Inspection Report under the A&N Islands Shops and Establishment Regulation 2004 and Rules made there-under.

PARTICULARS OF ESTABLISHMENT

| 1. | Name & Addre | ss of the Establishm | ent : | | |
|-------------------|------------------------------|------------------------|---|--------------------|-----------------|
| 2. | Date of comme | encement of the Esta | ablishment: | | |
| 3. | Name & Addre | ss of the Employer | ीपसमूह दुकान तथा कान तथा स्थापना र | | |
| <u>eqor</u> 4. | Number of work of Inspection | xers employed on the | Establishment Research 2005 – In also a | | |
| | Category | Men | Women | Children | Total |
| | | | | | |
| 5. | | ss of the representati | | Present on the dat | e of Inspection |
| | | | | | |

Registers checked & signed

IRREGULARITIES/VIOLATIONS (Delete whichever is not applicable)

PART-I

Pertaining to registration / renewal of the establishment

- Employer of the establishment failed to send to Registering Officer
 (Assistant Labour Commissioner) a statement in Form-A together with prescribed fees for registration of establishment:- Breach of section 4(2) Rule.
- 2. Registration Certificate of the establishment was not found displayed in a conspicuous place in the establishment:- Breach of sub-section 5 of section 4.
- Application for renewal of Registration Certificate has not been made within 30 days of the expiry
 of the Registration Certificate to the Registering Officer Breach of Rule 5.
- 4. The Employer failed to intimate the Registering Officer any change in respect of any particulars furnished in Form-A prescribed under Rule 3 Breach of Section 5(1) Rule 7.
- 5. Employer failed to intimate the Registration Officer in writing about the closing of the establishment with fifteen days the closing of the establishment-Breach of Sub-Section (1) of Section 6.

PART - II

Pertaining to Hours of Work/Extra

Wages for overtime work

1. In the following cases adult employees were permitted to work for more than nine hours in any day or forty-eight hours in any one week-Breach of Section 7(1).

| SI.No | Name of employee | Daily Hours of Work | Weekly hours of Work |
|----------|-------------------------------|---------------------------|------------------------|
| (1) | (2) | set tod in (3) ton tidibe | of celestration (4) |
| | piq byon qui | f Rule 8(2). | establishment-Breach d |
| bna leof | Form E to the Registering Off | tumish a copy of the | The employer failed to |
| | Sule 8(2). | In the notice-Breach of | egnation at change |

2. Following young persons were permitted to work in the establishment for more than five hours in any day Breach of Rule 7(2).

| SI.No (1) | Name of employee (2) | | Daily Hours of Work (3) | | Date on which the limit exceeded (4) | | eded | | |
|--------------|----------------------|-----------------------------|-------------------------|---------|--------------------------------------|---------------------|-----------------|----------|-----|
| 714 | oyee has applied | ign the emplies of availing | ed almou | | en tull working | than sev Rule 9(| ting not less | WW Se | |
| iya keavo | Jays No. of d | No. of | which | no alsO | eves leave | | are of employee | eM o | MIS |

3. In the following cases, the employees were not paid extra wages for overtime work-Breach of Sub-Section (1) of Section B.

| SI.No | Name of employee | Wages Period | Rate of Wages | Extra hours worked | Amount Paid | Amount due |
|-------|----------------------|----------------|------------------|-----------------------|--------------------------|-----------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | | | | | |
| | each of section 14(4 | is denied – Br | asual leave w | S SICK PRIVE and C | e fonowing case 9(a). | z in in Rule |
| | Ma Chave Am | No.of days | No of days | No of days | ne of the employee | SI No Nac |

4. In the following cases adult employees were permitted to work continuously for more than five hours Breach of Section 9 (a).

| SI.No | Name of employee | Daily Hours of Work | Date on which the limit exceeded |
|-------|--|------------------------|----------------------------------|
| (1) | (2) | (3) | (4) |
| | | | |
| | | | |
| | | | |
| ent | vere not paid full wages in respect of | cischarged employees | aut saseo buts offer aut ut |
| 1 | | ame dischering the ame | artise arch avisal to correct |

- 5. In the following cases young persons were permitted to work for more than three hours before interval for rest at least one hour-Breach of Section 9(b).
- Spread over including interval for rest in the establishment exceeded twelve hours in the
 case of following adult employee and eight hours in the case of young person-Breach of
 Section

| SI.No (1) | Name of employee (2) | Daily Hours of Work (3) | Date on which the limit ex (4) | ceeded |
|-----------|--------------------------------|-------------------------|--------------------------------|--------|
| | TO Haze Id Toole & Coll E. Cag | | Section Trug. | |
| | Date of Removal/dismissal | aeyogna | ori) to see a f | SIND |
| | (0) | | | |

7. The employer failed to exhibit notice of holiday in form D in the conspicuous place of the establishment-Breach of Rule 8(1).

The employer failed to furnish a copy of the Form D to the Registering Officer and intimation of all changes in the notice-Breach of Rule 8(1).

8. The employer failed to exhibit notice of holiday in Form E in the conspicuous place of the establishment-Breach of Rule 8(2).

The employer failed to furnish a copy of the Form E to the Registering Officer and intimation of all changes in the notice-Breach of Rule 8(2).

PART - III

Pertaining to Leave with Wages and Holidays

 In the following cases leave with wages was denied although the employee has applied in writing not less than seven full working days before the date of availing leave-Breach of Section 14(1) & Rule 9(1).

| Sl.No | Name of employee | No.of days leave applied | Date on which application for leav was made | | No. of days eave granted | No. of da gran | |
|---------|---------------------|--------------------------|---|-----------|-----------------------------|-------------------|---|
| (1) | ser8 xho (2) minevo | aid extra(8) ages for | g ton enev(4)ee voic | the emp | (5) | (6 |) |
| | | | | Section E | ation (1) of S | of Sub-Sec | |
| ub kawa | Amment Paid An | Extra hours | lo ste 9 bo | na9 eeps | W eevolom | Name of e | |
| ĺ | | worked | | | | | |
| m | (4) | (7) | (A) | (8) | | (2) | |

 In the following cases sick leave and casual leave was denied – Breach of section 14(4) Rule 9(a).

| aufi | tinuously for more than | sick leave | casual leave | casual leave applied | casual leave | |
|---------|----------------------------|------------|--------------|----------------------|-------------------|-----------|
| (1) | (2) | (3) | (4) | (5) 8) 8 11 | treach(6) Section | enuod (7) |
| ndeeded | Date on which the limit er | s of Work | Daily Hou | ployee | Name of em | SINO |
| | (4) | (| 3) | | (2) | |

3. In the following cases the discharged employees were not paid full wages in respect of the period of leave due at the time of such discharge

| SI.No | Name of employee (2) | Leave due | Date of discharge (4) | Payment made (5) | Payment due (6) |
|-------|----------------------|-------------------|--------------------------|--------------------|-----------------|
| | the entropy autour b | shoosya Inomdaild | etae adt ni taer ant lev | retni naihulani re | wo begin? E |
| 10 | | | loyee and eight hours | owing edult em | case of fol |

4. In the following cases, the dismissed / removed employees were not given one month's prior notice in writing or has been paid one month's wages is lieu thereof – Breach of Section 17(2).

| SI.No | Name of the employee | Date of Removal/dismissal |
|-------|----------------------|---------------------------|
| (1) | (2) | (3) |
| | | |
| | | |
| | | |

PART-IV

Maintenance of Registers and Records

- 1. Register of compensatory holiday was not maintained at all/not maintained in the establishment/not kept in Form-F as per Rule 8(3).
- 2. Register of Wages is not maintained at all/not maintained at the work spot/not kept in Form-I as per Rule 11(1).
- 3. Wages slips are not issued at all/have not been issued in accordance with Rule 11(2).
- 4. Muster Roll is not maintained at all/not maintained at work spot/not maintained in Form-III as per Rule 11(3).
- 5. Register of overtime is not maintained at all/not maintained in Form IV as per Rule 11(4).
- 6. Register of leave is not maintained at all/not maintained in Form V as per Rule 11(5).
- 7. Register of employees is not maintained at all/not maintained on Form VI as per Rule 11(6).
- 8. The following Registers, records and notices relating to calendar year have not been preserved for 3 years from the date of last entry made in the concerned register-Rule 11(7)
- The following registers, records and notices required to be kept under the regulations have not been produced for inspection on demand by Inspector – Breach of Section 25.

1.

2.

3.

निरीक्षक/ Inspector Inspector under the Shops and Establishment Regulations, 2004 Under Shops & Establishment Regulation 2004.

Inspection Report received and irregularities mentioned therein noted:

Signature of the employer/representative of the employer with date and address.

Witnesses: - 1.

2.