Inspection Report

1. Name and Designation of the Authorized Officer
2. Name and Address of the Shop/ Establishment
3. Name of the Employer
4. R.C. Number
5. Nature of business
6. Number of Employees

A.P. Shops and Establishments Act, 1968:
1. Whether Form-R (RC) displayed or not
2. Whether Registration Certificate renewed or not
3. Labour Wages Fund paid or not for the year
4. Employee's Register in Form-XXII
5. Leave Register in Form-XXV
6. Ack. of Appointment letter in Form-XXVI
7. Visit Book
8. Weekly Holidays List in Form-XX IV
9. Whether name board of the shop /Estlt. displayed in Telugu or Not:

I. Minimum Wages Act
1. Wage register in Form - X
2. Ack. Of Pay slips in Form-XI
3. Abstract of Minimum Wages Act and Rules in Form-XII
4. Attendance Register in Form-V

Signature of the Inspecting Officer:

K. S. D. 2023