



**Government of Karnataka
Department of Labour**

NOTIFICATION

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KARNATAKA STATE LABOUR INSPECTION SCHEME

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1. Preamble:- Labour Inspection is a process of ensuring that the provisions of labour laws are given practical effect and thereby ascertaining meaningful compliance with the relevant provisions of law. The system of labour inspection ensures fairness in the workplace and thereby decent conditions of work. The institution of labour inspection helps in understanding the degree and quantum of implementation of the statutory provisions as well as facilitates information and advice to the entrepreneurs. Thus labour inspection plays a very important role in ensuring statutory human rights of the workers. The labour inspection system helps establishments to benchmark their compliance practices and thereby initiate steps for improvisation.

The International Labour Organisation (ILO) adopted the Labour Inspection Recommendation, 1923 (No.20), which laid down the general principles for the organisation and functioning of national systems of inspection. Later the International Labour Organization (ILO) adopted, the Labour Inspection Convention (No 81) in 1947 with the goal of “ensuring respect for the protection of workers in the exercise of their duties and for promoting legislation adapted to the changing need of the world of work”. This ILO Convention pointed out the significant and independent role of labour Inspection across the globe. Also the ILO adopted the Labour Inspection Recommendation (No. 81) in 1947. These instruments of ILO constitute the authority of labour inspection system and play a pivotal role in promoting decent conditions of work through a functional and effective labour inspectorate. India has ratified the ILO’s Labour Inspection Convention (No. 81), 1947. Some of the non-negotiable principles enshrined in this ILO Convention are: as frequent and as thorough as possible inspections, free entry of inspectors, free access to workplaces, no prior authorized inspections, and an adequate, well-resourced and independent inspectorate. Since India has ratified the ILO Convention, it is answerable to the ILO’s supervisory institution, the Committee of Experts on Application of Conventions and Recommendation (CEACR). The matters handled by CEACR move to International Labour Conference’s Standing Committee on Application of Standards (CAS). In the present scenario of world market, deficiency in compliance with national legislation as well as non-compliance with ILO’s Core Labour Standards, generates consumer concerns and international ethical practices.

The present scheme brings in an efficient e-governance system of online compliance for labour legislations with the help of advanced Information and Communication Technology (ICT). The scheme creates an unified portal for online registration of all industrial and commercial units, reporting of inspections, submission of periodical returns and redressal of grievances.

Through this scheme, the State Government intends to initiate strong e-governance system to enhance the efficiency and effectiveness of labour inspection practice. This scheme provides a mandate to safeguard the rights and interests of the working class, while promoting conducive working environment for industrial harmony and inclusive growth.

Hence in order to institute result oriented system for enforcement of labour laws, in supersession of all directions/notifications/guidelines/orders issued by the Department and the State Government, regarding inspection and the follow-up action to be taken, the Government of Karnataka are pleased to issue this Notification, with the following features;

2. Short Title: Karnataka State Labour Inspection Scheme.

3. Objective: The Karnataka State Labour Inspection Scheme (KSLIS) aims at achieving the objective of rationalisation and systematisation of regulation of business and bringing in clarity in labour inspection system in Karnataka State.

4. Notified Inspectors under Labour Laws: The Inspecting officers as notified by the State Government from time to time under various labour laws are as follows;

Sl. No	Notified Inspectors	Remarks
i	Labour inspector (LI)	Karnataka State is divided into 164 circles. For each circle there is one Labour inspector.
ii	Senior Labour inspector (SLI)	Karnataka State is divided into 83 circles. For each circle there is one Labour inspector.
iii	Labour Officer (LO)	Karnataka State is divided into 42 Sub Division. For each Sub Division there is one Labour officer.
iv	Assistant Labour Commissioner (ALC)	Karnataka State is divided into 11 Division For each Division there is one Assistant Labour Commissioner.
v	Deputy Labour Commissioner (DLC)	Karnataka State is divided into 5 Region. For each Region there is one Deputy Labour Commissioner.
vi	Joint Labour Commissioner (JLC)	Karnataka State is having one Joint Labour Commissioner
vii	Additional Labour Commissioner (ADLC)	Karnataka State is having two additional Labour Commissioner
viii	Commissioner of Labour (COL)	Karnataka State is having one Labour Commissioner

Government of Karnataka has issued Notification No. LD 139 LET 2011, Dated : 09-06-2011, which clearly provides jurisdiction of inspectors under various labour laws.

5. Supervisory Officers: The officers empowered to undertake inspection under various labour laws and their immediate supervisory officers are as follows;

Sl. No	Inspecting officer	Immediate Supervisory officer
1	Labour Inspector(LI) and Senior Labour inspector(SLI)	Labour officer(LO)
2	Labour officer(LO)	Assistant Labour Commissioner(ALC)
3	Assistant Labour Commissioner(ALC)	Deputy Labour Commissioner(DLC)
4	Deputy Labour Commissioner(DLC)	Joint Labour Commissioner(JLC)
5	Joint Labour Commissioner(JLC)	Additional Labour Commissioner(ADLC)
6	Additional labour Commissioner(ADLC)	Labour Commissioner(LC)

The Commissioner of Labour shall notify any State rank officer as State Nodal Officer (SNO) for the purpose of effective implementation of this scheme and removal of any difficulties those arise during the cases implementation of the scheme.

6. Labour Laws Enforced by the Department: The various labour laws and Rules framed thereunder, which are enforced by the Department are as follows;

Sl. No	Labour Laws (Acts)	Rules
1	The Karnataka Shops and Establishment Act,1961	The Karnataka Shops and Establishment Rules, 1963
2	The Contract Labour (Regulation and Abolition) Act,1970	The Contract Labour (Regulation and Abolition) Karnataka Rules, 1974
3	The Building and other Construction Workers [Regulation of Employment And Conditions of Service] Act, 1996.	The Building and other Construction Workers [Regulation of Employment and Conditions of Service) Karnataka Rules,2006 (As Amended by(Karnataka Amendment) Rules, 2013
4	The Payment of Gratuity act, 1972.	The Karnataka Payment of Gratuity Rules, 1973
5	The Minimum Wages Act, 1948.	The Karnataka Minimum Wages Rules1958
6	The Payment of Bonus Act, 1965.	The Payment of Bonus Rules, 1975
7	The Equal Remuneration Act, 1976.	The Equal Remuneration Rules, 1976
8	The Payment of Wages Act, 1936.	The Payment of Wages Karnataka Rules,1963
9	The Karnataka Labour Welfare Fund Act, 1965.	The Karnataka Labour Welfare Fund Rules,1968

10	The Karnataka Industrial Establishments (National and Festival Holidays) Act, 1963.	The Karnataka Industrial Establishment (National and Festival Holidays) Rules, 1964
11	The Maternity Benefit Act, 1961.	The Maternity Benefit Rules, 1963
12	The Motor Transport Workers Act, 1961	The Karnataka Motor Transport Workers Rules, 1964
13	The Beedi and Cigar Workers (Condition of Employment) Act, 1966.	The Beedi and Cigar Workers (Condition of Employment) (Karnataka) Rules, 1966.
14	The Sales Promotion Employees (Conditions of Service) Act, 1976.	The Sales Promotion Employees (Conditions of Service) Rules, 1976
15	The Industrial Employment (Standing Orders) Act, 1946.	The Karnataka Industrial employment (Standing Orders) Rules, 1961
16	The Working Journalist and other News paper Employees (Condition of Services) and Miscellaneous Provisions Act, 1955.	Working Journalist and other News paper Employees (Condition of Services) and Miscellaneous provisions Rules, 1957
17	The Inter- State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.	The Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Karnataka Rules , 1981
18	The Child and Adolescent Labour (Prohibition and Regulation) Act, 1977.	The Child and Adolescent Labour (Prohibition and Regulation) (Karnataka) Rules, 1998
19	The Plantation Labour Act, 1951.	The Plantation Labour Karnataka Rules, 1956

This scheme shall be valid for the above Acts and Rules.

7. Criteria for Categorization of Establishments: The inspection mechanism for certain establishments need to be mandatory and certain other category of establishments it needs to be optional. The Specific criteria to be applied for classifying establishments in to two categories are listed out below;

7.1. Mandatory Inspections: - In the following cases, the Inspection shall be mandatory for all units at least once in a year,

- i. The establishment where fatal or serious accident has occurred.
- ii. The establishment where strikes /lock out/retrenchment/lay off etc has taken place.
- iii. The establishments which are defaulters as per provisions of applicable labour laws.
- iv. The establishments closed without settlement of legal dues to workers.
- v. The establishments where anomalies/discrepancies are observed in the submitted self certified returns/ periodical returns.

vi. The Establishments against which complaints are received from the concerned workers, trade unions etc.

vii. Shops and commercial establishments having less than 100 workers.

7.2. Optional Inspections: The inspections in the case of other types of establishments shall be optional, under this criteria online inspection list shall be generated through computers using pre decided numbers. The indicative mix of establishments for generating list of establishments, for inspection is as follows;

Sl.No	Establishment	HRE Percentage
a	High Risk Establishment	50%
b	Medium Risk Establishment	30%
c	Low Risk Establishment	20%

8. Risk Based Assessment and Categorization of Establishments: For the purpose of carrying but meaningful and result oriented inspection, categorization of establishments based on risk factors is necessary. Hence the rational for categorization of establishments based on various risk factors is summarised below;

8.1 Risk Categorization on the basis of Number of Workers: Risk in the perspective of the State Government for categorization of establishments into High Risk Establishments (HRE), Medium Risk Establishments (MRE), Low Risk Establishments (LRE), and Zero Risk Establishment (ZRE) as relates to risk to the employees in terms of their rights and interests such as Wages, Remuneration, Leave, Holiday, Working Hours, Worksite Facilities, Safety, Security, Health, Welfare, Social security, Bonus, Provident Fund, Insurance, Accident Compensation, Gratuity etc. The categorisation of establishments into four (04) categories is briefly described below;

i.High Risk Establishments (HRE): The experience of the State Government in the State of Karnataka indicates that the smaller the establishments the less is the compliance. Therefore small establishments employing up to 100 workers are categorized as High Risk Establishments (HRE).

ii.Medium Risk Establishments (MRE): The establishments having employees in the range of 100 to 300 have the tendency to comply with the Labour Laws to some extent and further compliance need to be secured by some moderate action towards

enforcement. Such establishments are categorized as Medium Risk Establishments (MRE).

iii.Low Risk Establishments (LRE): The establishments having more than 300 workers generally comply with the Labour Laws to a reasonable extent due to their resourcefulness and further compliance are to be secured by persuasive measures. Hence these Establishments may be categorized as Low Risk Establishments (LRE).

iv.No(Zero) Risk Establishments (NRE): All establishments having no employees are only required to be registered under appropriate labour laws and no other provisions of Labour laws are applicable to such establishments and hence they are categorized as No Risk Establishments (NRE). The State Government has totally excluded these establishments from inspection system.

8.2 Risk Categorization on the basis of Number of Contract Workers Engaged:-

There are certain establishments employing large number of contract workers some times more than the number of regular workers. In such establishments, the terms and conditions of employment of regular workers and contract workers are totally different and contract workers are more prone to exploitation. The establishments employing contract workers are categorized as High Risk Establishments (HRE).

8.3 Risk Categorization on the basis of Nature of Activity of the Establishment:-

In certain activities workers are prone to exploitation besides risk of accidents and health hazards. On the basis of hazardousness of the activity the following establishments are categorized as High Risk Establishments (HRE).

Classification of Industries as High Risk Establishments (HRE):

SN	Name of The Industry
1	Agarbatti Industries.
2	Aluminum Industries
3	Wood Industries
4	Beedi Making
5	Bricks Making and Brick Klins
6	Textile Mills.
7	Cement and Allied Industry
8	Chakki Flour Mills.
9	Chemical & Pharmaceutical Industries.
10	Candle Manufacturing.

11	Engineering industry including automobile Industry.
12	Pan Masala and Gutkha manufacturing Industries.
13	Cotton Ginning Industry.
14	Metal Rolling, Re- Rolling Industry (Ferrous and Non Ferrous)
15	Plywood Industries
16	Rubber Processing and Rubber Manufacturing
17	Wood Industries.
18	Sugar Industries
19	Tiles Manufacturing
20	Transport Industry
21	Petrol Pumps and LP gas Distribution Workers
22	Construction or Maintenance of (1) Roads or Building Operation & (2) Stone Breaking and Stone Crushing.
23	Forestry & Timbering Operation
24	Electricity Generating Project
25	Printing Press.

On the same basis of hazardousness the following establishments are categorized as Medium Risk Establishment (MRE);

SN	Name of The Industry
1	Beverages Manufactories And Vending Establishment
2	Flour Mills
3	Food Processing
4	Gold and Silver Ornament and other Articles Of Artistic Design Manufacturing
5	Ice-Cream and Ice-Candy Manufacturing and Vending Establishment
6	Ice Factory and Cold Storage
7	Paper Industries
8	Photo & Picture Frame Manufacturing
9	Poultry & Cattle Feed Manufacturing
10	Rice & Oil Mills
11	Soap Making Industries

12	Trunk & Bucket Manufacturing
13	Tanneries & Leather Manufacturing
14	Bakery
15	Breweries & Distillery
16	Black Smith
17	Biscuit Manufacturing
18	Film (Production, Distribution & Exhibition) Industry
19	Carpentry
20	Clubs
21	Canteen
22	Cleaner
23	Coaching Academics including Nursing and English Medium Schools and Technical Institutes
24	Earth Cutting, Earth Removing, Earth Filling and Earth Leaving Operation
25	Fruit Preservation
26	Gold Smith
27	Hair Cutting Saloon and Spa
28	Grass Cutting & Wood Cutting
29	Premises Wherein Cows and Buffaloes or Both are kept for Milking Poultryes and dairies.
30	Fooding & All other similar Processes
31	Printing and Dying Clothes
32	Private Hospitals and Nursing homes /Pathological Laboratories/Dispensaries
33	Readymade Garments
34	Shops, Commercial Establishment Covers by the Schedule Shop and Commercial Establishment, Eating House and Restaurants
35	Small Selling Cooked Food Stuff
36	Transportation
37	Marketing and Distribution of Petroleum Products
38	Tailoring Industries
39	Theatres
40	Tube-Well Sinking Workers, Helpers & Welders (Minor Engineering)
41	Edible Oil Workers
42	Agriculture
43	Contractors Establishment. Of the Forest Department
44	Co-Operative Marketing Societies

45	Co-Operative Bank (Other than Co-Operative Central Bank & Apex) Co-Operative Consumers Societies / Banks
46	Fishing/Horticulture/Sericulture
47	Casual/ Muster Roll Workers in Food Control Dept
48	Handloom Weaving Establishment./Kahadis village
49	Horticulture Operation
50	Casual/ Muster Roll Workers in Irrigation Dept.
51	Khadi & Village Industry
52	Municipalities & Town Committees
53	Public Motor Transport Including Government Corporation
54	Casual/ Muster Roll Workers Employed in Public Health Department
55	Poultry & Dairy Farm
56	Steamerghat
57	Sericulture Operation

Note: The above two lists are subject to revision in a periodic manner for addition of more establishments as and when necessary by the State Government

9. Data Base of Establishments: Since, there is no data base on the universe of industrial and commercial firms (units) to be covered under each labour law, the following sources form the database:

1. **Data of Establishments Registered under the Karnataka Shops and Commercial Establishments Act, 1961.**
2. **Data of Establishments Registered/Licensed under the Contract Labour (Regulation and Abolition) Act, 1970.**
3. **Data of Establishment Registered/Licensed under the Inter State Migrant Workman's (R.E. & C.S) Act, 1976.**
4. **Data of Establishments Registered under the Building and other Construction Workers (R.E. & C.S) Act, 1976.**
5. **Data of Establishments Registered under the Plantations Labour Act, 1951.**
6. **Data of Establishments/Vehicles Registered under the Motor Transport Workers Act, 1961.**
7. **Data of Establishments Registered under the Factory Act, 1948**

8. Database of the Establishments Registered under the Employees Provident Fund and Miscellaneous Provisions Act, 1952

9. Data of Establishments Registered under applicable laws by various Departments of the Central/State Governments

10. Methodology for the Generation of Master Data Base and Inspection of Establishment: The step-by-step methodology for generation of master data base and retrieval of establishments for inspection is described below;

- i. Employers shall feed master data and periodical returns, in the online portal of the Department.
- ii. Inspectors shall feed detailed inspection report, in the online portal of the Department.
- iii. Computer Programme of the online portal shall be developed by Department taking into account all the dimensions of the Scheme.
- iv. Mandatory Inspection shall be done as per requirement with complete documents and reporting to appropriate Authorities.
- v. Optional inspection done once a year.
- vi. Generally more than one Labour laws are applicable hence The entire inspection shall be done according to the standardised check list and procedures formulated in this regard to ensure that all labour laws are covered in a single visit.
- vii. The Computer shall ensure that the same establishment is not allotted to the inspection for a period of one year.
- viii. The statements with regard to workers will be recorded properly such as, payment of less wages, gratuity, late payment, unauthorized deduction etc., and copy of the registers and records will be obtained so that a claim may be filed before the competent authority in such type of cases.
- ix. The matters regarding less payment, delayed payment, unauthorized deduction and non-payment of over time work can be setteled only after filing a claim under the respective labour laws. Hence, no appportunity will be provided to the employer for compliance in such cases. The inspector will file a claim before the authority compulsorily for which no permission or computerized allocation is required in such cases.
- x. The link for the Online Inspection portal shall be provided in the Home page of the Department web Site and inspecting officers are required to login with the User ID provided to them. After login to the inspection portal, the inspecting officers shall note down the list of establishments to be inspected by him/her during the month and proceed to undertake the inspections including the list of

establishments inspected as part of mandatory inspections in the preceding month.

xi. Computerized generation of inspection schedule to be communicated to the inspecting officer keeping in view the confidentiality aspects. The inspecting officers shall take up establishment details to be inspected as allocated by the system for the month. On the 28th of the previous month, computer allocated establishments to be inspected by each inspecting officer in the next month and inspections according to the generated list should be completed by subsequent online filing of the inspection reports.

xii. The unregistered/ unlicensed establishments shall be inspected without computerized allocation. However notes of inspection of such inspection shall be uploaded within the prescribed time limit.

xiii. Department of Labour shall also evolve “Centralized Pooling System of Establishments” (CPSOE) and allot the work of inspection to the different inspectors, so as to fulfill the mandate that same inspector shall not be allowed to inspect the same establishment twice consecutively.

xiv. On specific complaint, the commissioner of Labour or State Nodel officer of the scheme, may order inspection at any time.

11. Measures of Good Inspection Practice: The measures for ensuring reliable and result- oriented inspection system are as follows;

i) The same inspecting officer shall not inspect the same establishment twice consecutively.

ii. The Inspecting officer shall maintain registers of the inspected establishments under his jurisdiction and Inspection reports in an online Format.

iii. The Inspecting officer shall record the statement of workers present at the time of Inspection (at least two employees)

iv. In case of contradiction in the statements of employers and employees the inspecting officer shall act according to the provision of the applicable law as to record the statement, The inspecting officer shall in case of need seize the relevant records according to the provisions of the labour laws applicable.

v. The Inspection report shall be uploaded within **48 Working hours** by the Inspecting officer.

vi. The inspection process shall be logically completed with rectification of the irregularities along with a compliance report submitted by the employer in this regard or appropriate legal action shall be initiated as per the provision of the

applicable labour laws. The prosecution shall be filed in the competent Court of Law within the prescribed time limit.

vii. The main object of the online inspection system shall be providing ease of compliance of law by the employer while protecting the interest of the workers.

viii. Soft copy back up of the entire report/ records shall be maintained by the Department for any eventuality.

ix. The Inspection system is being rationalized and shall be subjected to continuous review/revision, based on the field feedback

x. It will also be ensured that joint inspection by the inspectors of the Labour Department and the Factories and Boilers department will be carried out in case of Industry/Factory establishment under all applicable laws.

Yours Faithfully,


Commissioner of Labour
see

1. All the Deputy Labour Commissioners
2. All the Assistant Labour Commissioners
3. All the Labour Officers- with a direction to circulate this to the jurisdictional Senior Labour Inspectors/Labour Inspectors.

COMPOSITE INSPECTION FORMAT

Date:..... Time.....

Report on inspection conducted under various labour laws.

1. Date & time of inspection
2. Name and address of the establishment
3. Name of the act(s) under which the establishment is registered with Regn. No. Date
4. Brief description of the trade/Business/undertaking/work/product
5. Name and address of the employer/occupier with telephone/mobile Number (off/Res) & Email Address
6. Name and address of the managing director/General Manager/Manager or person responsible for supervision and control of the establishment
7. Number of workers employed

	Permanent/Regular workers				Temporary/Casual Worker				Contract Labour			
	Adult		Non Adult		Adult		Non Adult		Adult		Non Adult	
	M	F	M	F	M	F	M	F	M	F	M	F
Unskilled												
Semi-Skilled												
Skilled												

	Migrant Workers			
	Adult		Non Adultt	
	M	F	M	F
Unskilled				
Semi-Skilled				
Skilled				

8. Rate Of Wages Paid

	Permanent/Regularworkers				Temporary/Casual Worker				Contract Labour			
	Adult		Non Adult		Adult		Non Adult		Adult		Non Adult	
	M	F	M	F	M	F	M	F	M	F	M	F
Unskilled												
Semi-Skilled												
Skilled												

9. Date Of Commencement Of Business/calling/services establishment/Production/manufacturing

10.Name and address of the person representing the employer/management present at the time of inspection

Inspection Procedure of Karnataka State

1. Shops and Establishments Act

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER THE SHOPS AND ESTABLISHMENT ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

KARNATAKA SHOPS AND COMMERCIAL ESTABLISHMENTS ACT 1961 AND KARNATAKA RULES 1963:

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 4(1) & (3) Rule 3	Whether the establishment has been registered	If yes registration number
2	Section 4(2)	Whether the certificate is prominently displayed in the establishment	
3	Section 4(4) and (5) Rule 3A	Whether registration is renewed within prescribed time limit	
4	Section 5 Rule 5	Whether the changes taken place in Form A are communicated to the inspector within the prescribed time	
5	Sec-12(1)	Whether the notice of weekly off is displayed	
6			
7	Section 11(1)	Whether the establishment has not been closed within prescribed time	
8			
9	Section 29 Rule 24(11)	Whether the visit book is maintained	
10	Sec 34 Rule 8	Whether prescribed leave with wages register in Form F	
11	Sec 34 Rule 9(1)	Whether prescribed leave with wage book in Form H given to employees	
12	Rule 24(4)	Whether notice of weekly holiday has been displayed in the establishment in Form P	
13			
14	Section 24	Whether any child has been employed in any establishment	

15	Section 6(A) Rule 24(9)(A)	Whether Appointment letters are issued to employees in Form-A	
16	Section 25 Rule 24(b)	Whether exemption has been taken from the jurisdictional Deputy Labour commissioner to engage women employees during night	
17	Rule 24(9)b	Whether Combined Muster Roll- register of Wages is maintained in Form-T	
18	Rule-24(9)c	Whether combined Annual Returns are submitted within prescribed time limit in Form-U	
19		Any other specific violations 1. 2. 3.	

2. Contract Labour Act

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER CONTRACT LABOUR (REGULATION AND ABOLITION) ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to		Succeeding

	the unit/ establishment		month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

CONTRACT LABOUR (REGULATION AND ABOLITION) ACT1970 AND KARNATAKA RULES 1974

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 7	Whether the establishment has been registered	If yes, Registration Number
2	Rule 74	Details of contractors and number of contract labour employed by them in Form XII	
3	Section 13	Whether the contractors to whom this Act is applicable, obtained license in Form IV	If yes, License Number
4	Section 16 Rule 42 to 50	Whether the canteen facility provided if 100 or more workmen are employed	
5	Section 17 Rule 41	Whether sufficient rest rooms are provided	
6	Section 18A	Whether sufficient drinking water is provided	
7	Section 18B Rule 51 to 56	Whether sufficient toilets are provided	
8	Section 18 Rule 57	Whether sufficient washing facilities are provided	
9	Section 19 Rule 58 to 52	Whether sufficient first aid box facilities are provided	
10	Section 21(2)	Whether the principal employer ensured the presence of his authorized representative at	

		the time & place of the disbursement of wages by the contractors to the workmen	
11	Rule 75	Whether contractor maintained register of persons employed in Form XIII	
12	Rule 76	Whether contractor issued employment card in Form XIV to each worker within 3 days of employment	
13	Rule 77	Whether contractor issued service certificate to worker in Form XV	
14	Rule 78	<ul style="list-style-type: none"> • Whether combined register of wage cum muster roll maintained in Form XVIII • Whether register of deduction, fines and advance maintained in Form XX, XXI and XXII respectively • Whether register of overtime maintained in Form XXIII 	
15	Rule 79	Whether the abstracts of Acts and Rules displayed	
16	Rule 81	Whether notice regarding rates of wages and hours of work etc. displayed	
17	Rule 82	<ul style="list-style-type: none"> • Whether the Contractor has submitted half yearly return in Form XXIV within prescribed time limit • Whether the Principal Employer has submitted half yearly return in Form XXV within prescribed time limit 	

3. BOCW Act:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

BUILDING AND OTHER CONSTRUCTION WORKERS [REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE] ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI	Automatic by

		1	computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

BUILDING AND OTHER CONSTRUCTION WORKERS [REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE] ACT 1996 AND KARNATAKA RULES 2006

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 7 Rule 15(1)	Whether the Establishment is registered in Form-I	If yes, Registration Number
2	Section 16 Rule 17	Whether the Information of Commencement/Completion of work furnished to the Inspector in Form - IV	
3	Section 4 Rule 6	Whether within 30 days of Commencement of work, Form- I submitted to the Assessment Officer and the details of 1% Cess amount paid to the Karnataka Building and Other Construction Workers Welfare Board, Bangalore, submitted.	
4	Section 30 Rule 257.	Whether notice of showing the rates of wages, hours of work, wage period, date of payment, Names and addresses of the jurisdictional Inspectors, date of payment of unpaid wages in English and Kannada displayed	
5	Rule 258	Whether register of persons employed as	

		Construction Workers in Form XXXV maintained	
6	Rule 259	Whether Muster Roll, Wage Register, Deduction Register, Overtime Register, Issue of wage books and Service Certificate maintained	
7	Rule 260	Abstract of Act and Rules to be displayed	
8	Section 33	Whether the construction Sites employing more than 50 workers provided with toilets and urinals	
9	Rule 260	Submission of Annual Returns in Form-XXV	
10	Section 37	Whether the construction Sites employing more than 250 workers provided with Canteen facility	
11	Section 38	Whether the construction Sites employing more than 500 workers shall constitute Safety Committee and appoint a Safety Officer	
12	Rule 245	Whether the provision for an ambulance room in Construction Sites	
13	Rule 136	Whether A project Engineer appointed at Work Sites	
14	Rule 137	Whether Appointment of a responsible person for safe operation at Work Sites is done	

4. PAYMENT OF GRATUITY ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

PAYMENT OF GRATUITY ACT 1972 AND KARNATAKA RULES 1973

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer

3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

PAYMENT OF GRATUITY ACT 1972 AND KARNATAKA RULES 1973

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 7(B) Rule 3A	Whether commencement of business in Form A is intimated to the Controlling Authority	
2	Rule 6	Whether nomination Form F has been taken from the workmen who have completed one year of service	
3	Rule 20	Whether abstract of Act and rules has been displayed	
4	Section 7(B) Rule 4	Whether notices have been displayed	
5	Section 4	Whether gratuity has been paid to eligible employees	
6	Rule 8	Whether intimation of payment of gratuity has been given to the Controlling Authority in Form L	
7		Any other specific violations 1.	

		2.	
		3.	

5. MINIMUM WAGES ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

MINIMUM WAGES ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

MINIMUM WAGES ACT 1948 AND KARNATAKA RULES 1958:

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Rule 29(1)	Whether Combined Muster Roll- register of Wages is maintained and Kept in Form-T	
2	Rule-22(4)	Whether Annual Returns are submitted within prescribed time limit in Form-U	
3	Section 18(3) Rule 29(2)	Whether Wage slips are issued to the Employee's	
4	Rule 23	Whether the notice containing the minimum rates of Wages together with the abstract of the Act and Rules are displayed in Form-X	
5	Rule 30	Whether Inspection Book is maintained	
6	Rule 30A	Whether the notice containing weekly holiday, Working Hours of Employees and Time for Payment of Wages is displayed	
7		Any other specific violations 1. 2. 3.	

6. Payment of Bonus act:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

PAYMENT OF WAGES ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to		First week of

	the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

PAYMENT OF WAGES ACT 1936 AND KARNATAKA RULES 1963

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 5	Whether the wages have been paid within prescribed time limit	
2	Rule 5	Whether register of wages in Form T maintained	
3	Rule 9	Whether the date of payment displayed	
4	Section 25 Rule 21	Whether the abstract of the Act and Rules are displayed in form V	
5	Rule 20	Whether prescribed Return in Form U has been submitted within prescribed time limit	

6		Any other specific violations	
		1.	
		2.	
		3.	

7. Equal Remuneration Act:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

EQUAL REMUNERATION ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

EQUAL REMUNERATION ACT 1976 AND KARNATAKA RULES 1976

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 8 Rule 6	Whether prescribed Register has been maintained in Form D	

8. PAYMENT OF BONUS ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

PAYMENT OF BONUS ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

PAYMENT OF BONUS ACT 1965 AND KARNATAKA RULES 1975

Sl.	Act/Rule	Details	Whether Complied or
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No			Not
1	Rule 4	<ul style="list-style-type: none"> • Whether register of allocable surplus maintained in Form A • Whether register of Set- on and Set- off maintained in Form B • Whether register of an amount of bonus due to each of the employees is maintained in Form C 	
2	Rule 5	Whether prescribed Return in Form D has been submitted within prescribed time limit	
3		Any other specific violations 1. 2. 3.	

9. KARNATAKA LABOUR WELFARE FUND ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

KARNATAKA LABOUR WELFARE FUND ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit /

			establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

KARNATAKA LABOUR WELFARE FUND ACT 1965 AND KARNATAKA RULES 1968

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 7A Rule 3B	Whether the employer has paid employer and employee contribution to the Labour Welfare Fund within the prescribed time limit in Form D	
2	Section 7	Whether any unpaid accumulation is transferred to the Labour Welfare Fund within prescribed time limit	
3	Rule 29	Whether the employer has maintained and kept register of wages in Form A, and consolidated register of unclaimed wages and fine in form B	

10. KARNATKA INDUSTRIAL ESTABLISHMENTS (NATIONAL AND FESTIVAL HOLIDAYS) ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

KARNATKA INDUSTRIAL ESTABLISHMENTS (NATIONAL AND FESTIVAL HOLIDAYS) ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to		Succeeding

	the unit/ establishment		month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

KARNATAKA INDUSTRIAL ESTABLISHMENTS (NATIONAL AND FESTIVAL HOLIDAYS ACT 1963 AND KARNATAKA RULES 1964

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Rule 5 Section 7A Rule 3B	Whether statement of holidays are displayed in Kannada and English	
2	Section 3	Whether prescribed and declared national and festival holidays are given to the employees	
3	Section 3A	Whether holiday is declared on polling day for House of People or to the State Legislative Assembly	

11. MATERNITY BENEFIT ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

MATERNITY BENEFIT ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk		First week of the month

	management. The same establishment will not be consecutively allotted to an inspector.		
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

MATERNITY BENEFIT ACT 1961 AND KARNATAKA RULES 1966

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 20 Rule 3 and 14	Whether prescribed register, record has been maintained	
2	Rule 15	Whether abstract of the Act & Rules made there under has been exhibited in Form J	
3	Rule 16	Whether prescribed returns in Form K,L and M have been submitted by within prescribed time limit.	
4		Any other specific violations 1. 2. 3.	

12. MOTOR TRANSPORT WORKERS ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

MOTOR TRANSPORT WORKERS ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

MOTOR TRANSPORT WORKERS ACT 1961 AND KARNATAKA RULES 1964

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 3 Rule 5	Whether the establishment has been registered in Form II	If yes registration number
2	Rule 8	Whether the establishment has been renewed	
3	Sections 8 to 12, Rule 16 to 24	Whether provisions relating to rest room, uniforms, medical facilities, First-aid facilities, have been complied	
4	Rule 28	Whether the employer has maintained	

		compulsory holidays register in Form VI	
5	Rule 31(1)	Whether the employer has maintained leave with wage register in Form VII	
6	Rule 32	Whether the employer has issued leave with wage book in Form VIII	
7	Rule 33	Whether the employer has maintained register of workers in Form IX	
8	Rule 34	Whether the employer has maintained muster roll in Form X	
9	Rule 35	Whether the employer has maintained overtime muster roll workers in Form XII	
10	Rule 36	Whether the employer has maintained individual control book in Form XII	
11	Rule 37	Whether prescribed annual returns in Form XIII have been submitted by employer within prescribed time limit.	

13. BEEDI AND CIGAR WORKERS (CONDITION OF EMPLOYMENT) ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

BEEDI AND CIGAR WORKERS (CONDITION OF EMPLOYMENT) ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting

			Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

BEEDI AND CIGAR WORKERS (CONDITION OF EMPLOYMENT) Act 1966 AND KARNATAKA RULES 1969

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Sections 3 & 4	Whether license has been obtained in Form II to use or allow to be used any place or premises as an industrial premises.	If yes registration number
2	Section 4(4) and Rule 4(1)	Whether the license has been renewed	
3	Rule 33(2)	Whether the employer has maintained log book for home workers	
4	Rule 33	Whether the employer has maintained attendance register for home workers	
5	Sections 8 to 16 Rule 10 to 21	Whether provisions relating to cleanliness, ventilation, overcrowding, latrines & urinal, washing facilities, crèche, First-aid and canteen have been complied	
6	Sections 24 and /or 25	Whether any child or women or young person has been employed	
7	Rule 24	Whether register of leave with wage has been maintained in Form IV	
8	Rule 25	Whether leave books are issued to employees	
9	Rule 32	Whether monthly returns are submitted in	

		Form XI and annual returns are submitted in Form XII	
10		Whether provisions relating to working hours, wages for over-time work, interval for rest, spread over, weekly holidays, annual leave with wages	
11		Any other specific violations 1. 2. 3.	

14. PLANTATION LABOUR ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

PLANTATION LABOUR ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of		Departmental

penal action.	Officer
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Check List:

PLANTATION LABOUR ACT 1951 AND KARNATAKA RULES 1956

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 3-B Rule 2A	Whether the establishment has been registered	If yes registration number
2	Sections 8 to 15 Rule 7 to 69	Whether provisions relating to drinking water, conservancy, medical facilities, recreation, educational facilities, housing facilities, crèches and canteen have been complied	
3	Section 18	Whether welfare officer is being appointed in the premises having more than 100 employees	
4	Rule 70	Whether weekly holiday is provided to workers	
5	Section 21 to 23	Whether provisions of daily interval of rest, spread over, notice of period of work have been complied	
6	Section 25	Whether permission has been taken from the state government for women working at night	
7	Section 3	Whether providing Maternity benefit	
8	Section 32B and Rule 81A	Whether the employer has maintained register of accidents in Form XI-B	
9	Rule 83	Whether the employer has maintained registers	
10	Rule 84	Whether prescribed annual returns and Half Yearly Returns submitted by employer within prescribed time limit	
11		Any other specific violations 1. 2.	

		3.	
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15. THE SALES PROMOTION EMPLOYEES (CONDITIONS OF SERVICE) ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

THE SALES PROMOTION EMPLOYEES (CONDITIONS OF SERVICE) ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

THE SALES PROMOTION EMPLOYEES (CONDITIONS OF SERVICE) ACT 1976 AND KARNATAKA RULES

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Rule 22	Whether letter of appointment in Form-A has been furnished to sales promotion employees	
2	Section 4	Whether leave has been provided to the employees	
3	Rule 23	Whether registers and records of sales promotion employees are prepared and maintained in Forms B, C, D & E	
4		Any other specific violations 1. 2. 3.	

16. INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines	
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month	
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer	
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month	
4	Inspection of unit /establishment site		Inspecting Officer	
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.	
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.			

7	Uploading compliance report.		Establishment	
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer	

Check List:

INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT 1946 AND KARNATAKA RULES 1961

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 3 to 5 read with Rules 3 to 8	Whether the Standing Orders are Certified by the Employer in Establishments employing fifty (50) and more workers	
2		Any other specific violations 1. 2. 3.	

17. WORKING JOURNALIST AND OTHER NEWS PAPER EMPLOYEES (CONDITION OF SERVICES) AND MISCELLANEOUS PROVISIONS ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

WORKING JOURNALIST AND OTHER NEWS PAPER EMPLOYEES (CONDITION OF SERVICES) AND MISCELLANEOUS PROVISIONS ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment		48 hours from the time of

	with a unique member which can be accessed online by employer.		completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

WORKING JOURNALIST AND OTHER NEWS PAPER EMPLOYEES (CONDITION OF SERVICES) AND MISCELLANEOUS PROVISIONS ACT 1955.

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Rule 37	Whether maintenance of registers, records, muster roll has been maintained, register of employees in form d, service register in respect of all working journalist in form e, leave register in form f, muster roll in form g	

18. INTER STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

INTER STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment		48 hours from the time of

	with a unique member which can be accessed online by employer.		completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

INTER STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT 1979 AND KARNATAKA RULES

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 4 Rule 3 to 6	Whether the establishment has been registered in Form II	If yes, Registration Number
2	Section 7 Rule 11	Whether the contractors to whom this Act is applicable, obtained license	If yes, License Number
3	Section 14 and section 15	Whether displacement allowance and journey allowance are paid to the inter-state migrant workmen	
4	Section 16 Rule 31 to 39	Whether health, safety and welfare facilities have been provided to the inter-state migrant workmen	
5	Section 23 rules 42 to 46	Whether prescribed registers are maintained and kept by the principal employer and the contractor(s)	
6	Rule 48	Whether abstract of the Act and Rules are displayed	
7	Rule 49	Whether prescribed notices have been displayed	
8	Rule 50	Whether prescribed returns submitted by the principal employer and contractor(s) within prescribed time limit.	

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19. THE CHILD AND ADOLESCENT LABOUR (PROHIBITION AND REGULATION) ACT:

PROCEDURE FOR INSPECTION OF ESTABLISHMENT UNDER

THE CHILD AND ADOLESCENT LABOUR (PROHIBITION AND REGULATION) ACT

Computerized risk assessment based compliance inspections

Sl No	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment		Succeeding month
4	Inspection of unit /establishment site		Inspecting Officer
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.		48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.		
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

Check List:

THE CHILD AND ADOLESCENT LABOUR (PROHIBITION AND REGULATION) ACT 1986

Sl. No	Act/Rule	Details	Whether Complied or Not
1	Section 3	No child Whether the Establishment is registered in Form-I	If yes, Registration Number