

Procedure for Inspection of The Payment of Wages Act 1936

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 Wages Act,1936, & Jharkhand Rules,1937

1	Name and address of the establishment	
2	Name & Present address of the employer	As addressee.
3	Permanent add. of the Employer.	As addressee
4	Date of Commencement.	
5	Probable date of completion	
6	Nature of work of the estt.	
7	No. of workers employed on the date of inspection	M – F – Total –
I	Daily rated	Nil
ii	Piece rated.	Nil
8	Wage period	
9	Date of Payment (s)	
10	Hours of work	
11	Weekly Holiday.	
12.A	Name & Add. of the representative present during inspection.	
12.B	Name of the Employing department.	
13	Particulars of alternative forms approved if any.	
A	No. & dates of order approving alternative forms.	
b.	Register (a) approved.	
	Records/Register checked:-	
14	Registers checked & attested	

Inspection Checklist for the Inspectors and Employers:

Payment of Wages Jharkhand Rules 1937						
Display Of Abstract Of Act						
✓	The abstract of the Act & Rules made there under in form v in English & in Hindi or in the language understood by majority of persons was not displayed. [Breach of Rule 22 read with Sec.25 of payment of wages Act 1936]					
Pertaining To Returns						
✓	Annual Return in Form IV for the year..... was not submitted at all . [Breach of Rule 18.]					
Pertaining to wages						
✓	The wages to the employed person were not paid before the expiry of 7 th /10 th day after last day of the wage period in respect of which the wages are payable, i.e.-----[Breach of section 5.]					
✓	The under mentioned employees have not been paid their wages so far even though the statutory time limit has expired [Breach of Sec. 5.]					
Sl No.	Name of workers	Category / Section of employees	No. of employees	Wage period for which wages were not paid	Amount of wages due	
<p>N:B Where the delay in payment is over one month, full particulars of employees, viz. name, address, designation, amount due and the wage period etc. should be noted on a separate sheet which will form an enclosure to the claim application to be filed immediately after the expiry of the notice period given to the employer.</p>						
✓	In the cases mentioned below wages were paid after the expiry of the statutory time limit laid down in Section 5.[Breach of Sec 5]					
Sl No.	Name of workers	Category / Section of employees	No. of employees	Date by which wages were payable	Date on which wages were	

Pertaining to register and records						
✓	Maintenance of Registers:					
Wages Register Form VI	Fines Register Form I	Deductions Register Form II	Advances Register Form III			
✓	(a) Not maintained in prescribed form. [Breach of Section 13-A(1)] (b) Not preserved for 3 year [Breach of section 13-A (2)] (c) Not produced on demand [Breach of Section 14(4)(d)]					
✓	In the Register of Fines. (a) List of Acts and Omissions not entered at the beginning [Breach of Rule 3(2)] (b) The approved purpose on which fines fund may be expended not entered at the beginning [Breach of Rule 3(3)]					
Pertaining to deduction						
✓	In the cases detailed below, fines were imposed unauthorisedly [Breach of Section 8-(I) of the Act read with Rule 13.]					
✓						
✓						
SL. No.	Name of employee	Address of employee	Category	Wage period	Amount objected to	Reasons for objection
✓	In the cases detailed below, deductions for damage or loss were made unauthorisedly. [Breach of Section 10(1) of the Act Read with Rule 14					
Sl. No.	Name of employee	Address of employee	Category	Wage period	Amount objected to	Reasons for objection
✓	In the following cases, recovery of advance made before employment unauthorisedly.[Breach of Section 12(a) and 12(b) read with Rule 17]:-					
Sl. No.	Name of employee		Category	Reason for objection		

✓	In the following cases unauthorised deductions were made from the wages of employee [Breach of Section 9/11/12A/13.]			
Sl. No.	Name of employee	Category	Amount of deduction	Reason for objection
Others Irregularities				
✓				
✓				
✓				
✓				
✓				

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

