

Checklist for inspection under Contract Labour (R & A) Act,1970.

For Principal employer :

1. Registration Certificate
2. Register of Contractor in Form “VIII”.
3. Employers authorize representatives has to verify each entry of the payment made by Contractor.
4. Displayed notice showing the wages, hours of work, wage period, date of payment, name and address of inspector at conspicuous place.
5. Employer should submit copies of above notice to the inspector.
6. Certain changes in registration certificate to be communicated to the Registering Officer.
7. Registration certificate, agreement copy / relevant record should be maintained & produce.
8. Annual return in Form “XXI”

For Contractor :

1. Copy of Contractor Licence/ renewed licence.
2. The identity cards to the contract worker in “Form X”
3. Muster Roll cum Wage Register of workers engaged by contractor in Form II as per Minimum Wages Act, 1948.
4. Notices showing the wages, hours of work, wage period, date of payment of wages, name and address of the inspector having jurisdiction and the date of payment of unpaid wages in English, Hindi or Marathi.
5. Copies of above notice sent to inspector.
6. Attendance card-cum-wage slip of contract workers.
7. The payment of Contract workers should be as per prescribed Minimum wages.

An abstract of the Act and Rules in English, Hindi or Marathi to be displayed