

**HARYANA GOVERNMENT**  
**LABOUR DEPARTMENT**  
**ORDER**

In supersession of all the earlier instructions issued from time to time, including order no. 1612-56 dated 04.03.2014, the instructions are hereby issued that all the inspections under various Labour Laws as mentioned in Transparent Inspection Policy shall be conducted strictly in accordance with the checklists duly approved by the Labour Commissioner-cum-Chief Inspector of Factories, Haryana (copies enclosed), except in case of complaint based inspections.

It is hereby, directed that all the Industrial Establishments, Factories, Shops & Commercial Establishments and Construction sites coverable for inspection under various Labour Laws and the officers / officials of the Labour Department, Haryana shall adhere to these instructions, with immediate effect.


Dated, Chandigarh  
the 31<sup>st</sup> October, 2018

**DR. MAHAVIR SINGH,**  
Principal Secretary to Government, Haryana,  
Labour Department.

Endst No 2/48/2018-2Lab

Dated, Chandigarh the: 31.10.2018

✓ A copy is forwarded to Labour Commissioner, Haryana, Chandigarh with the request to publish on the website of [www.hrylabour.gov.in](http://www.hrylabour.gov.in) for information and necessary action by all concerned. Further the same may also be forwarded to all concerned.

  
Superintendent Labour  
for Principal Secretary to Government, Haryana,  
Labour Department

Internal Distribution:-

1. Secy./ MLE
2. PA/PSL

**CHECK LIST FOR INSPECTION UNDER VARIOUS LABOUR LAWS**

**GENERAL LIST OF COMPLIANCES REQUIRED IN MANUFACTURING ESTABLISHMENTS & SERVICE SECTORS**

Sr. No.	Act Name	Section	Rule	Details
1.	The Minimum Wages Act, 1948		26(5)	Whether Muster Roll in form-V maintained?
2.			21(4) & 26(5)	Whether wages, fine damage and advances register in Form X maintained?
3.		18	26(2) & 26(3)	Whether wages slips in prescribed Form are being issued to the workers at least a day prior to the disbursement of wages and signature or thumb impression is being taken or counterfoils?
4.			21 (4A)	Whether Annual Return in form III for the year 31.12..... submitted on or before 1st, February ?
5.			23	Whether weekly rest is allowed to the workers?
6.			25	Whether the workers who worked over time, are being paid at double the rate of ordinary wages?
7.			22	Whether following displayed? (i) Abstract of the Act and rules made there under (ii) Name and address of the Inspector (iii) Schedule of minimum rates of wages as fixed by the Government
8.		12		Whether wages as fixed by the Government are being paid to the workers? If not, give details.
9.	The Payment of Wages Act, 1936		6	Whether record as provided under Rule 6 preserved for 12 month?
10.			18	Whether A/Return in form IV for the year ending 31.12..... submitted?
11.			18	Whether Pay Day notice displayed?
12.			18	Whether Abstract of the Act/Rules displayed?
13.		2(1)(iii)		Whether the employer opted for the closed accounts and balance to any other day than 31st March and whether the option given exercised with the previous approval of the prescribed authority?
14.		4(a)(b)		Whether the gross profit has been calculated in the manner specified in the first / second schedule (under Section 4(a)(b))?
15.				Whether the calculation of direct tax payable by the employer has made as permissible?
16.				Whether the Infancy Period completed?
17.				Whether all the workers entitled for payment of bonus have been paid bonus?
18.				Whether the payment of bonus made in prescribed time limits?
19.				Are the accounts of set on and set off allocable surplus been carried on?
20.			4	Whether Register of computation of allocable surplus in Form A being maintained?
21.			4	Whether Register of set on and set off of allocable surplus in Form B being maintained?
22.			4	Whether Register of Bonus paid to the employees for the accounting year ending..... in form C being maintained?
23.				Whether all the columns in the above register being properly filled in?
24.	The Payment of Gratuity Act, 1972		3	Whether a notice in form-A for opening of the establishment submitted to the Controller Authority?
25.			3(2)	Whether any change in the name, address, employer or nature of business is there? If so, whether intimidation in form B is given to the Controller Authority?
26.			4	Whether the name and designation of the officer who will receive notice under the Act displayed?
27.				Whether Nomination forms in Form F sent by the employees (who have completed 1 year of service) to his employer are kept in the safe custody of the employer and are made available for checkup on demand?
28.			20	Whether abstract of the Acts/Rules displayed?
29.	The Equal Remuneration Act, 1976			Whether male and female workers employed on the same work of a similar nature under similar working conditions are being paid remuneration / wages at equal rates?
30.			5	Whether discrimination is being made while recruiting men and women workers for the same work or in promotions training etc.
31.		8	6	Whether register in Form 'D' in respect of workers employed is maintained?
32.	The PUNJAB LABOUR WELFARE FUND ACT, 1965		22	Whether register of wages in Form A and B (see rule 22) is maintained
33.				Whether annual return in form B has been submitted to the Welfare Commissioner?
34.			3	Whether any unpaid accumulations of any employee are pending with the employer which are of more than two years, if so whether the employer has paid the same to the Welfare Commissioner, Haryana in terms of rule 3 of the rules framed under the Act within the prescribed time, alongwith statement of such employees?
35.		9A		Whether the employer has been making timely payment of the contribution of workers and employer's share at the rate of Rs.5 and Rs.10/- per month, to the Welfare Commissioner by the prescribed date (section 9A to be paid before 31st December every year) by demand draft. However, it may be paid before the expiry of one month from the prescribed date in view of sub-section (4) of the Act?
36.	The Child Labour			Whether any child labour is employed / found working, if so, give details?

	(Prohibition & Regulation) Act			
37.	CONTRACT LABOUR (R&A) ACT, 1970 (IN CASE OF PRINCIPAL EMPLOYER)	7	18	Whether the Principal Employer has obtained Registration Certificate?
38.				Whether Registration Certificate needs any amendment because of increase in the strength of workers?
39.				Whether the number of workers engaged by the PE are not more than number of workers for which the Registration Certificate has been obtained?
40.				Whether the workers engaged on contract basis are deployed on jobs for which the Registration Certificate obtained?
41.				Whether the Principal Employer has made available the benefits of Employees' Provident Fund and Employees' State Insurance Act to the Contract Labour in case such benefits are available to the workers of that area?
42.				Whether the employment of the Contract Labour is not prohibited in respect of the Establishment under Section 10 of the Act?
43.				Whether intimation of commencement of Contract work is sent to inspector of the area in Form-6 within time limit prescribed?
44.			73	Whether the Principal Employer has maintained Register of Contractors and the progress of the contract work in Form-8.
45.		30	80(1)	Whether Annual Return in Form-21 (in duplicate) sent to the Registering Officer within the prescribed limit?
46.				Whether Notices under Rule 80 all displayed in the premises?
47.			25	Whether Principal Employer employing with the conditions specified in the Annexure attached to the Licence.
48.			72(2)	Whether authorized representative of the Principal Employer is recording under his signature a certificate at the end of the entries in the Register of Wages mentioning the amount paid to the workers concerned in his presence on..... at .....
49.	CONTRACT LABOUR (R&A) ACT, 1970 IN CASE OF CONTRACTOR	12	21	Whether the Contractor has obtained Licence?
50.		14	28	Whether Licence needs any amendment because of change in workers strength?
51.		13	29	Whether Licence has been got renewed within prescribed time?
52.				Whether the number of workers engaged by the Contractors is not more than the number of workers for which Licence has been obtained?
53.				Whether the workers engaged on contract basis are deployed on jobs for which the Licence obtained?
54.				Whether the contract has made available the benefits of Employees' Provident Fund and Employees State Insurance Act to the Contract Labour in case such benefits are available to the workers of that area?
55.		10		Whether the employment of Contract Labour is not prohibited in respect of Establishment under Section 10 of the Act?
56.				Whether there is any discrimination in the wage of men and women workers for equal and same nature of work?
57.			25	Whether the Contractor is employing with the conditions specified in the Annexure attached to the Licence in terms of Rule-25 of the Rules framed under the Act?
58.		15	51-57 & 40(1)	Whether separate Latrines and Urinals as per scale for male and female workers under covers and partitioned with notice of language/figure provided by the Contractor?
59.		18	57 & 40(1)	Whether Washing facilities separate for male and female workers provided by the contractor?
60.			58-62 & 40(1)	Whether First Aid Boxes at the scale of one box for 150 contract labour readily accessible during working hours distinctly gourd containing requisite equipments under the charge of responsible trained person provided by the Contractor?
61.		17	41(1)(5) & 41(2)	Whether Rest Room or any other suitable alternative accommodation duly maintained for contract labour on duty at night provided by the Contractor?
62.			41(3)	Whether separate Room for women workers provided?
63.		2	42-50	Whether Canteen (in case of 100 contract labour) consisting of one during, hall, kitchen, store-room and pantry and washing facilities etc. provided?
64.			63	Whether wage period is fixed by the Contractor?
65.			65	Whether wages are being paid by 7th of month?
66.			70	Whether a notice showing the wage period and the place and time of disbursement of wages displayed at the place of work and a copy of the same is delivered to the Employer?
67.			72(1)	Whether entries denoting the time and place of wages and payment actually made in the Register of Wages were being made?
68.				Whether notice of commencement of contract work is being set to the Inspector of the area in Form-6A within time limit prescribed?
69.			73	Whether the Register of contractors and the progress of contract work in Form-8?
70.				Whether the Register in Form-9 of workman employed by the contractor is maintained?
71.			75(1)	Whether employment card in Form-10 is being issued to the workers?
72.				Whether service certificate in Form-11 is being issued to the workers who left services?
73.			72(2)(6)	Whether Wages Slips in form-15 are being issued to the workers?
74.		29	80(1)	Whether notices of (Rule of Wages, Hours of work, Wages period, Date of payment of wages, Name and address of the Labour Inspector, Date of payment of unpaid wages displayed at conspicuous place by the Contractor?
75.		30	81(1)	Whether Half Yearly Return set to the Licencing Officer in Form-20 (in duplicate)?
76.				Whether the Copy of Licence displayed at the premises?
77.				Whether the payment is being made to the contract labour in the presence of representative of the Principal Employer?
78.				Whether the payment is being made to the contract labour in the presence of representative of



				the Principal Employer?
79.				Whether Muster Roll in Form-12 is being maintained?
80.				Whether Wages Register in Form-13 is being maintained?
81.		77(2)(1)		Whether In case the wage period is fortnight or less than Muster Roll-cum wage Register in Form-14 is being maintained?
82.				Whether Register of deductions for damages or loss in Form-16 is being maintained?
83.				Whether Register of Fines in Form-17 is being maintained?
84.				Whether Register of Advances in Form-18 is being maintained?
85.				Whether Register of Overtime in Form-19 is being maintained?

Only for Factories

86.	The National, Festival (C&S)			Whether list of holidays in form A for the Year ..... Displayed and details of such declaration sent to the Inspector by 30th November?
87.	Leave, 1965			Whether register of leaves in form B maintained?
88.				Whether National Festivals, Casual and Sick leaves are granted to the workers?

Only for Service Sector

89.	The Punjab Shops & Commercial Establishments Act, 1968	10	3	Whether an intimation in Form 1-A as required Under clause (1) of Sub-section (2) of Section 10 submitted to the Inspector?
90.		20	4	Whether notice in Form B under sub-section (1) of Section 20 exhibited by the Employer?
91.				3. Whether the following registers duly bound & page marked are being maintained: (a) Register of Employees in Form-C (b) Register of wages of Employees in Form D (c) Register of Deductions in Form E (Rule 5)
92.		16	3	Whether the payment of overtime work performed by an Employee is being paid by the Employer on the next pay day.
93.		31	12	Whether any woman employee was entitled for Maternity benefit and was paid to her immediately i.e. within one week after the date of delivery.
94.		13	13	Whether a statement in Form F in triplicate for registration of an establishment submitted to the Inspector.
95.		13(4)	13(2)	Whether Registration Certificate needs any amendment, if so, whether notice in Form C along with Registration Certificate submitted to the Inspector?
96.		13	13(1)	Whether a statement in Form F in triplicate alongwith Treasury Receipt for Rs. .... /- as registration fee for the period ..... to ..... submitted to the inspector for Registration No. .... and grant of Registration Certificate?
97.			16(1) (i,ii,iii)	Whether the Establishment kept clean and free from dirt and refuses, sufficiently lighted and properly ventilated.
98.			16(ii)(iv)	Whether establishment is white-washed once in a year and notice indicating the last white washing & varnishing exhibited in the premises?
99.				
100.			16(2)	Whether effective means of drainage provided (in case of wat flooring) ?
101.			16(3)	Whether sufficient supply of drinking-water fit for human consumption stored in sheltered place & kept properly for the use of persons employed?
102.			16(4)	Whether spittoon in a clean and hygienic condior1 with a disinfectant in liquid or sand covered with lime provided?
103.			16 (5)	Whether washing facilities such as soap, Towel, nail brushes for the use of workers in the case of workshop or manufacturing Process with a view to their use, transport or sale provided?
104.			16(6)	Whether effective measures such as Exhaust appliance to prevent dust, fume or other impurity of such nature provided?
105.			17(1)	Whether dangerous parts of machinery while in motion, securely fenced by safeguards of substantial construction?
106.			17(2)	Whether suitable devices for cutting of power in emergencies from running machinery provided and maintained?
107.			17(3)	Whether tight fitting clothes provided to the workers employed on or near the moving machinery?
108.			18(1) & (3)	Whether adequate means of escape in case of fire i.e. buckets tilled with sand, water and chemical tire extinguishers provided?
109.			18(2)	Whether emergency exit in case of fire provided?
110.			19 (1)	Whether First Aid Box equipped with prescribed contents provided?
111.				IN THE ESTABLISHMENT where food, drink and beverage is served to the customers?
112.			19(3)	Whether the workers including Employer are medically examined at least once in a Year by Certifying Surgeon or by Doctor of Civil Dispensary and examination report regarding communication diseases in Form I kept and made available?

Only for Brick Kilns

113.	The Inter State Migrant Workmen	45(3)(5)(23)(a)	6	Whether the principal employer has obtained registration certificated?
114.			6	Whether the principal employer needs any amendment in Registration Certificate?

115.	(Regulation of Employment and Condition of Service) Act, 1979	8	7	Whether the contractor has obtained licence?
116.		9(1)(b), 35(2)(D)	Rule 11(20) (vii)	Whether the migrant workmen employed by the contractor and workmen employed by the Principal Employer on the same and similar work are given the same rates, holidays, hours of work and other condition of service?
117.		9(1)(b), 35(2)(d)	11(2)(vii)	Whether the migrant workmen are being given allowances, benefits and facilities as per rules?
118.		9(1)(b), 35(2)(d)	11(2)(xii)	Whether the copy of licence displayed prominently at the premises where the workmen are employed?
119.		12(II)(a)	21	Whether the contractor has furnished to the specified Authority the particulars regarding recruitment and employment of migrant workmen in form X?
120.			22	Whether the Contractor has paid to the migrant workmen the return fare from the place of employment to the place of residence in his home state on the expiry of the period of employment?
121.		14 (1)		Whether at the time of recruitment displacement allowance equal to 50% of monthly wage or Rs. 75/- (whichever is higher) has been paid by the Contractor to migrant workmen?
122.		15		Whether journey allowance from the place of residence of inter-state migrant workmen of his State to place of work in the other State paid by the contractor to the migrant workmen for the outward and return journey?
123.		23, 35 (2) (k)	51	Whether Service Certificate in form XIV is being issued to the migrant workmen who have been terminated for any reason by the Contractor?
124.		23, 35(2)(k)	51	Whether displacement cum journey allowances sheet in form XV and Return journey allowance register in form XVI are being maintained by the Contractors?
125.				Whether Muster Roll in form XVII is being maintained?
126.				Whether register of wages in form XVIII is being maintained?
127.				Whether Register of deductions for damage of loss in form XIX is being maintained?
128.				Whether register of fines in form XX is being maintained?
129.				Whether register of advances in form XXI is being maintained?
130.				Whether register of overtime in form XXII is being maintained?
131.		23, 35(2)(k)	49	Whether the Principal Employer, Contractor has maintained in respect of each establishment for Migrant Workmen a register in form XIII?
132.		23, 35(2)(k)	53	Whether all registers and other records are kept/ preserved for 3 calendar years?
133.			12	Whether pass book as prescribed under clause (b) of sub-section (1) of Section 12 contains the addl. Particulars viz. The date of recruitment, the date of employment, wages period, total attendance, unit of work done, total earned wages, deductions & signature of contractor or his representative within 3 days from the date of payment and includes the name and address of the next kin of Migrant Workmen?
134.			23(2)	Whether any fatal/serious accident took place and in that case whether the Contractor immediately informant by telegraphically to the Specified Authority of both the states and also the next kin of the Migrant Workmen the nature of death or serious bodily injuries?
135.			23(3)	In the failure of contractor whether the same is complied by the Principal Employer?
136.		16	37	Whether suitable and adequate medical facilities for outdoor treatment to the Migrant Workmen and their family members are provided?
137.		16	37	Whether hospital expenses which includes expenses of treatment hospital charges (including diet) and travel expenses are being paid by the contractor?
138.		16(2)	37(3 & 4)	Whether FIRST AID BOX containing adequate medicines, equipments distinctly marked with a red cross on a white ground provided?
139.		16	37 (7)	Whether First Aid Box kept under the charge of a responsible person readily available during the working hours?
140.			37(8)	IN CASE WORKERS STRENGTH IS ABOVE 150, whether person in-charge of first aid box is trained in first aid treatment?
141.				Whether clothing has provided to every Migrant Workmen (Where the Temperature falls below 20 degree centigrade) protective clothing consisting of one woollen coat and one woollen trouser once in a period of 2 years? In case of temperature below 5 degree whether one woollen over cat to those Migrant Workmen is provided once in 3 years?
142.		16 (c) (d) 35 (2) (n)	40	Whether rest room or suitable alternative accommodation separate for male & female Migrant Workmen adequately ventilated by circulation of fresh air and natural lighting with smooth, hard and imperious floor surface at convenient distance with adequate supply if drinking water provided by the Contractor or Principal Employer.
143.		16(c) (d) 35 (2) (n)	41	In case of 150 or more Migrant Workmen are employed; whether Contractor or Principal Employer has provided an adequate canteen consisting of a dining hall, kitchen, store room pantry and washing place for workmen?
144.			41 (5 to 12)	Whether the canteen is sufficiently lighted having smooth flooring and is being lime washed or colour washed regularly once in a year (walls of the kitchen once after every 4 months) with



145.				proper maintenance and sanitary conditions & adequately furnished with separate washing place for male and female workers provided?
146.		41 (13)		Whether food stuffs, other items served in the canteen conform to the normal habits of the M/W?
147.		41(16)&(17)		Whether books of the accounts connected with the canteen running are maintained audited once after every 12 months by registered Accountants and auditors?
148.		16(1), 35(2)(n)	39	Whether following facilities for the use of Migrant Workman are provided by the Contractor or Principal Employer? <ul style="list-style-type: none"> <li>&gt; Sufficient quantity of wholesome water</li> <li>&gt; Sufficient No. of latrines and urinals &amp;</li> <li>&gt; Washing facilities.</li> </ul>
149.			42	Whether latrines and urinals separate for male and female with proper cover and partitioned to secure privacy; bearing the figure of a man or of a woman lighted maintained in a clean and sanitary conditions with water facilities provided at the following scale, namely atleast 1 latrine each for every 25 females & male provided?
150.			43	Whether adequate and suitable washing facilities for washing and adequately screening facilities in clean and hygienic condition provided?
151.		35(2)(n)	44	In case 20 or more women Migrant Workmen are employed; whether Crèche comprising of two room i.e., one play room and 2 <sup>nd</sup> one bed room for use of children of Migrant Workmen under the age of 6 years duly furnished with toys and bedding/cots with adequate supply of wholesome drinking water provided the Contractor or Principal Employer?
152.				Whether contractor has provided to Migrant Workmen having families suitable quarters i.e. one room with suitable cooling space and one common latrine and bath for every three quarter?
153.				Whether for others a suitable barrack so as to accommodate not more than 10 such Migrant Workmen with atleast a floor area @ 6.5 sq. meters, for each M/W a verandah and adequate space for cooking food with common sanitary latrine and bathroom provided?
154.		14 & 15		Whether contractor (s) has not made the payment of allowances as required u/s 14 & 15; if so, whether the same has been paid by the Principal Employer?
155.			25	Whether same rates for same work are being paid to the Migrant Workmen?
156.		17(1), 32(2)(h)	26	Whether wage period is fixed by the Contractor?
157.		17(1), 32(2)(h)	33	Whether a notice showing the wage period, place and time of disbursement at the place of work displayed and a copy sent by the contractor(s) to the Principal Employer under acknowledgement?
158.		35(2), (g)	36	Whether the payment of wages are being made on working day at the work place/premises and during the working time on a date notified in advance by the Contractor?
159.		35(2), (g)	36	Whether the wages are being paid in the presence of Principal Employer or his authorized representative?
160.		35(2), 32(2)(h)	35	Whether certificate by the Principal Employer or his authorised representative in the register of wages to the Migrant Workmen have been made before him on (date)?
161.		23, 35(2), (k)	48	Whether Principal Employer has maintained a register of contractors in from XII?
162.		23, 35(2), (n)	54	Whether the Contractor has displayed an abstract of the Act and rules made thereunder?
163.		23, 35(2)(n)	55	Whether the Principal Employer or contractor has displayed the following notices in the local language under stood by the majority of the workers in conspicuous places at the establishment/worksites by the contractor (s) or Principal Employer?
164.		35(2)(1)	56(1)	Whether the contractor has submitted Half yearly return for the period ending ..... in Form XXIII (in duplicate) to the Licensing Officer, Haryana?
		35(2), (I)	56(2)	Whether the Principal Employer has submitted annual return in form XXIVC (in duplicate) for the period ending..... to the Registering Officer, Haryana by 15 <sup>th</sup> February .....

Only for establishments engaging five or more transport workers

165.	THE MOTOR TRANSPORT WORKERS' ACT, 1961		3 & 4	Whether the employer has obtained the Registration Certificate?
166.				Whether the Undertaking has units operating in more than one State? If so, in which State its Head-Quarter is located.
167.		3 read with Section 40	7	Whether Registration Certificate needs any amendment? If so, whether Employer has submitted amendment fee alongwith an application stating the nature of amendment and reason thereof?
168.		3 read with Section 40		Whether the Employer has got renewed the Certificate for the year .....
169.		3 read with Section 4	13	IN CASE OF 100 or more Motor Transport Workers are ORDINARILY EMPLOYED.
170.				Whether Registration No. of the Undertaking has been marked on the left hand side of every vehicle in lettering .076 meter high and .013 meters thick.
171.			17 (1) & (4)	Whether the Employer has provided an adequate CANTEEN having Dinning Hall, Kitchen, Store, Pantry and Washing Place separately for workers & utensils in or near the workplace?
172.			17 (2)	Whether Site Plans of the Canteen submitted in duplicate to the Chief Inspector for his approval?
			17 (6)	Whether the door, windows of the Canteen building was of fire proof?

173.				Whether Inside walls of rooms, ceiling etc; got lime washed or colour washed once in every year, painting once in every 3 years and disinfecting once in 6 months?
174.				Whether all wood working and internal iron and steel structural varnished or painted once in 3 years?
175.				Whether inside wall of kitchen are lime washed or colour washed once in every 4 months?
176.		17 (8) (b)		Whether record of lime washing, colour washing painting or varnish etc. maintained in form IV?
177.		17 (9)).		Whether the Canteen premises, precincts thereof maintained in a clean and sanitary condition and whether suitable arrangements for the collection and disposal of garbage: disposal of wastewater made properly.
178.	8 r/w Section 40 (2)	18 (1) & (3)		Whether the CANTEEN HALL building is adequately furnished with sufficient chairs, Tables and Benches to accommodate atleast 30% of Motor Transport Workers?
179.				Whether sufficient utensils, crockery, cutlery furniture and other necessary for efficient running of the canteen provided?
180.	8 r/w Section 40 (2)	9(1)		Whether clean clothes for the canteen employees provided and maintained by the Employer?
181.	8 r/w Section 40 (2)	9(1)		Whether Furniture, Utensils and other equipments maintained in clean and hygienic condition and adequate supply of hot water for cleaning of Utensils and other equipments provided?
182.	8 r/w Section 40 (2)	20(1)		Whether the prices for food, drink and other items are fixed with the approval of canteen managing Committee constituted under Rule 22 are charged on No Profit Basis?
183.	8 r/w Section 40 (2)	20(2)		Whether the rate list conspicuously displayed in the Canteen?
184.	8 r/w Section 40 (2)	21(1)(2)		Whether proper accounts pertaining to the Canteen are maintained and audited once in every 12 months by registered Accountants or Auditors? (In case of Public Sector Undertaking accounts will be audited by its own Accounts Department)
185.	8 r/w Section 40 (2)	22(1)(2)		Whether the Employer has constituted a Canteen Managing Committee consisting of an equal No. of persons nominated by the Employer and elected for two years by the Motor Transport Workers in the proportion of 1 for every 100 workers employed in the Undertaking subject to not more than 5 and less than 2.
186.	1, Sub-Section 9 r/w Section 40 (2)	23(1)		Whether REST ROOM for the use of workers adequately furnished with CHAIRS, COTS, FANS and ventilated provided?
187.				Whether its plans in duplicate submitted to the Chief Inspector?
188.		17		Whether it is kept clean and limewashed once in 12 months and record of lime or colour washing is kept in Form IV?
189.	40 (2)	24(1))		Whether the Drivers, Conductors and Line-Checking Staff provided free uniforms and Rain Coats as specified in Schedule 1?
190.	40 (2)	24(2)		Whether washing allowances are being paid by the Employer?
191.		25		Whether a Dispensary having minimum 25 square meters of floor area, adequately ventilated and Lighted with sufficient supply of whole day water provided (in case of 250 or more motor transport workers employed during a day).
192.		25		Whether First Aid Box equipped with contents kept under the charge of any person trained in First Aid Treatment?
193.		25		Whether First Aid Box equipped with contents kept under the charge of any person trained in First Aid Treatment?
194.		26		Whether First Aid Box containing the equipments provided in every Motor Vehicle in good order.
195.				Whether the Motor Transport Workers are allowed to work for more than 8 hours in a day subject to not more than 10 hours in a day and 50 hours in a week?
196.	13 r/w Section 40 (2)(k)	27(2)		Whether an Employee required/ allowed to work for more than 16 hours in a day and 72 hours in a week by not allowing 8 consecutive hours of rest between the termination of duty and commencement of the next duty?
197.	Sub-section (i) of Section 18 r/w Section 40 (2)	28(1)		Whether Notice of hours of work in Form V displayed at conspicuous (place i.e. where the workers ordinarily call for duty and whether change in the notice of hours of work is regularly reported to the Inspector three days in advance?

Only for Welfare Officer (W)

198.	The Maternity Benefit Act, 1961		3	Whether the employer has maintained a separate muster roll of women employees in Form 'A' as required under rule 3 of the Haryana Maternity Benefit Rules, 1967?
199.			3	Whether the employer has allowed nursing breaks to women with child in terms of section 11 of the act read with rule 7 (20 minutes breaks)?
200.		19 & 28	15	Whether the employer has exhibited the abstract of the Act and the rules in Form 'O' in the

				establishment as required under rule 15 read with sections 19 and 28?
201.			16	Whether the employer is sending annual return to the competent authority on or before the 31 <sup>st</sup> day of January in each year in Form K, L, M and N as required under rule 16?