CHECK LIST OF IMPORTANT OBLIGATIONS UNDER LABOUR LAWS TO BE
FULFILLED BY INDUSTRIAL AND COMMERCIAL ESTABLISHMENTS.

BELDI & CIGAR WORKERS (CONDITION OF EMPLOYMENT) ACT.

1. Whether employer is having licence for the industrial premises as provided under the Act and Rules.
2. Number of workmen: Regular Home Workers
3. Whether the provisions regarding the cleanliness are maintained and facilities like Latrines and Urinals, Washing, Creches, First Aid, Canteens are provided, subject to the number of workman employed.
4. Whether the notice regarding daily hours of work and weekly holidays is exhibited and a register of the hours actually worked including overtime is maintained.
5. Whether the Register of leave with wages for regular and Home workers are maintained.
6. Whether the leave book and log book is provided to the home workers.
7. Whether the monthly and annual return are submitted by the employer.
8. Whether the muster roll for regular workers and Employment Register for Home Workers are maintained.
9. Whether Register of Over time and visit book is maintained.
10. Whether abstract of Act and Rules are displayed.

PAYMENT OF WAGES ACT

1. Name and address of Pay Master.
2. Whether the Register of Fine, Deduction, Advances, Attendance and Wages is maintained.
3. Whether wages slips are issued to the workman.
4. Whether wages rates, date of payment with name and address of Inspector is displayed.
5. Whether annual return has been submitted.
6. Whether abstract of Act and Rules is displayed.
7. Nature of violation (whether the payment has been made timely and without any unauthorised deductions.)

EQUAL REMUNERATION ACT

1. Whether a register in Form 'D' is maintained by the employer.
2. Whether there is any violation of section 4 of the Act.

THE WORKING JOURNALIST (CONDITION OF SERVICE) ACT

1. Whether the newspaper establishment is maintaining register and records in Form D, E, F & G subject to the condition of the proviso to Rule 37.
2. Whether the employees Journalists/NonJournalists are being paid in accordance with the Wage Board Award.

For Principal Employer

1. Whether the Principal Employer is registered under the provisions of the Act. If yes total number of contract labour employed in the establishment.

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
</table>

2. Whether a register of contractors is maintained by the Principal Employer.

3. Whether Principal Employer has designated a person to verify the payment made to contract labour. If yes, name and designation.

4. Whether annual return has been submitted.

5. Whether Principal Employer has communicated to Registering Authority the change of contractors if any.

For Contractors

1. Whether the contractor is having the licence under the Act, subject to the number of workmen being employed by him.

2. Whether licence is duly renewed.

3. Nature of work carried out through contract labour.

4. Whether the contractor is maintaining the Register of persons employed.

5. Whether the Employment Card is issued to each worker by the contractor.

6. Whether the Muster Roll, Register of Wages, Register of Overtime, Register of deductions, Register of Fines and Register of Advances are being maintained by the contractor as prescribed under the Rules.

7. Whether wage slips are issued to the workers.

8. Whether the facilities as mentioned in section 16, 17, 18, 19 (Canteen, Rest Room, Drinking Water, Latrines and Urinals, First Aid Box) are provided to the workers, subject to the number of workers as provided under the Rules.

9. Whether the Abstract of Act & Rules and other required notices are displayed at the work place.

10. Whether half yearly return is submitted.

11. Nature of violation, if any found during the inspection.

Raj. Shops & Commercial Establishment Act, 1958

1. Whether the establishment is duly registered and renewed under the Act.

2. Whether the necessary notices (Form No. 3, 7, 13, 15) are displayed.

3. Whether the attendance and leave with wages registers are maintained.

4. Whether visit book is maintained.

5. Whether the establishment is found open on the day of weekly Holiday or before or after the prescribed hours, wherever applicable.

Contd...
INTER-STATE MIGRANT WORKMAN ACT

1. Whether the establishment and the contractor is covered under the Act.
2. Whether the establishment (Principal Employer) has been registered and the contractor has obtained licence under the Act.
3. Whether the contractor has provided Pass Books to every employee as prescribed under the Act & Rules.
4. Whether the contractor is maintaining such registers and records as prescribed under the Rules.
5. Whether the facilities of Rest Room, Latrines and Urinals, First Aid, Drinking Water, Canteen, Creche and residential accommodation is provided to the workers, subject to the number of workman, wherever applicable.
6. Whether the half yearly return by the contractor and annual return by the Principal has submitted to the authorities.
7. Whether all notices as required under the rules are displayed.


MINIMUM WAGES ACT, 1948

1. Name of scheduled employment.
2. Wage period and date of payment.
3. Whether the payment is being made at the rate prescribed under the Act.
4. Whether the payment is being made in stipulated wage period.
5. Whether the weekly rest is provided to the employees and payment for overtime work is made at the prescribed rate.
6. Whether the Register of attendance, payment of wages, Overtime, Fine and deductions are maintained in prescribed format.
7. Whether the prescribed notice is displayed.
8. Nature of violation, if any.

PAYMENT OF BONUS ACT, 1965

1. Year of starting establishment.
2. Whether the establishment is newly set up establishment as provided under section 16 of the Act.
3. The amount of profit, if any, as per the balance sheet.
4. Whether the amount of allocable surplus as per section 2(4) is calculated and whether the calculation is correct.
5. Whether the payment of bonus has been made to the eligible employees and whether the payment of bonus has been made in the prescribed period.
6. Rate of Bonus and amount of Bonus.
7. Total number of employees to whom Bonus has been paid
   i) upto Rs.1500/- per month.
   ii) Rs. 1601/- to 2500/- per month.
8. Number of workman to whom Bonus has not been paid, with the reasons.
9. Whether the Registers in Form A, B, C are maintained.
10. Whether the annual return in Form D has been sent.
11. Nature of violation, if any.
CHILD LABOUR (PROHIBITION AND REGULATION) ACT, 1980

1. Whether the establishment is engaged in manufacturing process in which employment of child labour is prohibited under the Act.
2. If so, whether any child labour is engaged in such estt.
3. Whether any child labour is engaged in other classes of establishments as defined under the Act.
4. If so, whether all the requirements of the Act & Rules are fulfilled.
5. Whether employer has given required notice (section 9) to Inspector and displaying the notice under section 12 of the Act.

PAYMENT OF GRATUITY ACT

1. Whether the notice of opening, closing, change as the case may be, has been given by the employer to the controlling authority.
2. Whether abstract of Act and Rules has been displayed.
3. Whether the nominations of the employers are accepted by the employer.
4. Whether the copy of the notice regarding admissibility or non-admissibility of the claim of gratuity is sent to the Controlling Authority.
5. Whether any accident or death has taken place in the previous year.

THE SALES PROMOTION EMPLOYEES (CONDITIONS OF SERVICE) ACT

1. Whether the letter of appointment has issued to the employees.
2. Whether the register and records in Form B, C, D and E is maintained by the employer.


1. No. of employees employed and period of service and age.
2. Whether the employer has contributed for assurance.
3. Whether the employer has obtained nomination from the workmen.
4. Any violation found.

MOTOR TRANSPORT WORKERS ACT, 1961

1. Whether the transport undertaking is registered, under the Act (section 3) and renewed upto date.
2. Number of employees employed.
3. Whether welfare and health facilities of canteen (sec. 8) Rest Rooms (section 9) Uniforms (section 10) Medical facilities (section 11) First Aid facilities (section 12) have been provided.
4. Whether hours of work of the employees are as prescribed under Act (sections 13, 14, 15, 16, 17).
5. Whether notice of hours of work has been displayed (section 18).
6. Whether weekly Rest Given (section 19).
7. Whether overtime is taken from employees and payment is made according to section 26 of the Act.
8. Whether annual Leave with wages provided as provided in section 27.
9. Whether paid festival and national holidays provided (Rule 32).
10. Whether prescribed Registers and Record (Leave with wages Register (Rule 33) Leave Book (Rule 34) Register of Workers (Rule 35) Muster Roll (Rule 36) Over time Muster Roll (Rule 37) Individual Control Book (Rule 38) maintains.
2. Any other observations.
INSPECTION MODULE

Inspection Module deals with the following activities:
1. The filling of Inspection Note by the Inspector under the 16 Acts
2. Generation of the Inspection Report which comprises of the violations found during the inspection
3. Viewing of the Inspection Note and Report by the establishment whose inspection has been conducted
4. Compliance made by the establishment
5. Action taken by the authority on the compliance made by the establishment

GETTING STARTED WITH INSPECTION MODULE

Using IE8 web browser, go to http://www.ldms.rajasthan.gov.in/. The LDMS Website provides a short introductory page, followed by the login page. This login page is the common login interface for all LDMS users.

Using IE8 web browser, go to http://www.ldms.rajasthan.gov.in/. The LDMS Website provides a short introductory page, followed by the login page. This login page is the common login interface for all LDMS users.
In order to fill a new inspection note, click on "Inspection" on the left hand side panel.
एक नया निरीक्षण टिप्पणी भरने के लिए, बाएं ओर के पैनल पर नीचे के निरीक्षण टिप्पणी स्थल पर क्लिक करें।
On clicking on “Inspection”, there are few options:

1. Fresh Inspection Note
2. Non-Compliance Cases
3. Issued Prosecution Sanction

In order to fill a new inspection note, click on “Fresh Inspection Note”. 

On clicking on “Inspection Note”, on the right hand side, a box appears asking for the Act for which the Inspector wants to fill the Inspection Note.

Please Select the Acts field is a drop down. On clicking on the drop down menu, the list of all the Acts appears as shown below.
If the Inspector wants to fill the Inspection Note for "The Beedi and Cigar Workers", then he clicks on the Act name.

निरीक्षक को बीड़ और सिगार कामगार पर निरीक्षण करना है तो बीड़ और सिगार कामगार पर किस्क करे और उसके अनुसार पंजीकरण संबंधी डाले।

Below the Act Name is the option to fill the Registration/License Number of the establishment whose inspection has been conducted.
After filling in the Registration/License Number, click on Submit.

On clicking on Submit, the inspection note under the Beedi and Cigar Act opens up with some pre-filled information about the establishment which was filled at the time of registration.
1. **Office**: Mention the name of the office where this inspection note is getting filled. Say in Jaipur or Jodhpur etc. You may select the name from the drop down list.

   कार्यालय - डाउन लिस्ट में से कार्यालय का नाम चुने जा सकता है।

2. **Registration/License Number**: This field comes auto-filled. This is the registration/license number of the establishment whose inspection has been conducted.
3. **Date**: In this field, select the date when the inspection was conducted. There is a calendar control from which the inspector needs to select the date.

4. **Time**: In this field, fill the time when the inspection was conducted. The format to fill the time is in HH:MM format. So if the inspection was conducted at 10:00 am, then fill in 10:00 in the field. Beside this field, is the option of AM and PM. Select AM/PM from the drop down list by clicking on it.

5. **Name of Establishment**: This field also comes auto-filled. The name of establishment appears as entered at the time of registration. This field shall be in editable mode.

6. **House No./Plot No./Name**: This field comes auto-filled. The address of establishment appears as entered at the time of registration. This field shall be in editable mode. In case you want to edit it, enter the first line of the establishment address, For e.g., if your address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

7. **Street/Locality/Mohalla**: This field comes auto-filled. The address of establishment appears as entered at the time of registration. This field shall be in editable mode. In case you want to edit it, enter the second line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Civil Lines in this field.

8. **Village/Town/City**: This field comes auto-filled. The address of establishment appears as entered at the time of registration. This field shall be in editable mode. In case you want to edit it, enter the city where the establishment is. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Jaipur in this field.

9. **District**: This field comes auto-filled. The address of establishment appears as entered at the time of registration. This field shall be in editable mode, this field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

10. **Name of Employer**: In this field, enter the name of the employer of the establishment. You can enter only alphabets in this field as it will be name of a person.
11. **Name of Manager:** In this field, enter the name of the manager of the establishment. You can enter only alphabets in this field as it will be name of a person.

12. **Nature of work:** There is a drop down box from which you have to select the appropriate nature of work. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

13. **Date of establishment:** This field has a calendar control. On clicking on this field, a calendar opens up. The month shall have a drop down. Click on the arrow beside the “Month”. List of all the months opens up. The year shall also have a drop down. Click on the arrow beside the “Year”. List of all the years opens up. User can select the year of the commencement. In the main calendar is the date. Once the month and year is selected, click on the date of commencement.

14. **Name of person present at the time of inspection:** Mention the name of the person who was present at the time of inspection. You can enter only alphabets in this field as it will be name of a person.

15. **Total Employees Employed:** In this field, there are 3 fields attached to it, where you have to mention how many female, male and child workers are employed in the establishment.

   i. **Female Employees:** Mention the total number of female employees in the establishment. This field will accept values up to 4 digits. Only numbers are allowed in this field.

   ii. **Male Employees:** Mention the total number of male employees in the establishment. This field will accept values up to 4 digits. Only numbers are allowed in this field.

   iii. **Child:** Mention the total number of female employees in the establishment. This field will accept values up to 4 digits. Only numbers are allowed in this field.

16. **Total employees present at time of inspection:** In this field, there are 3 fields attached to it, where you have to mention how many female, male and child workers were present at the time of inspection.

   i. **Female Employees:** Mention the total number of female present at the time of inspection. This field will accept values up to 4 digits. Only numbers are allowed in this field.

   ii. **Male Employees:** Mention the total number of male employees present at the time of inspection. This field will accept values up to 4 digits. Only numbers are allowed in this field.
iii. Child: Mention the total number of female employees in the establishment. This field will accept values up to 4 digits. Only numbers are allowed in this field.

Employees Source: In this field there are 3 fields attached to it, where you have to mention how many employees are working as Visible Employees, how many employees are employed outside and how many are contractual employees.

visible employees: In this field you need to mention the employees who are working in the employees. This field will accept values up to 4 digits. Only numbers are allowed in this field.

employees employed outside: In this field, mention the total number of employees employed outside the vicinity of the establishment. This field will accept values up to 4 digits. Only numbers are allowed in this field.

contractual employees: In this field, mention the total number of employees who are working on contract basis. This field will accept values up to 4 digits. Only numbers are allowed in this field.

18. Work Shift: In this field, you need to select the work shift that is applicable in the establishment. There is a drop down selection, from which the inspector can select the appropriate shift.

19. Work Timings: In this field, mention the work start timings. Say the establishment starts at 10:00 am then, mention 10:00:00 in the test box provided. Beside the text box, is a drop down menu which has AM/PM. Select the appropriate value from the drop down.

20. Break Timings: In this field, mention the break start timings. Say the establishment break starts at 1:30:00 pm then, mention 01:30:00 in the test box provided. Beside the text box, is a drop down menu which has AM/PM. Select the appropriate value from the drop down.

21. Weekly Off Day: In this field, select the day in the week when the establishment remains closed. There is a drop down selection in which the list of all the days in the week is mentioned. You can select the day whichever is applicable.

22. Wage Duration: In this field, mention the duration between two wage payments. Say the establishment pays after every 45 days, then mention 45 in this field.

23. Wage Payment Date: In this field, mention the date of wage payment. Say if it is 8th date of every month, then select 8th date of the current month.

As per sec 4 and rule 3 license number?: This field asks whether the establishment whose inspection has been done, has a license number or not. If it has, then click yes and if it does not have then click on no.
25. **As per rule 4, is the license renewed?** In this field there are 2 options; if the establishment whose inspection has been done has renewed its license then click on YES, if it has not renewed its license, then click on NO.

This field has two options of Yes and No. If during the inspection the inspector found that all the basic amenities were properly maintained, then click on YES. If he found that the facilities were not maintained properly, then he has to click on NO.

**NOTE:** In this field, if the establishment does not have a license number, then it shall be considered to be a violation.

26. **Are all the facilities maintained?** This field has two options of Yes and No. If during the inspection the inspector found that all the basic amenities were properly maintained, then click on YES. If the establishment has not renewed its license, then click on NO.

Workers working beyond working hours is considered to be a violation. So if in this field, the inspector clicks on Yes, then it means that there were workers working beyond working hours, and if he clicks on NO, then it means that there were no workers working beyond working hours.

**NOTE:** In this field, if the facilities were not maintained, then it shall be considered to be a violation.

27. **Under sec 24, is any child Labour employed?** This field has two options of Yes and No. If during the inspection the inspector found that the establishment had employed child labourers, then he has to click on YES. If he found that there were no child labourers, then he has to click on NO.

**NOTE:** In this field, if there were child workers working in the establishment, then it shall be considered to be a violation.

28. **Under sec 25, is any worker working between 6:00pm to 7:00am?** : Workers working beyond working hours is considered to be a violation. So if in this field, the inspector clicks on Yes, then it means that there were workers working beyond working hours, and if he clicks on NO, then it means that there were no workers working beyond working hours.

**NOTE:** In this field, if there were workers working beyond working hours, then it shall be considered to be a violation.

29. **Under sec 26, are adult employees given 1 holiday within 20 days and minor employees given 1 holiday within 15 days?** If the employees are not given proper holidays, then it is considered to be a violation. So if in this field, the inspector clicks on Yes, then it means the employees are given proper holidays, but if he clicks on NO, then it means the employees are not given proper holidays.
NOTE: In this field, if the workers are not given holidays, then it shall be considered to be a violation.

30. Are the registers maintained?

i. Overtime register (Rule 22): There are 2 options in this field, Yes and No. If the establishment has maintained the overtime register, then the inspector clicks on Yes and if the establishment has not maintained the overtime register, then the inspector clicks on No.

On clicking on Yes, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

ii. Paid Leaves Register: There are 2 options in this field, Yes and No. If the establishment has maintained the paid leaves register, then the inspector clicks on Yes and if the establishment has not maintained the paid leaves register, then the inspector clicks on No.

On clicking on Yes, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

iii. Leaves Register (Rule 25): There are 2 options in this field, Yes and No. If the establishment has maintained the leaves register, then the inspector clicks on Yes and if the establishment has not maintained the leaves register, then the inspector clicks on No.

On clicking on Yes, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

iv. Muster roll (Rule 33(1)): There are 2 options in this field, Yes and No. If the establishment has maintained the muster roll register, then the inspector clicks on Yes and if the establishment has not maintained the muster roll register, then the inspector clicks on No.

On clicking on Yes, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

v. Log book (home workers) (Rule 33(2)): There are 2 options in this field, Yes and No. If the establishment has maintained the log book register, then the inspector clicks on Yes and if the establishment has not maintained the log book register, then the inspector clicks on No.

On clicking on Yes, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.
vi. **Employment register (home workers) (Rule 33(3))**: There are two options in this field, Yes and No. If the establishment has maintained the employment register, then the inspector clicks on Yes and if the establishment has not maintained the employment register, then the inspector clicks on No. **On clicking on Yes**, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK. **NOTE**: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

vii. **Inspectors visit book (Rule 33(4))**: There are two options in this field, Yes and No. If the establishment has maintained the inspector visit book, then the inspector clicks on Yes and if the establishment has not maintained the inspector visit book, then the inspector clicks on No. **On clicking on Yes**, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK. **NOTE**: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

viii. **Over Time Register (Rule 33(5))**: There are two options in this field, Yes and No. If the establishment has maintained the over time register, then the inspector clicks on Yes and if the establishment has not maintained the over time register, then the inspector clicks on No. **On clicking on Yes**, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK. **NOTE**: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

ix. **Register for Out Workers (Rule 34)**: There are two options in this field, Yes and No. If the establishment has maintained the out workers register, then the inspector clicks on Yes and if the establishment has not maintained the out workers register, then the inspector clicks on No. **On clicking on Yes**, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK. **NOTE**: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

31. **Is the Notice Displayed?**

1. **Working hours notice in form 4**: There are two options in this field: Yes and No. If the working hours notice is displayed then inspector has to click on Yes and if it is not displayed then inspector has to click on No. **NOTE**: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

2. **Summary of rules and sub-rules**: There are two options in this field: Yes and No. If the summary of rules and sub-rules notice is displayed then inspector has to click on Yes and if it is not displayed then inspector has to click on No. **NOTE**: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

3. **As per Rule 21, Fire Extinguisher available in the establishment**: There are two options in this field: Yes and No. If fire extinguisher is available in the establishment then inspector has to click on Yes and if it is not available then inspector has to click on No.
NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

32. As per rule 32, monthly details sent by every month 10th and yearly details sent by April 10th:
Yes and No. If monthly details are sent every month, then inspector has to click on Yes and if it is not sent then inspector has to click on No. NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

34. Any other contravention found during inspection: This field has a text box in which the inspector needs to fill his comments if any other contravention was found during the inspection. This field can accept alphabets, numbers and symbols as well.

35. Attach inspection note: In this field, inspector needs to attach a scanned copy of the inspection note.

36. Select name of officer: This field has a drop down box from which the Inspector has to select the name of the inspector who has done the inspection. In case he himself has done the inspection, then he needs to select his name from the drop down box.

Once the inspector has filled all the details in the inspection note and is sure of all the entries made, then he has to click on SUBMIT.
On clicking on SUBMIT, a new inspection ID gets generated with the list of all the violations found.

Shown above is the inspection report that gets generated for Beedi and Cigar Act. There are two options available with the inspector:
1. Print: If the inspector wants to take a print of the Inspection Report, then he has to click on print and the report gets ready for print.
P.S.: Printer has to be attached to your system in order to take a print out of the report.
2. **Similar Complaint**: If there are any complaints which are previously registered for the particular establishment under the particular Act, then it shall be shown under “Similar Complaints”.

**USER SCREEN TO VIEW VIOLATIONS FOUND DURING INSPECTION/ यूज़र स्क्रीन निरीक्षण के दौरान उल्लंघन देखने के लिए**

Once the inspector fills in the inspection note, the establishment whose inspection has been conducted should have the privilege to view the inspection note as well.

एक बार निरीक्षण नोट भरने के बाद रिजिस्टर्ड प्रतियोगी और रिजिस्टर्ड यूज़र अपनी स्थिति देख सकते हैं LDMS में लॉगिन करके

In order to view the inspection note there are 2 mandatory things:

1. Establishment should be registered on LDMS
2. User should have a LDMS login ID created

If these 2 conditions are not fulfilled, then the user shall not be able to view the inspection note.

**STEPS TO VIEW THE INSPECTION NOTE:**

1. Login using the username and password.
2. After logging in, user enters the home page as shown below.

3. To view the inspection note go to >> Register Complaint >> Compliance
4. Click on Compliance

Select the Act under which you are registered. यदि आप जिस भी अधिनियम के अंतर्गत रजिस्टर्ड है तो आप उस अधिनियम का चयन करेंगे तो आप को नीचे एक तालिका दिखाई देगी
5. Say you are registered under The Interstate Migrant Workmen Act. On clicking on the Act, all the inspections held under the Act gets listed as shown below.

6. In the grid shown above, there are 3 columns:
   i. Inspection Number: This is the unique inspection number which was generated after the inspector filled in the inspection details and clicked on submit. This field is a hyperlink, i.e., on clicking on the inspection number, the filled form opens up.
   ii. Inspection Act: This field denotes the Act under which the inspection was held.
   iii. Inspection Status: This field denotes the stage at which the particular inspection id is.

7. In order to make compliance, click on the inspection number whose status is “Shortcoming”
On clicking on the Inspection Number, the pre-filled inspection note opens up. User can view the inspection note and also the shortcomings that were found during the inspection.

8. In order to make compliance, there is an option to attach the compliance documents. After uploading the compliance documents, click on “Submit”.

9. On clicking on Submit, the following message gets displayed.
Click on OK and user gets directed back to the Homepage.

10. After the compliance is made, the status of the inspection id gets changed. In order to check the status of the inspection id, go to Register Complaint >> Compliance >> Select the Act under which your establishment is registered. Now you can see the inspection status has changed to “Due for Compliance Approval”

AUTHORITY TO TAKE ACTION ON COMPLIANCE MADE / NOT MADE.

Once the user has made / not made the compliance, the authority has to view and take relevant action on the particular inspection id. In order to view an inspection note, perform the following steps:

1. Login into LDMS application using superadmin/superadmin
2. After logging in, authority enters the LDMS application and can see the main page
3. Go to Inspection Note and click on it.

4. You can see 5 options in this link. Click on "FOLLOW UP ON INSPECTION"
5. Select the Act for which you want to see the status of the inspection note.
6. Say you want to view the status of an application under Payment of Wages Act. Click on the Act name, and all the inspections conducted in this Act gets displayed.

7. In the grid shown above, there are 3 columns:
i. Inspection Number: This is the unique inspection number which was generated after the inspector filled in the inspection details and clicked on submit. This field is a hyperlink, i.e., on clicking on the inspection number, the filled form opens up.

ii. Name of Establishment: In this field, the name of the establishment whose inspection has been conducted gets displayed.

iii. Address: In this field, the address of the establishment whose inspection has been conducted gets displayed.

iv. Date of Inspection: In this field, the date when the inspection was held, gets displayed.

v. Inspection Status: This field denotes the stage at which the particular inspection id is.

8. Click on the Application Number to open the form and view the compliance documents.

9. At the bottom of the form, authority can view the attached compliance documents.
10. To download the compliance documents, click on the link of “Download Copy of Compliance”

**ACTIONS TO BE PERFORMED BY THE AUTHORITY AFTER COMPLIANCE FULFILMENT**

**TIMELINE**

Once the timeline to fulfill the compliance of the inspection is over, the authority may take the following action:

A. **Compliance Found Satisfactory and Accepted**: When the authority reviews the compliance documents and feels the compliance made is satisfactory, he clicks on this option.

B. **Incomplete Compliance**: When the authority reviews the compliance and feels all the violations have not been complied.

C. **Compliance not made**: When the authority reviews the compliance and concludes that the user has not made the compliance at all.