

CHECK LIST FOR ALL THE CONTRACTORS

1. Under the Contract Labour (Regulation & Abolition) Act, 1948

Obtain a Licence under the Act (apply in Form IV alongwith certificate in Form V) + Requisite fee and security Deposit. A licence to be obtained by the Contractor for each and every establishment and also for the branch offices of the same establishment, in case if the branch officers are in more than one address. (Applicable only if employed 20 or more [per branch of] the company

Yes [] No []

The following registers /returns to be maintained and submitted for verification:

- | | | | | | |
|-------|---|-----|-----|----|-----|
| i) | Muster Roll in Form XVI | Yes | [] | No | [] |
| ii) | Register of Wages in Form XVII | Yes | [] | No | [] |
| iii) | Register of deductions for damages or loss in Form XX | Yes | [] | No | [] |
| iv) | Register of Fines in Form XXI | Yes | [] | No | [] |
| v) | Register of Advances in Form XXII | Yes | [] | No | [] |
| vi) | Register of Over-time in Form XXIII | Yes | [] | No | [] |
| vii) | Wage Slips in Form XIX. | Yes | [] | No | [] |
| viii) | Registers of persons employed in Form XIII | Yes | [] | No | [] |
| ix) | Issue of employment card in Form XIV | Yes | [] | No | [] |
| x) | Sent a Notice of commencement/completion of contract work in Form VI A | Yes | [] | No | [] |
| xi) | Whether the Half Yearly Return in XXIV is being sent every half year? | Yes | [] | No | [] |
| xii) | Whether the Leave Card (in Form H) has been Issued to the employees deployed? | Yes | [] | No | [] |
| xiii) | Whether Leave with wages register in Form F Has been maintained for those deployed? | Yes | [] | No | [] |

2) Under Payment of Bonus Act – Produce the following for verification:

- | | | | | | |
|------|---|-----|-----|----|-----|
| i) | Bonus has to be paid to all the employees whoever has completed atleast 30 days of service with the contractor during a financial year. | Yes | [] | No | [] |
| ii) | Whether bonus is paid to all those deployed in the Company in the presence of the representative of the Company? | Yes | [] | No | [] |
| iii) | Whether Bonus Register in Form A&B is maintained? | Yes | [] | No | [] |
| iv) | Whether C register under Bonus Act is Maintained for those deployed in the Co.? | Yes | [] | No | [] |
| v) | Annual Return in Form D has to be sent within a month of paying Bonus to all | Yes | [] | No | [] |
| vi) | Whether Copies of C Register & Annual Return Form D has been submitted for verification? | Yes | [] | No | [] |

3) Under Employees' State Insurance Act, 1948 –Produce the following:

- i) Whether all the coverable employees deployed in the Company are covered under ESI? Yes [] No []
- ii) Whether ESI Card has been obtained for all The coverable employees? Yes [] No []
- iii) Whether ESI Challans have realized before 21st Of every month? Yes [] No []
- iv) Whether Form 6 – Half Yearly Return has been Been submitted in time (12th May / 11th Nov) Yes [] No []
- v) Whether ESI Challan copies are given every Month? Yes [] No []
- vi) Whether any arrears of ESI to be paid by your Company in respect of the employees deployed? Yes [] No []
- vii) Whether the total gross wages shown in the salary Register is 60% of the total billing last month? Yes [] No []

4) Under Employees' Provident Fund Act – Produce the following:

- i) Whether PF number has been allotted to all those Deployed in the company? Yes [] No []
- ii) Whether PF challans have realized before 15th Of every month? Yes [] No []
- iii) Whether monthly Returns in Form 5,10 &12A Are filed before 25th of every month? Yes [] No []
- iv) Whether PF Annual Returns were filed by or Before 30th April every year? Yes [] No []
- v) Whether PF slips in Form 23 are issued to all The employees till the last year? Yes [] No []

- 5) Labour Welfare Fund has been paid to all those deployed in the Company? Yes [] No []
- 6) Minimum wages to be paid to all the employees Yes [] No []
- 7) Leave With Wages to be extended to all the employees deployed. AL-15, CL-12 Tot = 27 Yes [] No []
- 8) National & Festival Holidays to be given to all those contract employees (Total 10 Days which includes Five National Holidays & Five Festival Holidays) Yes [] No []
- 9) In case if the employees are required to work during the National / Festival Holidays, they shall be paid in double for those days (or) shall be given another compensatory Holiday Yes [] No []
- 10) Leave With Wages / NFH / Overtime / Comp. Holiday, etc. to be mentioned on the Muster Roll Yes [] No []
- 11) Overtime Register has to be duly filled up as and when an employee works more than 8 hours of work. They should be paid double the wages Yes [] No []
- 12) Overtime has to be mentioned on the Salary register and ESI must be paid on the same. This would enable the Contract employee to get ESI benefits such as ESI Leave / Maternity Leave and also pension benefits in case of fatal accidents. Yes [] No []
- 13) The employees have to be issued Wages Slips atleast 24 hours before the disbursement of payment in respective companies. Yes [] No []
- 14) The salaries / Bonus / Overtime to be paid in the presence of the Employer representative and the same shall be certified by the representative Yes [] No []
- 15) Whether employees are given weekly off on the 7th day as per law? Yes [] No []
- 16) Whether Appointment orders are given to all your employees (in Form Q under S&E Act)? Yes [] No []

- 17) Whether the employees work more than 10.5 hours including the break shift timing in any day? Yes [] No []

If so, please pay them Overtime at the rate of Double the wages.

- 18) Please submit the following alongwith your bills to the H.R. / Admin. Department every month:

- a. Attendance Register Xerox copy of the current month for the month it was billed. Yes [] No []
- b. Salary Register (duly authorised by representative) copy of the previous of the month of billing. Yes [] No []
- c. ESI challan of the previous month Yes [] No []
- d. EPF Challan of the previous month Yes [] No []
- e. Profession Tax Challan of the previous month, if any body paid more than Rs. 3,000/- per month. Yes [] No [] N.A. []
- f. Half Yearly return under the ESI Act alongwith the May & November month bills. Yes [] No []
- g. Half Yearly Return under the Contract Labour Act alongwith the Jan. & July month bills. Yes [] No []
- h. Annual Return under the EPF Act alongwith the April month's bill. Yes [] No []
- i. A copy of the Bonus Annual Return in Form D submitted to the Labour department on or before November every year. A copy of the same to be given to the Company Yes [] No []
- j. Proof of sending Labour Welfare Fund return by the Contractor - Copy of Form D Yes [] No []

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Under ESI :

- The Wages (month on month basis) should be at least 60% of the total billing raised on every month. And the break up of company wise details must be furnished as per the Excel sheet format.
- The contractor must deploy employees, only those who are covered under the ESI Number. The new comers must carry their ESI ID card.
- The ESI coverage must be there even for the part time employees. In case if any of the part time employees are not covered under ESI, they must not be deployed in the Company.
- The contractor must provide with the copies of ESI Half Yearly Return copies specifying the names of those deployed in the Company and their names must be highlighted on the Half Yearly Returns.
- The amounts deducted in the salary register of the contract employees, and the Half Yearly Return amounts must tally.
- ESI must be paid on the monthly gross salary including the overtime paid, and it shall not be omitted.
- The contract employees must be aware of the percentage of ESI deducted, and the benefits that are available under the Scheme, and also their Local office + ESI Dispensary they are attached to.

Under PF:

- All the contract employees must be covered under EPF, even if they are engaged for one or two days.
- Every employee must be issued with their PF number & a copy of the acknowledgement copy received for having submitted the nomination of that employee. Also the employee must possess a copy of PF Nomination form.
- The contractor must give a declaration at the end of every month regarding the payment of PF to the department, and also at the end of PF year, the contractor must produce with the PF Annual Return highlighting the names of those deployed in the Company.
- After three months of submitted the PF Annual Return, the contractor must issue the PF slips to all the contract employees, and a copy of the same must be submitted to the Company.
- In case of termination of any of the employee deployed in the Company, the contractor, before termination must issue the contract employee with the 3A copy for that particular year. The contractor must also issue the terminated employee with the withdrawal form duly certified for the purpose of withdrawal.