

Procedure for Inspection of The Payment of Bonus Act 1965

Computerized online allocation of inspectors on the basis of risk

Step	Inspection Format	Timelines
Computerized allocation of establishments to the concerned inspectors on the basis of risk – The same establishment will not be consecutively allotted to an inspector	-----	First Week of the month
Joint Synchronized Visit of the inspectors to the Unit/establishment	-----	Within one month
Inspection of unit/establishment site	Standard Inspection Report format	-----
Discussion with the workers and the employer	-----	-----
Verification of the records	Standard Inspection Report format	-----
Online Submitting/ Uploading of the report by all the inspectors visiting the unit/establishment with a Unique number which can be accessed online by the employer	Standard Inspection Report format	24 hours from the time of completion of inspection of the Unit/establishment

Particulars of the Establishment filled during joint inspection:

Payment Of Bonus Act, 1965 & Central Rules, 1975

1. Name & Location of the manager/person liable under section 2[14]	As addressee
2. Date of commencement and completion accounting year	
3. No. of workers employed on the date of inspection	Male- Female- Total –
a) Opening of accounting year:	
b) Closing of accounting year:	
Whether the establishment employed 20 or more workers during the accounting year, if so, the relevant evidence to be noted	
4. Name and designation of the employer's representative present during the inspection	
5. Amount of the available surplus - Rs. <hr/> and Allocable surplus Rs.	
6. Percentage of bonus paid	
7. Register checked and signed	-

Joint Inspection of Establishments to be conducted under the following labour laws:

- Payment of Wages Act, 1936 and the Rules
- Industrial Employment (Standing Order) Act, 1946 and Rules made
- Minimum Wages Act, 1948 and Rules
- The Jharkhand Shops & Establishment Act, 1953 and Rules
- Maternity Benefit Act, 1961 and Rules
- The Motor Transport Workers Act, 1961
- Payment of Bonus Act, 1965 and Rules
- The Beedi and Cigar Workers (Conditions of Employment) Act, 1966
- Contract Labour (Regulation & Abolition) Act, 1970 and Rules
- Payment of Gratuity Act, 1972 and Rules
- The Equal Remuneration Act, 1976 and Rules
- The Inter State migrant workmen (RECS) Act 1979 and Rules
- The Building and Other Construction Workers (Regulation of Employment and Condition of Service) Act, 1996 and Rules
- Child Labour (Prohibition and Regulation) Act 1986
- The Factories Act, 1948 and Rules

