

(for Compliance of Provisions of Various Labour Enactments)

Month : April, 2024 Name of Contractor:-

Project : project site and Address

Work order :- Dated:-

S.No.	NAME OF ACT	Yes	No	Remarks (if non-compliance)
1)	<b>Employees' Provident Funds &amp; Miscellaneous Provisions Act, 1952</b>			
a)	I have been allotted PF code number from PF authorities	✓		DL/CPM/1517479
b)	Deposit of deductions paid by 15th of each month	✓		
c)	<b>Returns, forms, records to be maintained &amp; submitted to the Authorities</b>			
	Form 2 Nomination & Declaration Form to be submitted for new joinees	✓		
	Form 3 A Contribution Card-Return to be submitted	✓		
	Form 5- Return of Employees qualifying for Mship	✓		
	Form 6 -Annual Statement of Contribution	✓		
	Form 10-Return of members leaving Service	✓		
	Form 11-Declaration by person taking up employment in an Estd	✓		
	Form 12 A -Statement of Contributions	✓		
d)	Inspection Book maintained for observations of the Inspector	✓		
e)	Any other provisions not mentioned above.	✓		
2)	<b>Payment of Wages Act, 1936</b>			
a)	Payment of wages by 7th of each month	✓		
b)	Certification by representative of the Company on the original wage register of the	✓		
	to the labour.	✓		
c)	Payment of overtime as per Act			NO OVERTIME DURING THE MONTH
d)	Abstract of the Act and Rules in English & Hindi displayed	✓		
e)	<b>Returns, forms, records to be maintained &amp; submitted to the Authorities</b>			
	Form I Register of Fines	✓		MAINTAINED UNDER CONTRACT LABOUR ACT
	Form II Register of Deductions for damage & loss	✓		
	Form III Register of advance	✓		
f)	Wage Slip issued	✓		
g)	Any other provisions not mentioned above.	✓		

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3)	<b>Minimum Wages Act, 1948</b>			
a)	Payment of minimum wages by the contractor as per notification issued by Govt. Au	✓		
b)	Display an abstract of the Act	✓		
c)	Any other provisions not mentioned above.			
4)	<b>Contract Labour (Regulation &amp; Abolition) Act, 1970</b>			
a)	I am holding a a valid licence and complying with the conditions contained therein.	✓		
b)	Display an abstract of the Act in English & Hindi	✓		
c)	Display notices showing in English & Hindi	✓		
	Rates of Wages	✓		
	Hours of work	✓		
	Wages period	✓		
	Date of payment of wages	✓		
	Names & address of the Inspector	✓		
	Date of payment of unpaid wages	✓		
d)	<b>Returns, forms, records to be maintained &amp; submitted to the Authorities</b>			
	Form -13 Register of workmen employed by me.	✓		
	Form -14 (Employment Card )being given by me.	✓		
	Form -15 (Service Certificate )being given by me.	✓		
	Form- 16 (Muster Roll) being maintained by me.	✓		
	Wage Register in Form 13 being maintained by me.	✓		
	Form 14 (Register of wage Cum wage Muster Roll) being maintained by me in case of 15 days wage per MONTHLY WAGE PERIOD	✓		
	Wage Slip is being given by me.	✓		
	Form- 20 (Register of deductions) being maintained by me.	✓		
	Form- 21 (Register of fines) being maintained by me.	✓		
	Form- 22 (Register of Advances) being maintained by me.	✓		

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S.No.	NAME OF ACT	Yes	No	Remarks (if non-compliance)
	Form- 23 (Register of Overtime) being maintained by me.	✓		
	Form 20-Half Yearly return is being Sent by me. - details of workman & compliances of provisions <del>is</del> <u>are</u> <del>down</del>			
f)	<b>Welfare facilities</b>			
	Arrangements of hygienic & clean drinking water at sites	✓		
	Provision of urinals/toilets at each site and to keep them clean	✓		
	No workers less than the age of 18 years is engaged at site	✓		
	No female workers is employed after 7.00 PM at site	✓		
	First-aid box with necessary medicines kept at the site	✓		
	Canteen provided where more than 100 workers are ordinarily employed		✓	
	Rest Room provided		✓	
g)	<b>Employment of Sub-Contractor</b>			
	Whether any sub-contractor has been engaged during this period			NO SUB CONTRACTOR ENGAGED DURING THE MONTH
	If yes,whether Principal employer has been informed and all requisite formalities for licensing registration etc have been completed.			
h)	Any other provisions not mentioned above.			
<b>5) Inter-State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979</b>				
<b>Modus operandi of recruitment of contract labour determines the status of worker as</b>				
<b>Inter state Migrant</b>				
a)	Whether any migrant labour has been engaged			NO INTERSTATE MIGRANT WORKMEN ENGAGED DURING THE MONTH
b)	If yes,whether the facilities are being provided.			
	Workmen issued a passbook with photograph			
	Inter-state migrant workman paid displacement allowance equivalent to 50% of monthly wages			
	Journey allowance/return fare paid to workman by the contractor			

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	Medical facilities			
	Protective clothing			
	Residential accommodation			
	c) Any other provisions not mentioned above.			
<b>6)</b>	<b>Employees' State Insurance Act, 1948 (To fill only if applicable)</b>			
a)	Contributions payable to be deposited with ESI Authorities latest by 21st of every mo		✓	
b)	<b>Returns, forms, records to be maintained &amp; submitted to the Authorities</b>			
	Form 01 registration of Factories or Establishment was sent in time (for code number		✓	
	Code number allotted and being entered all documents prepared & completed under		✓	
	Form I (declaration form on joining) is being sent to authorities within time		✓	
	Form 3 (return of declaration form) are being sent within time		✓	
	Identity card being received by authority and distributed to employees		✓	
	Form 7 (register of employees) is being maintained		✓	
	Accident book is maintained in Form 15			
	Accident report on Form 16 is being sent to ESI local office and dispensary			NO ACCIDENT DURING THE MONTH
	Form 6( return of contribution ) are being submitted within time		✓	
	Inspection book is maintained		✓	
	c) Any other provisions not mentioned above.			
<b>7)</b>	<b>Workmen's Compensation Act, 1923</b>			
a)	Whether Workman Compensation Insurance& Third Party Risk Policies has been taken in respect of lab			ESI LOCAL OFFICE PALAM
b)	Benefit under the Act to be extended by in case of employment injury			
c)	<b>Returns, forms, records to be maintained &amp; submitted to the Authorities</b>			
	Form EE (report of fatal accident) is being submitted to Commissioner			
	Register of Agreement is being maintained on Form R			

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	Annual return is being submitted- details of accidents			
	Benefit under the Act to be extended by in case of employment injury			
	d) Any other provisions not mentioned above.			
	<b>8 Labour Welfare Fund (Delhi Amendment) Act</b>			
	By a notification dt 13.07.2007 issued recently made applicable to all employees doin	✓		
	a) Whether contribution has been submitted within prescribed time.		✓	
	b) Whether unaccumalated wages are paid to the authority within the prescribed time to		✓	
	c) Any other provisions not mentioned above.			

I hereby certify that the above information provided is correct .That in the event of default of any or all the above compliar

Date:

Checked  
(Site P&A)

Verified  
(P&A Incharge)