

**Checklist for Employer under the Payment of Wages' Act, 1958.**

1. To ensure availability of Register of Fines in Form I along with voucher/receipt(s) of disbursement made from the fines realised- Rule 4.
2. To ensure availability of Register of deductions for damage or loss in Form II- Rule 5.
3. To ensure availability of Register of wages with necessary details as per Rule 6.
4. To display in conspicuous place notice of dates of payment- Rule 9.
5. To ensure availability of records of requisition of power to impose fine as per Rule 11.
6. To ensure availability of order of approval of list of acts and omissions as per Rule 12.
7. To display the List of acts and omissions at a conspicuous place- Rule 13.
8. To ensure that no person, other than the authorised persons have imposed fines- Rule 14.
9. To ensure availability of Register of advances made to the employed persons in Form III- Rule 18.
10. To ensure availability of records of submission of Return in Form IV within specified period- Rule 19.
11. To ensure availability of Form of deposit in Form V- Rule 23.

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