

Checklist for inspection under The Maharashtra Shop & Establishment Act, 1948

1. Registration Certificate of establishment / renewed certificate
2. Visit book.
3. Muster-roll cum wage register.
4. Identity-card in a prescribed form to every employee of Hotel establishment.
5. Name board of establishment in Marathi “Devnagri Script”.
6. Exhibit a Notice of Holiday in “Form L” (In case of hotel, hospital & Theater establishment)
7. Exhibit a notice containing extracts of the Act and the Rules in the language of the majority of its employees.
8. The Employer shall notify any changes as respects the total number of employees within 15 days after the expiry of the quarter to which the change relates, to the Inspector in form “E”
9. If Workers are doing overtime work then should paid at the double of ordinary rate of wages.
- 10.No such woman shall be required or allowed to work in any establishment after 9.30 p.m.
- 11.No employee shall be required or allowed to work in any shop or commercial establishment more than 9 hours in a day and 48 hours in a week.
- 12.Every employee shall be entitled to additional paid holidays on the 26th January, 1st May, 15th August, and 2nd October every year.
- 13.Child Labour is prohibited.