

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

PARTICULARS OF ESTABLISHMENT

1. Name & Address of the Establishment :

2. Date of commencement of the Establishment:

3. Name & Address of the Employer :

4. Number of workers employed on the date of Inspection

Category	Men	Women	Children	Total
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5. Name & Address of the representative Present on the date of Inspection

6. Registers checked & signed :

IRREGULARITIES/VIOLATIONS
(Delete whichever is not applicable)

PART - I

Pertaining to registration / renewal of the establishment

1. 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.
3. 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).

Sl.No	Name of employee	Daily Hours of Work	Weekly hours of Work
(1)	(2)	(3)	(4)

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

Sl.No	Name of employee	Daily Hours of Work	Date on which the limit exceeded
(1)	(2)	(3)	(4)

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

Sl.No	Name of employee	Wages Period	Rate of Wages	Extra hours worked	Amount Paid	Amount due
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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

Sl.No	Name of employee	Daily Hours of Work	Date on which the limit exceeded
(1)	(2)	(3)	(4)

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).

6. 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

Sl.No	Name of employee	Daily Hours of Work	Date on which the limit exceeded
(1)	(2)	(3)	(4)

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

1. 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 leave was made	No. of days leave granted	No. of days leave granted
(1)	(2)	(3)	(4)	(5)	(6)

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

Sl.No	Name of the employee	No. of days sick leave applied	No. of days casual leave applied	No.of days casual leave applied	No.of days casual leave applied	Amount due
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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

Sl.No	Name of employee	Leave due	Date of discharge	Payment made	Payment due
(1)	(2)	(3)	(4)	(5)	(6)

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).

Sl.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)
9. 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.

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