

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER SHOPS AND ESTABLISHMENT 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

I. TELANGANA SHOPS & COMMERCIAL ESTABLISHMENT ACT, 1988

1. Whether the shop /establishment is duly registered / renewed under the Act.
2. Whether the shop /establishment displayed the notice in Form No. XXIV.
3. Whether the Shop/Establishment maintained the Register of Employment in Form No.XXII.
4. Whether the Shop/Establishment maintained the Register of Wages in Form No.XXIII.
5. Whether the Shop/Establishment maintained the Register of Leave in form No.XXV.
6. Whether the Shop/Establishment maintained the Register of Advance in Form No.XII.
7. Whether the Shop/Establishment maintained the Visit Book.
8. Whether the Shop/Establishment exhibited the Telugu Name Board prominently.
9. Whether the Shop/Establishment submitted the quarterly return in Form XVII.
10. Nature of violation, if any found during the inspection.
11. Whether letter of appointment in Form XXVI issued to all employees.