

Checklist relating to Inspection under the Sales Promotion Employees(CS) ,1976 and rules made thereunder

Section & Or Rules	Subject
Sec 5 and Rule 22(1)	To ensure that a letter of appointment in Form A is furnished to the Sales Promotion Employee by the employer
Sec 7 and Rule 23(a)	To ensure that a Register of Sales Promotion Employees in Form-B is maintained by every establishment and produced at the time of inspection.
Sec 7 and Rule 23(b)	To ensure that Service Books for every employee in Form-C is maintained by every establishment and produced at the time of inspection.
Sec 7 and Rule 23(c)	To ensure that a register of Service Books for every employee in Form-D is maintained by every establishment and produced at the time of inspection.
Sec 7 and Rule 23(d)	To ensure that Leave Account for each employee in Form-E is maintained by every establishment and produced at the time of inspection.

S. K.