

Checklist relating to Inspection under West Bengal Shops & Establishments Act ,1963 and rules made thereunder	
Section & Or Rules	Subject
<b>Registration</b>	
Sec 16(1) and Rule 4	To ensure that the shopkeeper or employer applies in Form B(Part -I) for registration within 30 days from the commencement of business and produces the registration certificate (Part -II of Form-B) before the inspector at the time of inspection.
Sec 16(3)	To ensure that the certificate of registration is displayed at a conspicuous place in the shop and establishment by the shopkeeper or employer .
<b>Notice of Change</b>	
Sec 16(4) and Rule 5	To ensure that the shopkeeper or employer informs the registering authority by submitting Notice of Change (Form-C) together with the certificate of registration and requisite fees,if any,in respect of change in any particulars contained in Form-B (Part-I) within seven days after such change has taken place.
Sec 5,Sec 16(4) and Rule 6	To ensure that declaration of weekly closing days in case of a shop is not changed more than once in any year by the shopkeeper or employer .
<b>Notice of Winding up of Business</b>	
Sec 16(5) and Rule 7	To ensure that Notice of Winding up of the business of a shop or an establishment in Form-E accompanied by the Certificate of Registration is submitted within fifteen days of such winding-up to the registering authority and the employees .
<b>Notice of Weekly Closure</b>	
Sec 3(5) Sec 17 and Rule 11	To ensure that a Notice of Weekly Closure is displayed in Form-G in a conspicuous place in the shop and establishment by the shopkeeper or employer .
<b>Notice of Weekly Holidays</b>	
Sec 5 Sec 17 and Rule 12	To ensure that a Notice in Form-G is displayed in a conspicuous place in the shop and establishment by the shopkeeper or employer specifying the days of the week on which the persons employed in such shop or establishment shall be allowed full holiday and half holiday and the Notice is preserved for inspection for One year .
<b>Hours of Work</b>	
Sec 6 (1)	To ensure that the hour of opening in no shop is earlier than eight O' clock ,ante meridiem or the hour of closing is later than eight O' clock ,post meridiem.
Sec 6(2)	To ensure that no person employed in a shop is required or permitted to work in such shop for more than eight hours and a half on any one day and forty -eight hours in any week.
Sec 6(2i)	To ensure that in any day and in any week in which stock taking ,making up accounts or such other business operation as may be prescribed takes place in a shop, no person employed in a shop is required or permitted to work in such shop for more than ten hours on any one day including overtime work. .
Sec 6(2ii)	To ensure that total number of hours worked overtime by the person employed in a shop does not exceed one hundred and twenty hours in any one year.
Sec 6(3)	To ensure that no person employed in a shop is required or permitted to work in such shop for more than five hours and half on any one day unless he has been allowed an interval of rest of at least one hour.
Sec 6(4)	To ensure that the period of work and intervals for rest of every person employed in a shop is so arranged by the shopkeeper so that together they do not extend over more than ten hours and a half in any one day.
Sec 7 (1)	To ensure that the hour of closing in hotel,restaurant,eating-house or café is not later than eleven O' clock ,post meridiem.
Sec 7(2)	To ensure that no person employed in an establishment is required or permitted to work in such establishment for more than eight hours and a half on any one day and forty -eight hours in any week.
Sec 7(2i)	To ensure that no person employed in an establishment is required or permitted to work in such establishment for more than ten hours on any one day including overtime work.
Sec 7(2ii)	To ensure that total number of hours worked overtime by the person employed in an establishment does not exceed one hundred and twenty hours in any one year.
Sec 7(3)	To ensure that no person employed in an establishment is required or permitted to work in such establishment for more than five hours and a half on any one day unless he has been allowed an interval of rest of at least one hour.
Sec 7(4)	To ensure that the period of work and intervals for rest of every person employed in an establishment is so arranged by the employer so that together they do not extend over more than ten hours and a half in any one day.

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Sec 17 and Rule 13	To ensure that a register either in Form-I or in Form I(1) showing the daily hours of actual work and hours of rest against the name of each employee and also the hours of opening and closing of such shop or establishment,as the case may be is maintained and produced during inspection.
Sec 9	To ensure that no child who has not completed the age of twelve years is employed in any shop or establishment.
Sec 10	To ensure that no woman is allowed or permitted to work a) in any establishment for public entertainment or amusement other than a cinema or a theatre,after six O' clock post meridiem or b) in any shop or commercial establishment ,after eight O' clock post meridiem
Sec 12	To ensure that the person employed in shop or establishment,in case of his termination is paid wages for the period of privilege leave due to his credit at the time of such termination.
Sec 13	To ensure that the wages paid to the persons employed in a shop or establishment in respect of overtime work is calculated at the rate of twice the ordinary rate of wages.
Sec 17 and Rule 21	To ensure that a Leave Register is maintained in Form-J is maintained and produced before the inspector during inspection by the shopkeeper or employer .
Sec 17 and Rule 30	To ensure that a Pay Register is maintained in Form-M is maintained and all entries therein is certified by the shopkeeper or the employer ,as the case may be,in presence of two witnesses as specified in such form and produced before the inspector during inspection by the shopkeeper or employer .
Sec 17 and Rule 38	To ensure that notice is given to the Chief Inspector(where the shop or establishment is situated within Calcutta) or to the Inspector having jurisdiction over such area in Form-T of the intention of a shopkeeper or employer to require a person employed to work overtime on any day at least twenty four hours before such day
Sec 17 and Rule 39	To ensure that a Register of Overtime is maintained in Form-U is maintained and produced before the inspector during inspection by the shopkeeper or employer .
Sec 17 and Rule 48	To ensure that a visit book is maintained and produced before the inspector in which an inspector visiting the shop or establishment may record his remarks regarding any defects that may come to light at the time of his visit or give direction regarding production of any documents required to be maintained and produced under the provisions of the Act ad Rules
Sec 17 and Rule 52	To ensure that a Register of Employees is maintained in Form-W is maintained and produced before the inspector during inspection by the shopkeeper or employer .
Sec 18 and Rule 53	To ensure that all persons employed by the shopkeeper or the employer ,as the case may be,are furnished with letters of appointment in Form X

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