

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

**PAYMENT OF GRATUITY ACT, 1972:**

1. Whether the establishment is registered under the provisions of the Act with the concerned Asst. Commissioner of Labour.
2. Whether the notice of opening, closing, change as the case may be, has been given by the employer to the controlling authority.
3. Whether abstract of Act and Rules has been displayed.
4. Whether the nominations of the employers are accepted by the employer.
5. Whether the copy of the notice regarding admissibility or non-admissibility of the claim of gratuity is sent the Controlling Authority.
6. Whether any accident or death has taken place in the previous year.
7. Nature of violation, if any found during the inspection.