

<b>Checklist relating to Inspection under the Contract Labour (R&amp;A) Act,1970 and rules made thereunder (For Contractor)</b>	
<b>Section &amp; Or Rules</b>	<b>Subject</b>
Sec 13(1) Rule 23	To ensure that up to date Cetificate of License is produced during inspection.
Sec 14(2) Rule 28	To ensure production of Cetificate of Certificate of License along with amendment with the incorporation of all the latest information,if any.
Sec 13(3) Rule 27	To ensure that up to date renewed Cetificate of License is produced during inspection.
<b>Canteen</b>	
Sec 16 Rule 42(1) 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 , 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 canteed 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 utnesils 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. .
<b>Rest Room</b>	
Sec 17 and Rule 41(1)	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 the employment of contract labour is likely to continue for 3 months or more , within one month of the date of coming into force of the Rules in the case of the existing establishments and within one month of the commencement of the employment of contract labour in the case of new establishments.
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 dimention 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)	TTTo 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.
<b>Latrines and Urinals</b>	



Sec 18 and Rule 40(1)	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.
<b>First -aid Facilities</b>	
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.
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.
<b>Wages</b>	
Sec 21(1) and Rule 64	To ensure that wage period does not exceed one month.
Sec 21(1) and Rule 65-66	To ensure that wages of every person employed as contract labour in an establishment or by the contractor ,where less than one hundred such persons are employed,shall be paid before the expiry of seventh day and in other cases before the expiry of tenth day after the last day of wage period ,in respect of which wages are payable.
Sec 21(1) and Rule 67	To ensure that payment of wages is made on the working day at the worksite and during the working time and on the date notified in advance and in case the work is completed before the expiry of the wage period, final payment is made within 48 hours of the last working day.
Sec 21(1) and Rule 68	To ensure that wages due to every worker is paid to him directly or to other person authorised in this behalf.
Sec 21(1) and Rule 70	To ensure that wages is paid without any deduction of any kind ,except specified by the State Government by the General or Special Order in this behalf or permissible under the Payment of Wages Act 1936.
Sec 21(1) and Rule 71	To ensure that a notice showing the wage period and the place and time of disbursement of wages is displayed at the place of work and a copy is sent to the Principal Employer under acknowledgement.
Sec 21(1) 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."
<b>Maintenance of Registers and Records</b>	
Sec 29 and Rule 75	To ensure maintenance and production of register of persons employed in respect of each establishment in Form No XIII with up-to-date information at the time of inspection by the Inspector .



Sec 29 and Rule 76	To ensure that employment card in Form XIV is issued to each worker on the first day of the employment of the worker.
Sec 29 and Rule 77	To ensure that on termination of employment, Service Certificate in Form XV is issued to the workmen whose services have been terminated for any reason whatsoever.
Sec 29 and Rule 78(1)	To ensure maintenance and production of a) Muster Roll, b) Register of Wages, c) Register of Deductions, d) Register of Overtime, e) Register of Fines, f) Register of Advances, at the time of inspection by the Inspector, maintainable as employer under the Payment of Wages Act, 1936 and the Minimum Wages Act 1948 and Rules made thereunder, provided the establishment is governed by those Acts and Rules mentioned above.
Sec 29 and Rule 78(2a)	To ensure maintenance and production of Muster Roll Register and Register of Wages in Form XVI and XVII respectively, or a combined Muster Roll cum Wages Register, where the wage period is one week or less at the time of inspection by the Inspector. (In respect of Establishments not covered under Rule 78(1)).
Sec 29 and Rule 78(2b)	To ensure that Wage Slips in Form XIX is issued to the workers at least a day prior to the disbursement of wages.
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 and Rule 78(2d)	To ensure maintenance and production of Register for Damage or Loss Register of Fines and Register of Advances in Form XX, Form XXI and Form XXII respectively at the time of inspection by the Inspector.
Sec 29 and Rule 78(2e)	To ensure maintenance and production of Register for Overtime in Form XXIII at the time of inspection by the Inspector.
Sec 29 and Rule 79	To ensure display of an abstract of the Act and Rules in English and Bengali and in the language spoken by the majority of the workers in such form as may be approved by the Labour Commissioner, West Bengal.
Sec 29 and Rule 80(1)	To ensure that all Registers and Records required to be maintained under the Act and Rules, unless otherwise provided for, is kept at an office or the nearest convenient building within the precincts of the work-place or at a place within radius of three kilometers.
Sec 29 and Rule 80(2)	To ensure that all registers are maintained in English or Bengali.
Sec 29 and Rule 80(3)	To ensure that all registers and other records maintained under the Act and Rules are produced on demand before the Inspector.
Sec 29 and Rule 80(4)	To ensure that a "Nil" is made across the body of the prescribed Registers of Deduction, Fines or Overtime at the end of each wage period in case no deduction or fine is imposed or no overtime has been worked during the wage period.
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(1)	To ensure that half-yearly return in Form XXIV (Single Integrated Return) reaches the Licensing Officer concerned not later than 30 days following the close of the half year to which it relates.

S.V.