | To ensure that the precincts of Canteen is maintained in clean and sanitary condition. |
| Sec 16 and Rule 43(3ii) | To ensure that waste water is carried away in suitable covered drains and is not allowed to accumulate so as to cause nuisance. |
| Sec 16 and Rule 43(3iii) | To ensure that suitable arrangement is made for collection and disposal of garbage. |
| Sec 16 and Rule 44(1) | To ensure that dining hall accommodated at least 30% of the contract labour working at a time |
| Sec 16 and Rule 44(2) | To ensure that the floor area of the dining hall ,excluding the area occupied by the service counter and any furniture , except tables and chairs is not less than one square metre per dinner to be accommodated as prescribed in Rule 44(1). |
| Sec 16 and Rule 44(3i) | To ensure that a portion of the dining hall and service counter is partitioned off and reserved for women workers,in proportion to their number |
| Sec 16 and Rule 44(3ii) | To ensure that washing places for women is separate and screened to secure privacy. |
| Sec 16 and Rule 44(4) | To ensure that sufficient tables,tools ,chairs or benches is made available for the number of dinners to be accommodated as per Rule 44(1) |
| Sec 16 and Rule 45(1i) | To ensure that sufficient utensils,crockery,cutlery ,furniture and any other equipment necessary for running of canteen is provided and maintained. |
| Sec 16 and Rule 45(1ii) | To ensure that suitable clean clothes for the employees serving in the canteen are provided and maintained. |
| Sec 16 and Rule 45(2i) | To ensure that furniture,utensils and other equipments are maintained in clean and hygienic condition. |
| Sec 16 and Rule 45(2ii) | To ensure that service counter ,if provided has top of smooth and impervious material. |
| Sec 16 and Rule 45(2iii) | To ensure that suitable facilities including and adequate supply of hot water is provided for cleaning of utensils and equipments. |
| Sec 16 and Rule 46 | To ensure that charge per portion of foodstuff,beverages and any other item served in the canteen is displayed in the canteen. |
| Sec 16 and Rule 47 | To ensure that foodstuff and other items served in the canteen are in conformity with the normal habits of the contract labour. |
| Sec 16 and Rule 49 | To ensure that Books of accounts and registers and other documents used in connection with the running of the canteen are produced before the inspector during inspection. |
| Sec 16 and Rule 50 | To ensure that the yearly audited statement of accounts audited by the registered accountants and auditors pertaining to the canteen is produced before the inspector during inspection. . |
| Rest Room | |

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| Sec 17 and Rule 41(2) | To ensure that Rest Rooms or other suitable alternative accommodation is provided and maintained in every place wherein contract labour is required to halt in connection with working of the establishment to which this Act applies and wherein contractor fails to provide the same within the stipulated time mentioned in Rule 41(1), within a period of 15 days of the expiry of the period laid down in Rule 41(1). |
| Sec 17 and Rule 41(3) | To ensure that separate Rest Rooms are provided for women employees |
| Sec 17 and Rule 41(4) | To ensure that effective and suitable provision for securing and maintaining ventilation by circulation of fresh air and sufficient and suitable natural or artificial lighting is made. |
| Sec 17 and Rule 41(5) | To ensure that Rooms or other suitable alternative accommodation are of such dimension so as to provide a space of one square metre for each person making use of the rest-room. |
| Sec 17 and Rule 41(6) | To ensure that Rooms or other suitable alternative accommodation are constructed so as to afford adequate protection against heat, wind, rain and shall have smooth, hard and impervious surface. |
| Sec 17 and Rule 41(6) | To ensure that Rooms or other suitable alternative accommodation are at a convenient distance from the establishment and provision for wholesome drinking water is made available. |
| Latrines and Urinals Drinking Water Washing Facilities | |
| Sec 18 and Rule 40(1) and Rule(2) | To ensure sufficient supply of drinking water for the contract labour at convenient places |
| Sec 18 and Rule(51a) | To ensure that, where the females are employed, the latrines are provided in every establishment in the scale of at least one latrine for every 20 female and where the no of females exceeds 100, the latrines are provided in the proportion to one latrine per 20 females up to first 100 and one for every 30 thereafter. |
| Sec 18 and Rule(51b) | To ensure that, where the males are employed, the latrines are provided in every establishment in the scale of at least one latrine for every 20 males and where the no of males exceeds 100, the latrines are provided in proportion to one latrine per 20 males up to first 100 and one for every 30 thereafter. |
| Sec 18 and Rule(52) | To ensure that every latrine is under cover and so partitioned off so as to secure privacy and has proper door and fastening. |
| Sec 18 and Rule(53i) and Rule(53ii) | To ensure that 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 18 and Rule(54) | To ensure that urinals are provided in every establishment in the scale of at least one urinal for every 50 males and one latrine for every 50 female and where the no of male or females workers, as the case may be, exceeds 500, the urinals are provided for every male or female in proportion to one urinal per 50 males or 50 females up to first 500 and one for every 100 or part thereof thereafter. |
| Sec 18 and Rule(55(1)) | To ensure that latrines and urinals are conveniently situated and accessible to workers at all times at the establishment. |
| Sec 18 and Rule(55(2i)) | To ensure that latrines and urinals are adequately lighted and maintained in a clean and sanitised condition at all times. |
| Sec 18 and Rule(55(2ii)) | To ensure that latrines and urinals other than those connected with flush sewage system comply with the requirement of the public health authorities. |
| Sec 18 and Rule(56) | To ensure that water is provided by means of tap or otherwise conveniently accessible in or near latrines and urinals. |
| Sec 18 and Rule(57(1)) | To ensure that adequate and suitable facilities for washing is provided and maintained for the use of contract labour employed therein. |
| Sec 18 and Rule(57(2)) | To ensure that separate and adequate screening facilities which are provided for use of male and female workers |
| Sec 18 and Rule(57(3)) | 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. |
| First-aid Facilities | |
| Sec 19 Read with Sec 20 and Rule 58 | To ensure that First-aid Boxes are provided and maintained so as to be readily accessible during all working hours at the rate not less than one box for 150 contract labour or part thereof employed therein. |
| Sec 19 Read with Sec 20 and Rule 59 | To ensure that the each First-aid Box contains equipments as mentioned in Rule 59(A and B) |
| Sec 19 Read with Sec 20 and Rule 60 | To ensure that First-aid Box is kept in charge of a responsible person who shall always be readily available during the working hours of the establishments. |

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| Sec 19 Read with Sec 20 and Rule 61 | To ensure that a person in charge of First-aid Box is trained in First-Aid treatment where the number of contract labour is 150 or more. |
| Wages | |
| Sec 21(2) and Rule 72 | To ensure the presence of the authorised representative of the Principal Employer at the time and place of disbursement of wages by the contractor to workmen |
| Sec 21(2) and Rule 73 | To ensure that the authorised representative of Principal Employer affixes his initials against each entry denoting the time and place of payment of wages in the register of wages and further records a certificate at the end of the entries in the for;- " Certified that the amount shown in column no.....has been paid to the workmen concerned in my presence." |
| Maintenance of Registers and Records | |
| Sec 29 and Rule 74 | To ensure maintenance and production of register of contractors in Form No XII with up-to-date information at the time of inspection by the Inspector . |
| Sec 29 and Rule 78(2c) | To ensure that entries in Register of Wages and Wages-cum-Muster Roll are duly certified by the authorised representative of the principal employer. |
| Sec 29(2) and Rule 81(1i & 1ii) | To ensure display of notices in conspicuous places in clean and legible condition at the establishment in English and in Bengali and in the language understood by the majority of the workers showing the rates of wages ,hours of work,wage periods,dates of payment of wages ,name and address of the Inspector having jurisdiction and date of payment of unpaid wages . |
| Rule 81(2) | To ensure a copy of the notices mentioned in Rule 81(1i) is sent to the Inspector and whenever any change occurs ,is communicated forthwith. |
| Rule 82(2) | To ensure that annual return in Form XXV(Single Integrated Return) reaches the Registering Officer concerned not later than 15th February following the year to which it relates. |

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