

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

**PAYMENT OF WAGES ACT,1936**

1. Name and address of Pay Master.
2. Whether, the employer paid the wages to the employed persons on or before 7<sup>th</sup> (employing less than 1000 persons)/ 10<sup>th</sup> (employing more than 1000 persons) of every month.
3. Payment of wages in current coins/ currency notes.
4. Display the notice containing the abstract of the Act and the Rules made thereunder.
5. Whether the Register of Fine, Deduction, Advances, Attendance and Wages is maintained.
6. Whether wages slips are issued to the workman.
7. Whether wages rates, date of payment with name and address of Inspector is displayed prominently.
8. Whether abstract of Act and Rules is displayed.
9. Whether the Pay Master submitted the Return in the prescribed format.
10. Nature of violation, if any found during the inspection.