

**PROCEDURE FOR INSPECTION OF THE ESTABLISHMENT UNDER
MINIMUM WAGES 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

MINIMUM WAGES ACT, 1948

1. Name of scheduled employment.
2. Wage period and date of payment.
3. Whether the payment is being made at the rate prescribed under the Act.
4. Whether the payment is being made in stipulated wage period.
5. Whether the weekly rest is provided to the employees and payment for overtime work is made at the prescribed rate.

6. Whether the Register of Attendance, Payment of wages, over time, Fine and Deductions are maintained in prescribed format.
7. Whether the establishment displayed the following notices in English and Telugu.
 - Abstract of Minimum Wages Act, 1948 and the Rules of the Government of Telangana
 - Name and address of the Inspector.
8. Whether the scheduled employment submitted return in the prescribed format.
9. Nature of violation, if any found during the inspection.