

N1/52511/12

Office of the Commissioner of Labour,
Chennai - 6, Dated 15.02.2013

Memorandum

Sub: Meeting - Weekly meeting conducted by the Commissioner
of Labour - Standardisation of Inspection format for various
inspections - Regarding

Ref: This office memorandum of even number dated 17.12.2012.

As per the instructions of Commissioner of Labour, a revised inspection format under various Acts is prepared and sent herewith to all the Deputy Commissioners of Labour. They are instructed to communicate the revised inspection format to the concerned enforcing officers under their control and to follow the Revised Inspection Format in their future inspections. The receipt of the memorandum may be acknowledged.

Encl.: as above

Sd./- U. Umadevi
for Commissioner of Labour

To
All the Deputy Commissioners of Labour

Copy to:
All the Joint Commissioners of Labour

INSPECTION REPORT

1. Establishment No. :
2. Licence or Registration No. :
3. Name and address of the Establishment
4. Nature of Business :
5. Name of the Employer :
(Proprietor,
Partner, Directors, etc.)
with Designation,
Age, S/o or W/o details
6. Name, age and signature of the :
Employer's representative, who
was present at the time of
Inspection.
7. Date of previous inspection :
8. Date and time of present :
Inspection
9. Notified weekly holiday :
10. Total number of employees
 1. Male
 2. Female
 3. Contract / Outsourced (Non Migrants)
Male Female
 4. Inter State migrants
Male Female

DETAILS OF COMPLIANCE / CONTRAVENTION NOTICED :-**TAMIL NADU SHOPS AND ESTABLISHMENTS ACT, 1947 AND RULES THEREUNDER**

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Sec.11(1)	a) Where a notice of weekly holiday has been exhibited in a conspicuous place ?	
2.	Rule 15(1) &(2)	Whether the name board is in Tamil ? Whether prominence is given to Tamil ?	
3.	Rule 16(1) read with Rule 16-B	Whether the Register of Employment in FORM Q is maintained ?	
4.	Rule 11(5) read with Rule 16-B	Whether the Register of Wages in FORM R is maintained ?	
5.	Rule 16(4)(a) read with Rule 16-B	Whether a notice containing the details of daily hours of work, interval, weekly holiday, etc., in FORM S is exhibited ?	
6.	Rule 16(4)(b)	Whether any employee(s) is / are allowed to work in violation of the notice in FORM S ?	
7.	Rule 11(6) read with Rule 16-B	Whether Wage Slip cum Leave Card in FORM T is given to the employees and whether copies of the same have been produced for Inspection ?	
8.	Rule 11(4) & 13(4) read with Rule 16-B	Whether the Register of Advances, Fines and damages in FORM P is maintained ?	
9.	Rule 16-C	Whether half-yearly self certification in Form "O" sent to the Inspector for the half year ending.....on or before.....?	
10.	Rule 16(11) read with Rule 16-B	Whether Visit Book has been produced for recording the defects noticed at the time of Inspection ?	

11.	Section 20	Whether the premises has been kept clean ?	
12.	Section 21	Whether the premises is properly ventilated ?	
13.	Section 22	Whether the premises is sufficiently lighted ?	
14.	Section 23	Whether precautions against fire has been is taken ?	

The Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Section 3 read with Rule 3(1) & (2)	Whether application has been submitted in FORM I & II, in the prescribed manner, for approval of 5 festivals holidays ?	
2.	Rule 3(1)	Whether FORM III approved by the Inspector is exhibited ?	
3.	Section 4 read with Rule 5(2)	Whether a notice containing the list of holidays for the year..... in FORM V has been exhibited ?	
4.	Section 3 read with Rule 4(1)	Whether there is any change in holidays declared, in contravention of festival holidays approved by the Inspector in FORM III ?	
5.	Section 3 read with Section 5(2) (b) (i) & (ii)	Whether the employee(s) who have worked on National / Festival holidays has / have been allowed either twice the wages or substituted holiday on one of the days immediately before after the day on which he / she worked ?	
6.	Rule 7(1)	Whether a Register of National and Festival holidays in FORM VI is maintained ?	

The Minimum Wages Act, 1948 and the Minimum Wages (Tamil Nadu) Rules, 1953.

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Section 18 read with Rule 22	Whether an abstract of Minimum Wages in Form X, with the rates of minimum wages and the name and address of Inspector exhibited ?	
2.	Section 18 read with Rule 21(4)	Whether Register of Fines in FORM I is maintained ?	
3.	Section 18 read with Rule 21(4)	Whether Register of deductions for damages or loss in FORM II is maintained ?	
4.	Section 18 read with Rule 26(2)	Whether Overtime Payment Register in FORM IV is maintained ?	
5.	Section 18 read with Rule 27(5)	Whether Muster Roll in FORM V is maintained ?	
6.	Section 18 read with Rule 27(3)	Whether Register of Wages is maintained?	
7.	Section 18 read with Rule 27(2)	Whether Wages Slip is issued to the employees ?	
8.	Section 18 read with Rule 27(6)	Whether Register of Employees in FORM XI is maintained ?	

The Payment of Wages Act, 1936 and Tamil Nadu Rules.

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Rule 5	Whether Register of Wages is maintained for ensuring disbursement of wages to the employees ?	
2.	Rule 8	Whether a notice has been put up to notify the date of disbursement of salary?	
3.	Section 25 read with Rule 22	Whether the abstract of Payment Wages Act in FORM V is exhibited ?	

The Maternity Benefit Act, 1961 and the Tamil Nadu Maternity Benefit Rules, 1967

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Section 19 read with Rule 15	Whether an abstract of the Maternity Benefit Act in Form J exhibited ?	
2.	Rule 3(1) & (2)	Whether a Muster Roll Register in Form A maintained ? Any Claim for worker is due?	

The Equal Remuneration Act, 1976 and the Equal Remuneration rules, 1976.

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Rule 6	Whether a Register in Form 'D' maintained ?	

The Tamil Nadu Labour Welfare Fund Act, 1972 and Rules there under

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Section 15 read with Rule 12(1)	Whether Labour welfare fund at the rate of Rs.21/- per employee has been sent to the Secretary, Tamil Nadu Labour Welfare Board, Chennai along with Form A for the previous year.	
2.	Rule 29(1)(a)	Whether a Register in Form 'B' maintained ?	
3.	Rule 29(1)(b)	Whether a Register in Form 'C' maintained?	

The Legal Metrology Act, 2009 / The Legal Metrology (Packaged Commodities) Rules, 2011 / The Tamil Nadu Legal Metrology (Enforcement) Rules, 2011.

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Section 24(1) read with Rule 27(2) of LM (G) Rules, 2011	Details of weights & and measures in use. Whether the weights and measures used in the establishment is verified and stamped?	
2.	Rule 22 of the Tamil Nadu LM (E) Rules, 2011	Whether the Certificate of Verification is exhibited? No. & date of Certificate of Verification.	

3.	Rule 27 of the LM (PC) Rules, 2011.	Whether Registration Certificate is obtained under the Legal Metrology (Packaged Commodities) Rules, 2011?	
4.	Section 18(1) read with Rule 6(1) of the LM (PC) Rules, 2011.	Whether the stipulated declarations have been made in the packages kept for sale?	
5.	Rule 18(2) of the LM (PC) Rules, 2011	Whether packaged commodities are sold at a price higher than the price mentioned in the packets?	
6.	Rule 18 (7) of LM (PC) Rules, 2011.	In respect of Supermarket, whether they have Electronic Weighing Machine with Printer for the use of the consumer?	

**Signature and Designation
of the Inspector with date**

THE PAYMENT OF BONUS RULES, 1975

Sl.No.	Form	Details	Remarks
1.	Form A	A register of allocable surplus.	
2.	Form B	A register of set-on and set-off the allocable surplus.	
3.	Form C	A register of the amount of bonus due to each of the employees.	
4.	Form D	Annual Returns.	

THE PAYMENT OF GRATUITY RULES, 1973

Sl.No.	Form	Details	Remarks
1.	Form F	Nomination of Forms	
2.	Form U	Abstract of Act & Rules	

Child Labour (Regulation & Abolition) Act 1986

1. Name of the Establishment :
& Address
2. Name & Address of the Proprietor/
Partner/Owner/Manager :
3. Date of Time of Inspection :
4. Total No.of workers : Men Women
5. Details of Child Labour

Sl.No.	Name	Age	Occupation	Date of Inspection	Wages earned

6. Details of Parents of Child Labour

Name	Occupation	Residential Address

7. Form A - Register of Children employed

Signature of Inspector

TAMIL NADU CATERING ESTABLISHMENTS ACT, 1958 AND
THE TAMIL NADU CATERING ESTABLISHMENTS RULES, 1959

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Section 3-A	Whether applied and obtained a Registration Certificate under the Catering Establishments Act, 1958 ?	
2.	Section 4 (3) (C)	Whether the Registration Certificate issued by the Inspector under the CE Act exhibited in a conspicuous place ?	
3.	Rule 38(1) read with Rule 42-AA	Whether Register of Employment in FORM XIV is maintained ?	
4.	Sec 11-A(1) read with Rule 38(3)	Whether a notice containing the details of daily hours of work, interval, weekly holiday, etc., in FORM XV has been exhibited in a conspicuous place ?	
5.	Rule 38(8) read with Rule 42 AA	Whether a Register of Wages is maintained in FORM XVI ?	
6.	Sec Rule 38(9)	Whether the employees have been given Wage Slip Cum leave Card in FORM XVII ? Whether copies of the same produced for inspection ?	
7.	Sec Rule 38(10) read with Rule 42 AA	Whether a register containing the details of recoveries made from the employees towards advances, fines and damages in FORM XVIII ?	
8.	Sec 11(2) read with 15(1)&(2)	Whether application has been submitted to Inspector in FORM IV-A and IV-B for fixing 5 festival holidays ?	
9.	Rule 15(5)	Whether the list of festival holidays approved by the Inspector in FORM IV-C is been exhibited ?	
10.	Sec 11 A(3) read with Rule 17(1)&(2)	Whether the list of national and festival holidays allowed to the employees for the year..... in FORM IV-E has been exhibited?	

11.	FORM IV F Sec 19(1) read with Rule 42 AA	Whether a Register of National and festival holidays allowed to the employees is maintained in FORM IV-F ?	
12.	Rule 20 read with Rule 42 AA	Whether Fitness certificate has been obtained to the employees in FORM V for the employees who have completed one month of service ?	
13.	Rule 38(2) read with Rule 42 AA	Whether visit book has been produced for recording the defects noticed at the time of inspection ?	
14.	Rule 29(1)	Whether required number of Fire Extinguisher is maintained ?	
15.	Rule 29(2)	Whether first aid box is maintained with the stipulated medicines ?	
16.	Rule 38 (5)	Whether an abstract of CE Rules, either in English or Tamil, is exhibited ?	
17.	Rule 42-B (1)&(2)	Whether name board has been kept in Tamil ? Whether prominence is given to Tamil ?	
18.	Sec 14-A read with Rule 25	Whether either 2 pairs of Pant & shirt or Dhoti & Shirt has been given to the employees who have rendered 6 months of continuous service ? If female are employed 2 sarees with blouse material has been given?	

The Payment of Wages Act, 1936 and Tamil Nadu Rules.

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Rule 5	Whether Register of Wages is maintained for ensuring disbursement of wages to the employees ?	
2.	Rule 8	Whether a notice has been put up to notify the date of disbursement of salary?	
3.	Section 25 read with Rule 22	Whether abstract of Payment Wages Act in FORM V is exhibited ?	

THE CONTRACT LABOUR (REGULATION AND ABOLOTION) ACT, 1970 AND THE
TAMIL NADU RULES, 1975
 (IN RESPECT OF PRINCIPAL EMPLOYER)

1. Whether the establishment :
 Registration Certificate obtained
 under Sec 7(1) read with Rule
 17(1) & (1A) ?

If yes, the RC No. and date with
 name of the contractor and the
 number of workers.

2. Name and address of the :
 contractors with number of
 workers with details of service
 rendered, at the time of
 inspection.

3. Whether there is any change in
 the information furnished to the
 original registration certificate ?
 If so, details thereof.

4. Whether the Principal Employer
 has issued Certificate of
 Employment in FORM V to the
 Contractors?
 (Rule 21 (2))

5. Whether the Notice of
 Commencement/Completion of
 Contract Work in FORM VI-B
 has been sent to the Inspector
 concerned
 (Rule 81(3))

6. Whether the Register of :
 contractors in FORM XII is
 maintained?
 (Rule 74 read with rule 80(4))

Signature of the Principal
 Employer's representative

**THE CONTRACT LABOUR (REGULATION AND ABOLOTION) ACT, 1970 AND THE
TAMIL NADU RULES, 1975**

(IN RESPECT OF CONTRACTORS) (Use separate Inspection Form for each contractor)

1.	Name and address of the : a). Principal Employer b). Work site	:																			
2.	a). Name and address of the contractor / agency b). Details of the contractor i). Name /Age / S/o or W/o / of the Proprietor / Partner/ Directors etc., ii). Designation	:																			
3.	Nature of Service rendered at the worksite	:																			
4.	Name, age, date of birth and signature of the Employer's representative/ Supervisor who was present at the time of Inspection.	:																			
5.	Date and Time of present Inspection	:																			
6.	Total number of workers employed at the site		<table border="1"> <thead> <tr> <th data-bbox="756 1749 816 1787"></th> <th data-bbox="816 1749 1109 1787">Nature of work</th> <th data-bbox="1109 1749 1216 1787">Male</th> <th data-bbox="1216 1749 1360 1787">Female</th> <th data-bbox="1360 1749 1479 1787">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="756 1787 816 1864"></td> <td data-bbox="816 1787 1109 1864"></td> <td data-bbox="1109 1787 1216 1864"></td> <td data-bbox="1216 1787 1360 1864"></td> <td data-bbox="1360 1787 1479 1864"></td> </tr> <tr> <td data-bbox="756 1864 816 1965"></td> <td data-bbox="816 1864 1109 1965"></td> <td data-bbox="1109 1864 1216 1965"></td> <td data-bbox="1216 1864 1360 1965"></td> <td data-bbox="1360 1864 1479 1965"></td> </tr> </tbody> </table>		Nature of work	Male	Female	Total													
	Nature of work	Male	Female	Total																	

7.	Whether the contractor has obtained licence under Sec.12(1) ? If yes, the licence Number and date and its validity ?	
8.	Is there any difference in the information furnished at the time of inspection, to the original licence ? If so, details thereof.	
9.	Whether the Notice of Commencement / Completion of Contract Work in FORM VI-A has been sent to the Inspector concerned. Rule 25(2)(vii)	
10.	Whether the Register of employment in Form XXVI is maintained? (Rule 75 read with Rule 80 (4))	
11.	Whether the Register of wages in Form XXVII is maintained? (Rule 78(1) (a) read with rule 80(4))	
12.	Whether the wage slip issued to the worker is in Form XXVIII? If so, whether copies of the same are shown to the Inspector at the time of inspection? Rule 78(1) (b) read with 80(4)	
13.	Whether the Register of Advances, Deduction for damage or loss and fines in FORM XXIX is maintained? If so, whether copies of the same are produced to the Inspector? Rule 78(1) (c) read with rule 80(4)	
14.	Whether the Half- yearly Return in FORM XXIV for the half year ending 30 th June & 31 st December..... has been submitted to the Licensing Officer within 30 days of the half – year ? Rule 82 (2)	

15.	Whether Drinking water, latrines and urinals, washing facilities and first aid facilities are provided as per the specifications in the Act and Rules? (Sec 18 and 19 read with Rule 40(1))	
16.	a) Whether separate rest rooms are provided for men / women with sufficient light, ventilation, water facility as stipulated in Rule 41 ? b) Whether the accommodation is in convenient distance from the worksite? If not, any transport facility is provided for the transportation of workers ?	
17.	Whether canteen facility is provided? (If 100 and more workers are employed) Rule 42, 43,44,45 and 46	
18.	Whether latrines have been provided as laid down in Rule 51 ? (Up to first 100 workers - for every 25 male/female workers – one latrine and additional one for every 50 thereafter - Rule 54)	
19.	Whether urinals provided are in stipulations laid down in Rule 54 Up to first 500 workers ? (for every 50 male/female workers – one latrine and additional one for every 100 thereafter) Rule 54	
20.	Whether washing facilities provided are in stipulations laid down in the Rules ? Rule 57(1), (2), (3) & (4)	
21.	Whether First-Aid facilities provided as stipulated in Rule 58 to 62 ? ((i.e.) Should be readily available at all times with sufficient medicines	

**THE INTER-STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND
CONDITIONS SERVICES) ACT, 1979 AND THE TAMIL NADU RULES 1983**
(IN RESPECT OF PRINCIPAL EMPLOYER)

1. Name and address of the :
Establishment

2. Nature of Business :

3. Name of the Employer :
(Proprietor, Partner, Directors,
etc.)
Designation
age /
S/o or W/o /

4. Name, age, date of birth and :
signature of the Employer's
representative, who was present
at the time of Inspection.

5. Date and time of present :
Inspection

6. Whether the establishment has obtained Registration Certificate under Sec 4(1) read with Sec 6
If yes, the RC No. and date with name of the contractor and the number of workers.

Sl. No.	Name of the Contractor	RC No. & Date / valid upto	Nature of work	Name of the state from which migrant workers employed	Male	Female	Total

7. Is there is any change in the information furnished in the original registration certificate ?
If so, the RC is duly amended or not.
8. Whether the Principal Employer has issued Certificate in Form VI to the Contractors?
Rule 7 (3)
9. Whether the Register of Contractors in Form XII is maintained? (Rule 48 read with rule 53 (4))
10. Whether the Annual Return in Form XXIV for the year ending 31st December..... has been submitted to the Registering Officer within time ?
(i.e) 15th February
Rule 56 (2)

Signature of the Principal
Employer's representative, who
was present at the time of
Inspection.

THE INTER-STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS SERVICES) ACT, 1979 AND THE TAMIL NADU RULES 1983
(IN RESPECT OF CONTRACTORS) (Use separate Inspection Form for each contractor)

1.	Name and address of the : a). Principal Employer b). Work site	:					
2.	a). Name and address of the contractor / agency b). Details of the contractor i). Name /Age / S/o or W/o / of the Proprietor / Partner/ Directors etc., ii). Designation	:					
3.	Nature of work	:					
4.	Name, age and signature of the Employer's representative/Supervisor who was present at the time of Inspection.	:					
5.	Date and Time of present Inspection	:					
6.	Total number of workers at the site			Nature of work	Male	Female	Total

7.	<p>Whether the contractor has obtained licence for employment for migrant workmen in Form X under Rule 21?</p> <p>If yes, the licence Number and date and its validity ?</p>	
8.	<p>Is there any change in the information furnished at the time of inspection, to the original licence ?</p> <p>If so, whether the licence is duly amended or not ?</p>	
9.	<p>Whether the Register of Workers in Form XIII is maintained ? (Rule 49 read with Rule 53 (4))</p>	
10.	<p>Whether maintain a Muster Roll and a Register of wages in Form XVII and Form XVIII is maintained? (Rule 52(2) (a)</p>	
11	<p>Whether the wage slip issued to the worker is in Form XXVIII. If so, whether copies of the same is shown to the Inspector at the time of inspection. Rule 78(1) (b) read with 80(4)</p>	
12	<p>Whether the Register of Advances, Deduction for damage or loss and fines in FORM XIX,XX and XXI are maintained or not? If so, whether copies of the same is shown to the Inspector at the time of inspection. Rule 52(2) (c)</p>	
13.	<p>Whether the Register of Overtime in Form XXII maintained or not? If so, whether copies of the same is shown to the Inspector at the time of inspection. Rule 52(2) (d)</p>	

14.	Whether the Half- yearly Return in FORM XXIII for the half year ending 30 th June & 31 st December..... has been submitted to the Licensing Officer within 30 days from the close of the half – year ? Rule 56 (1)	
15.	Whether Drinking water, latrines and urinals, washing facilities and first aid facilities are provided as per the specifications in the Act and Rules (Rule 39(1))	
16.	a). Whether separate rest rooms are provided for men / women with sufficient light, ventilation, water facility as stipulated in Rule 40 ? b). Whether the accommodation is in convenient distance from the worksite? If not, any transport facility is provided for the transportation of workers.	
17.	Whether canteen facility is provided? (If 100 and more workers are employed) Rule 41	
18.	Whether latrines have been provided as laid down in Rule 42 ? (Up to first 100 workers - for every 25 male/female workers – one latrine and additional one for every 50 thereafter - Rule 54)	
19.	Whether urinals provided are in stipulations laid down in rule 54 Up to first 500 workers (for every 50 male/female workers – one latrine and additional one for every 100 thereafter) Rule 42	

20.	Whether washing facilities provided are in stipulations laid down in the Rules – Rule 43.					
21.	Whether Crèche facilities provided are in stipulations laid down in rule 44. (for 20 or more workmen is likely to continue for three months or more, the contractor shall provide two rooms. Such rooms shall be used as play room and another as bed-room.)					
22.	Whether Residential accommodation provided is in stipulation laid in Rule 45?					
23.	Whether First-Aid facilities provided as stipulated in Rule 37? ((i.e.) Should be readily available at all times with sufficient medicines ii). Whether responsible and trained person is engaged in handling the First-Aid. – Rule 58 to 62 –					
24.	Whether contractor displayed an abstract of the Act and the Rules in English and Hindi and in language spoken by majority of migrant workmen in Rule 54.					
24.	The rates of minimum wages fixed by the Government for the schedule employment in which the contract workers are engaged at the inspection site.					
25.	No. of workers present at the time of inspection and details of employees :					
Sl. No.	Name of worker/ Age/ S/o or W/o. /	Designation	No. of years of service	Duty time / Weekly off	Gross salary	Signature with date

Designation and Signature
Of the Inspector with date

THE MOTOR TRANSPORT WORKERS ACT, 1961 AND
THE TAMIL NADU RULES, 1965

1. Name and address of the :
contractors with number of
workers with details of service
rendered, at the time of
inspection.
2. If there is any change in the
information furnished to the
original registration certificate?
Whether the RC is duly
amended? Rule 7
3. Whether the notice of
commencement, closing of
working hours, rest and Weekly
holiday is exhibited in FORM V
Sec 18 read with Rule 27
4. Whether the Register of :
Employment in FORM XV is
maintained
Rule 35 read with Rule 39
5. Whether the Register of Wages
is maintained in FORM XX
Rule 46 read with Rule 39
6. Whether the Wage slip in FORM
XXI
Rule 47 read with Rule 39
7. Whether the Annual Return in
FORM XXV for the year ending
31st December..... has been
submitted to the Registering
Officer within time ?
(i.e) 15th February Rule 82 (2)

Signature of the Principal :
Employer's representative, who
was present at the time of
Inspection.

THE BEEDI AND CIGAR WORKERS(CONDITIONS OF EMPLOYMENT) ACT 1966
AND RULES 1968.

Sl. No.	Act / Rule	Details	Whether complied or Contraventions noticed
1.	Sec.3 & Sec. 4(1)(2) read with Rule 3(1)(2)	Whether licence has been obtained under the Act ?	
2.	Sec.4(4)(a) read with Rule 4(1)	Whether the licence has been renewed?	
3.	Sec.22(1)(2) read with Rule 26(1) & 36(7)	Whether a notice containing the details of daily hours of work, interval, weekly holiday, etc., in FORM IV is exhibited ?	
4.	Rule26(2) read with Rule 36(7)	Whether the notice containing the details of daily hours of work and over time work in Form V is maintained?	
5.	Sec.23(1) Read with Rule 36(7)	Whether the Leave with Wages Register in Form VI & VII is maintained?	
6.	Sec.29(1)	Whether Leave Book in Form VI & VII is maintained?	
7.	Sec.36(1) read Rule 36(7)	Whether Muster roll in Form XIII is maintained?	
8.	Rule 36(2A)(i)(ii)	Whether Service Book in Form XIV A and XIV B is maintained?	
9.	Rule 36(3) read with rule 36(7)	Whether Log Book is in Form XV is maintained?	
10.	Rule 36(6)	Whether the abstract of B&C Act in Form XVI-A is exhibited?	
11.	Sec15 read with Rule 23(1)	Whether the First Aid Box with the requisite medicines is maintained?	
12.	Rule 25	Whether requisite number of Fire Extinguisher is maintained?	

Designation and Signature
of the Inspector with date