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| COMPLIANCE INSPECTION UNDER THE NAGALAND SHOPS AND ESTABLISHMENTS ACT, 1986 AND CORRESPONDING RULES 2015. |
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|  | **PROCEDURES:** |
| 1.  | District Assistant Labour Commissioner office identifies/ prepares a list of shop and establishment for compliance inspection including allocation of inspectors (if required). Date of inspection may not be informed to the shop/establishment owner.  |
| 2.  | Concerned inspector prepares a brief status of the concerned shop and establishment before due date of inspection.  |
| 3.  | Inspector conducts visit to the shop and establishment and hold preliminary discussion with the shop and establishment owner/ employer and workers.  |
| 4.  | Inspector validates the following documents/ records and collects copy of the same if required: a. Public display of Registration Certificate b. Form B-Part II c. Public display of holiday list d. Notice of period of work display e. Payment Record/ Register f. Holiday registers/ Leave Book g. Overtime Register h. Service card in prescribed format i. Annual leave with wages register j. OT Register k. Muster Roll l. Inspector Report/ Records m. Any other queries regarding compliances of the Act  |
| 5.  | Inspector after completing the review and discussion briefs the shop & establishment owner/ employer about his findings.  |
| 6.  | **Manual submission of inspection report:**Inspector prepare and submits the inspection may report (in prescribed proforma) to the higher authority with his recommendation for initiating necessary actions (if applicable).  |

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| 7.  | For any non-compliance, Assistant Labour Commissioner / Inspector issues a show-cause notice to the shop & establishment owner/ employer to provide necessary clarification/ documentations for compliance within the prescribed timeline.  |
| 8.  | Owner/ employer/Management submit necessary clarification/ documentation for compliance within prescribed timeline. If necessary clarification/ documentation for compliance are not submitted within the prescribed timeline, please go to Step 10.  |
| 9.  | Assistant Labour Commissioner / Inspector review the clarification/ documentations submitted for compliance and assess its adequacy. If the clarifications/ documentations are adequate, then the closure report is filed.  |
| 10.  | If the clarifications/ documentations are not adequate, Assistant Labour Commissioner / Inspector will initiate the prosecution in court.For the recovery of any amount due, Inspector/employee may file claim in appropriate court.  |

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| INSPECTION UNDER THE NAGALAND SHOPS & ESTABLISHMENTS ACT, 1986 AND CORRESPONDING RULES 2015 |
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| PART-1 General |
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| 1. Nature of Business: Shop / Establishment  |
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| 2. Number of workers employed |
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| (a) Men (b) Women (c) Young Persons  |
|  |
| (d) Children  |
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| 3. Whether Registration Certificate Obtained. Yes / No |
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| 4. Whether Registration Certificate is valid. Yes / No |
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| 5. Whether Shop or establishment has obtained |
|  any exemption under the Act (under Section 5). Yes / No |
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| 6. Wage Period.  |
|  |
| 7. Date of Payment of Wages.  |
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| 8. Mode of Payment. Cash / Cheque / ECS |
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| PART-II OBSERVATIONS |
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| 1. Whether spread over is being observed as prescribed under the Act and during the period of rest, the workers are free to leave the place. Yes / No
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| 1. Whether any child was found employed. Yes / No
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| 3. Whether the working hours and timings in case of young persons, women are being |
|  adhered to. Yes / No |
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| 1. Whether opening & closing hours are being observed. Yes / No
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| 5. Whether close day is being observed, if not, whether the employees are being  |
|  provided weekly holiday. Yes / No  |
| 6. Whether the employees are called for duty on National Holidays. If yes, whether they  are being paid overtime wage and a compensatory holiday in lieu thereof. Yes / No |
|  |
| 7. Whether any deduction from wage is being made other than specified. Yes / No |
|  |
| 8. Whether any fine imposed or deduction made on account of damage or lose to the  employer caused by employee has been explained to him personally and also in writing. |
|  Yes / No |
| 9. Whether fine realized is being utilized in accordance with the directions of the  government. Yes / No  |
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| 10. Whether the employees are being allowed privilege leave (16 in a year) and casual/sick |
|  leave (12 in a year). Yes / No |
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| PART-III Registers, Notices & Records |
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| REGISTERS |
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|  |
| 1. Register of Employment (in Form-S) (under Rule 54). |
|  OR |
|  Register of Employment and Remuneration of Employees (in Form-J) and Register |
|  of Leave (in Form-I) (under Rule 15). |
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| * Whether following notices have been displayed or given:
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|  |
| 1. Notice of Holiday (in Form-G) (under sub section (5) & (7) of Section 11 read with Rule  13(1)). Yes / No |
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| 2. Notice under Section 36 (5) of the Nagaland Shop & Establishments Act, 1986, to be  Exhibited Conspicuously at the Premises of the Establishment (under Rule 11). Yes / No |
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| 3. Notice of close day or a change in close day (in Form-F) (under Rule 12). Yes / No |
|  |
| 4. Notice of change (in Form-C) (under Rule 6). Yes / No |
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| 5. Whether appointment letters have been given to Employees (in Form-T) (under Rule  55). Yes / No |
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| PART-IV Hours of Employment & Weekly Holidays |
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| 1. No. of Shift in Force.  |
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| 2. Working Hours in Force: |
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| (a) From To Rest Intervals From To |
|  |
| (b) From To Rest Intervals From To |
|  |
| (c) From To Rest Intervals From To |
|  |
| (d) From To Rest Intervals From To |
|  |
| 3. Whether notice of period of work displayed. Yes / No |
|  |
| 4. Whether close day is being observed. Yes / No |
|  |
| 5. Whether employees are retained on overtime and if yes overtime wages are paid and |
|  maximum overtime hours are adhered to. Yes / No |
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| PART-V Health & Safety |
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| 1. Cleanliness. Satisfactory/Unsatisfactory  |
|  |
| 2. Ventilation and Lighting. Satisfactory/Unsatisfactory  |
|  |
| 3. Drinking Water. Yes / No  |
| 4. Precaution against Fire. Yes / No |
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| 5. Safety. Satisfactory/Unsatisfactory  |
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| PART VI Child/ Young Persons. |
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| 1. Particulars of child workers if any found on work:  |
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| 2. Particulars of young workers if any found on work:  |
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| CHECKLIST FOR INSPECTION UNDER THE NAGALAND SHOPS AND ESTABLISHMENTS ACT, 1986 AND CORRESPONDING RULES 2015 |
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| 1. Name & address of establishment/employer/proprietor.  |
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| 2. Date of commencement of Establishment.  |
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| 3. Registration code under PF/ESI/Registration No./License No. |
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| 4. Working Hours. |
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| 5. Wage period and date of payment. |
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| 6. Nature of Work.  |
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| 7. Weekly holiday: |
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| 8. Number of workers employed on the date of inspection:- |
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|  Regular/ Contract Labour: Total: |
|  |
|  Male: Female: Total: |
|  |
| 9. Name and designation of employer/s representatives/Responsible officer present during  the inspection. |
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| 10. Notice and abstract of the Act displayed. |
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| 11. Registration /Licenses/Code taken under EPF/ESI/CL(R&A)/or any other Act  applicable in the establishment.  |
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| 12. Registration Certificate (in Form B-Part II). |
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| 13. Notice of Weekly Closure (in Form F).  |
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| 14. Notice of Weekly Holidays for the Employees (in Form G). |
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| 15. Appointment Letters of Employees (in Form T). |
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| 16. Attendance Register.  |
| 17. Salary Register (in Form J). |
| 18. Register of Employees (in Form S).19. Leave Register (in Form I). |
| 20. Overtime Register (in Form N). |
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| 21. Visit Book. |

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