

**Checklist relating to Inspection under Minimum Wages Act ,1948 and rules made thereunder**

Section & Or Rules	Subject
<b>Wage ,Hours of Work,Overtime and other Conditions</b>	
Sec 12(1)	To ensure that every employee engaged by the employer in scheduled employment is paid wage at a rate not less than the minimum rates of wages for that scheduled employment fixed by the notification without any deduction except as may be authorised and subject to such terms and conditions as may be prescribed.
Sec 13(1a)	To ensure that no employee is made to work for more than the fix number of hours of work which shall constitute a normal working day,inclusive of one or more specified intervals.
Sec 13(1b)	To ensure that all or any specified class of employee is allowed a day of rest in every period of seven days and payment of remuneration in respect of such days of rest.
Sec 13(1c)	To ensure that an employee is provided payment at a rate not less than the overtime rate for work on a day of rest.
Sec 14(1)	To ensure that an employee,whose minimum rate of wages is fixed by an hour,by the day or by such longer wage period as may be prescribed , is provided payment at the overtime rate for work on any day in excess of the number of hours constituting a normal working day.
Sec 12 (1) and Rule 21(1ia)	To ensure that wage period with respect to any scheduled employment for which wges have been fixed does not exceed one month and the wages of a worker in such employment is paid on a working day a) in case of establishments in which less than one thousand such persons are employed, before the expiry of seventh day after the last day of the wage period in respect of which the wgaes are payable.
Sec 12 (1) and Rule 21(1ib)	To ensure that wage period with respect to any scheduled employment for which wges have been fixed does not exceed one month and the wages of a worker in such employment is paid on a working day a) in case of other establishments before the expiry of tenth day after the last day of the wage period in respect of which the wgaes are payable.
Sec 12(1) and Rule 21(1ii)	To ensure that wages earned by any person, 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.
Sec 12(1) and Rule 21(1iii)	To ensure that wages of an employed person is paid without deductions of any kind except those authorised by or under the Rules.
<b>Display of Notices</b>	
Sec 18(2) and Rule 22(1)	To ensure display of notices in Form-XII containing the minimum wages fixed together with extract of the Act and Rules made thereunder and the name and address of Inspector in English and in a language understood by the majority of the workers in the employment at the main entrance to the establishment and its office in a clean and legible condition.
Sec 18(2) and Rule 22(2)	to ensure that employer of Public Motor Transport exhibits a notice in Form XII duly filled in and signed,on every public motor vehicles owned by him,in addition to the notices under Rule 22(1).
<b>Maintenance of Registers and Records</b>	
Sec 18(1) and Rue 23(1)	To ensure that a register of wages is maintained with the particulars as mentioned in Rule 23(1a-1e) and produced before the inspector during inspection.
Sec 18(1) and Rue 23(2)	To ensure that signature or thumb impression of every person employed is obtained in the register of wages and produced before the inspector during inspection.
Sec 18(1) and Rue 23(3)	To ensure that each entry in the register of wages is authenticated by the employer or any person authorised by him on his behalf .
Sec 18(1) and Rue 23(5)	To ensure that a Muster Roll in Form-V is maintained and produced before the inspector during inspection.
Sec 18(1) and Rue 23(6)	To ensure that a Register of Employees in Form-XIV is maintained and produced before the inspector during inspection.
Sec 18(1) and Rue 21(1iv)	To ensure that a Wage Slip in Form-XV is issued to every person employed by the employer at least a day prior to the disbursement of wages.
Sec 18(1) and Rule 21(4)	To ensure maintenance of Register of Fines in Form-I with up-to-date information at the work-spot and production of the same before the inspector at the time of inspection.
Sec 18(1) and Rule 21(4)	To ensure maintenance of Register of Deductions for damage or loss caused to the employer due to be neglect or default of the employed person in Form-I with up-to-date information at the work-spot and production of the same before the inspector at the time of inspection.

Sec 18(1) and Rule 21(4)	To ensure maintenance of Register of Deductions for damage or loss caused to the employer due to be neglect or default of the employed person in Form-I with up-to-date information at the work-spot and production of the same before the inspector at the time of inspection.
Sec 18(1) and Rue 23(4)	To ensure that a Overtime Register in Form-IV is maintained and produced before the inspector during inspection.To ensure further that a Nil entry is made in the register at the end of every wage period in case no overtime wage is paid.
Rule 21(4A)	To ensure that a return in Form -III (Single Integrated Return) is sent to the Labour Commissioner,West Bengal as well as to the Inspector of the area concerned so as to reach it not later than the 1st February following the year to which it relates.
Rule 23(A)	To ensure that all the registers and records for the preceding three years are preserved and produced on demand before the Inspector.

S.V.