

**PROCEDURE FOR INSPECTION OF THE ESTABLISHMENT UNDER
PAYMENT OF BONUS 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

1. Whether Bonus paid to the employees (under Section 10)
2. Quantum of bonus paid to the employees and number of employees benefitted
3. Whether a Register showing the computation of allocable surplus referred to in clause (4) of section 2 ,in Form A is prepared and maintained.
4. Whether a Register showing the set-on and set-off of the allocable surplus under section 15 in Form B is prepared and maintained.
5. Whether a Register showing the details of the amount of bonus due to each of the employees, the deductions under sections 17 and 18 and the amount actually disbursed ,in Form C is prepared and maintained.