PROCEDURE FOR INSPECTION OF THE ESTABLISHMENT UNDER CONTRACT LABOUR (R&A) ACT.

Computerized risk assessment based compliance inspections.

<table>
<thead>
<tr>
<th>Step</th>
<th>Relevant Form</th>
<th>Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>First week of the month</td>
</tr>
<tr>
<td>2</td>
<td>Form CI 1</td>
<td>Automatic by computer</td>
</tr>
<tr>
<td>3</td>
<td>Checklist</td>
<td>Succeeding month</td>
</tr>
<tr>
<td>4</td>
<td>Inspection report format (Form CI 2)</td>
<td>48 hours from the time of completion of inspection of the unit/establishment.</td>
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<tr>
<td>5</td>
<td>Form CI 3</td>
<td>Inspecting Officer</td>
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<td>6</td>
<td></td>
<td>Establishment</td>
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<tr>
<td>7</td>
<td></td>
<td>Departmental Officer</td>
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CHECKLIST OF INSPECTIONS

CONTRACT LABOUR REGULATION & ABOLITION ACT, 1970

a). FOR PRINCIPAL EMPLOYER

1. Whether the Principal Employer is registered under the provisions of the Act. If yes total number of contract labour employed in the establishment.
2. Male:- Female:- Total:-
3. Whether a register of contractors is maintained by the Principal Employer.
4. Whether Principal Employer has designated a person to verify the payment made to contract labour. If yes, name and designation.
5. Whether annual return has been submitted.
6. Whether the Principal Employer has submitted the Notice of Commencement of contract/Completion.
7. Whether Principal Employer has communicated to Registering Authority the change of contractors if any.

b). FOR CONTRACTORS:

Whether the contractor is having the licence under the Act, subject to the number of workman being employed by him.

1. Whether licence is duly renewed.
2. Nature of work carried out through contract labour.
3. Whether the contractor is maintaining the Register of persons employed.
4. Whether the Employment Card is issued to each worker by the contractor.
5. Whether the Muster Roll, Register of Wages, Register of Over time, Register of deductions, Register of Fines and Register of Advances are being maintained by the contractor as prescribed under the Rules.
6. Whether wage slips are issued to the workers.
7. Whether the facilities as mentioned in section 16, 17, 18, 19, (Canteen, Rest Room, Drinking Water, Latrines and Urinals, First Aid Box) are provided to the workers, subject to the number of workers as provided under the Rules.
8. Whether the Contractor has submitted the Notice of Commencement of contract / Completion.
9. Whether the Abstract of Act & Rules and other required notices are displayed at the work place.
10. Whether half yearly return is submitted.
11. Nature of violation, if any found during the inspection.