INSPECTION REPORT

Date: 28/4/15 Time: 10:30

Name and Designation of the Authorised Officer
Name and Address of the Shop/ Establishment

Name of the Employer

R.C. Number
Nature of business
Number of Employees

A.P. SHOPS AND ESTABLISHMENTS ACT, 1961:
1. Whether Form-II (RC) displayed or not
2. Whether Registration Certificate renewed or not
3. Labour Welfare Fund paid or not for the year
4. Employment 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 /Estt. displayed in Telugu or Not

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 Employer / Representative