

**PROCEDURE FOR INSPECTION OF THE ESTABLISHMENT UNDER
EQUAL REMUNERATION ACT**

Computerized risk assessment based compliance inspections.

	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment.		Succeeding month
4	Inspection of unit /establishment site.	Checklist	
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.	Inspection report format (Form CI 2)	48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.	Form CI 3	Inspecting Officer
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

CHECKLIST OF INSPECTIONS

EQUAL REMUNERATION ACT, 1976

1. Whether a register in Form 'D' is maintained by the employer.
2. Whether there is any violation of section 4 of the Act.
3. Nature of violation, if any found during the inspection.