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| COMPLIANCE INSPECTION UNDER THE EQUAL REMUNERATION ACT, 1976. |

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| **PROCEDURES:** | |
| 1. | District Assistant Labour Commissioner Office identifies/ prepares a list of shops and establishment/factories etc. for compliance inspection including allocation of inspectors. Date of inspection may not be informed to the employer. |
| 2. | Concerned inspector prepares a brief status of the shops and establishment/factories etc. before due date of inspection. |
| 3. | Inspector conducts visit to the shops and establishment/factories etc. and hold preliminary discussion with the employer and workers. |
| 4. | Inspector validates the following documents/ records and collects copy of the same if required.  a. Muster Roll  b. Payment Record/ Register  c. List of employees  d. Any other queries regarding compliances of the Act |
| 5. | Inspector obtains statement from workers on the working hours, wages paid etc. |
| 6. | Inspector after completing the review and discussion briefs the employer about his findings. |
| 7. | **Manual submission of inspection report:**  Inspector prepare and submits the inspection report (in prescribed proforma) to the higher authority (if required) with his recommendation for initiating necessary actions (if applicable). |
| 8. | 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. |
| 9. | 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 11. |
| 10. | Assistant Labour Commissioner / Inspector review the clarification/ documentations submitted for compliance and assess its adequacy. In case of wages/ payment discrimination based on sex, the employer has to make necessary differential payment and submit the payment receipt as documentary evidence.  If the clarifications/ documentations are adequate, then the closure report is filed. |
| 11. | If the clarifications/ documentations are not adequate, Assistant Labour Commissioner / Inspector will initiate the following actions in parallel:   Recovery through claim: If the differential payment has not been made, a case is filed in the appropriate Court (e.g. Labour Court/ ALC etc.). Case is filed by the inspector in the Court and appropriate Court will issue order to the concerned employer for making the differential wage payment. |

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| PART-1 |
| General |
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| 1. Number of workers employed. |
| |  | | --- | |  |  1. Male |
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| PART-II |
| Observation |
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| 1. Whether there is any difference in wages to the workers of opposite sex, performing  same work or work of similar nature.   |  | | --- | | Yes/No | |
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| 2. Whether the employer has reduced the rate of remuneration of any workers for the |
| |  | | --- | | Yes/No |   purposes of complying with the provision of this Act. |
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| 3. Whether any discrimination observed while recruiting Men & Women workers except |
| where the employment of women in such work is prohibited or restricted by or under  any Law for time being in force.   |  | | --- | | Yes/No | |
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| 4. Whether any discrimination observed while promoting, training or transfer except  where employment of women is restricted. |
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| PART-III |
| Registers |
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| CHECKLIST FOR INSPECTION UNDER THE EQUAL REMUNERATION ACT, 1976. |
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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: |
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| Male: |
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| Female: |
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| Total: |
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| 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. Register in form ‘D’. |
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