



Labour Department,  
Chhattisgarh Government

Inspection under The Payment of  
Wages Act, 1936

(Complete guide for Inspection of Units)

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# 1 Risk Based Assessment

This manual is for the **Compliance Inspection under The Payment of Wages Act, 1936**.

## 1.1 Classification criteria

The Factory/ establishments will be categorised in High risk, Medium risk & Low risk entities based upon following risk parameters.

Table 1: Classification of Low Risk, Medium Risk & High Risk establishments in terms of verification required and deadline

<b>Risk Parameters</b>	<b>Low Risk</b>	<b>Medium Risk</b>	<b>High Risk</b>
<i>Hazardous/Non-Hazardous</i>	Non-Hazardous	Non-Hazardous	Hazardous and extremely hazardous
<i>Lockouts/Strikes/Accident</i>	No	No	Yes in any one area
<i>Number of workers</i>	Less than 250	More than 250	NA
<i>Type of Inspection/Certification Required</i>	Exempted	Third Party Certification	Departmental Inspection
<i>Deadline</i>	30 June	30 June	30 June

The following link has the risk criteria to assess the risk in a unit/establishment

<http://www.cglabour.nic.in/ShramAyukt/EODSERVICES.aspx?ID=8>

## 1.2 Risk classification based inspection procedure

**Low Risk Industries:** Low risk industries are exempt from inspection. However, the department on a random basis through computerized based allocation will inspect 5% of the low risk industries.

**Medium Risk Industries:** The medium risk industries will have the option of third party certification and these units will be exempt from departmental inspection. The deadline of submitting the Third Party Certificate is 30<sup>th</sup> June of the year. From the industries not opting for third party certification, 20% of medium risk units/establishments will be inspected on random basis through **computerized based allocation**.

**High Risk Industries:** High risk industries will have mandatory departmental inspection for all labour/factory related compliances.

## 2 Inspection/Verification Procedure Steps

### A. For Third Party Certification

#### Detailed Third Party Certification Procedure



#### Stepwise process to upload the Third Party Verification Certificate

Go to <http://cglabour.nic.in/>

#### For new users,

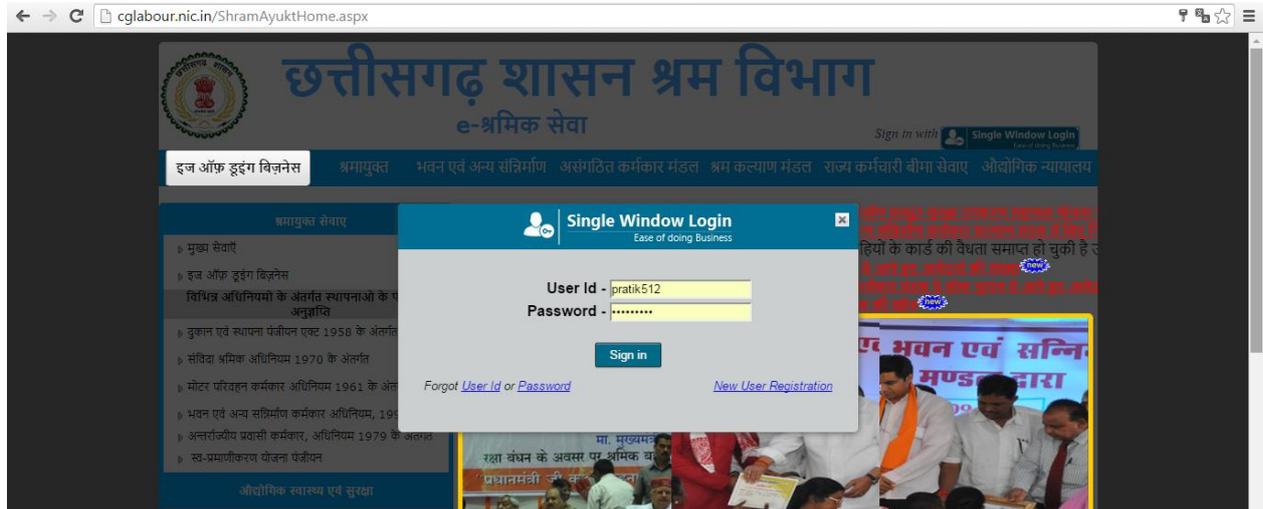
Factory/establishment not registered on Single Window, please follow the two step process given below:

**Step 1 User Registration:** User registers himself once with Single window (SW) and creates an account.

**Step 2 Unit Registration:** User can register their units after logging into the Single Window. Each unit after registration will have a unique ID called “Udyam Aakanksha Number” (UAN).

For existing users,

- i. Login using single window login credentials



- ii. After successful login, the system will ask for Udyam Aakanksha Number (Unit Number) as follows, enter UAN of the establishment for which you are applying online services, click on Submit.

**Welcome To Labour Department**  
 Thank you to using single window login

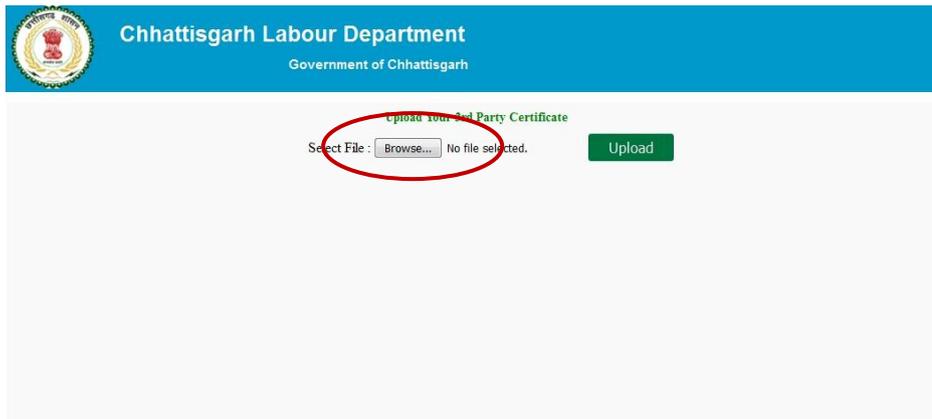
User Id: pratik512

UdyamAakanksha Unit number:

- iii. After submitting UAN, the dashboard of Labour department opens up, showing services available through Single Window
- iv. On e-dashboard, click on “Upload 3<sup>rd</sup> Party certificate”



- v. Browse the file



The screenshot shows the header of the Chhattisgarh Labour Department website with the text "Chhattisgarh Labour Department" and "Government of Chhattisgarh". Below the header, the text "Upload Your 3rd Party Certificate" is displayed. Underneath, there is a "Select File:" label followed by a "Browse..." button and the text "No file selected.". To the right of this is a green "Upload" button. A red circle highlights the "Browse..." button.

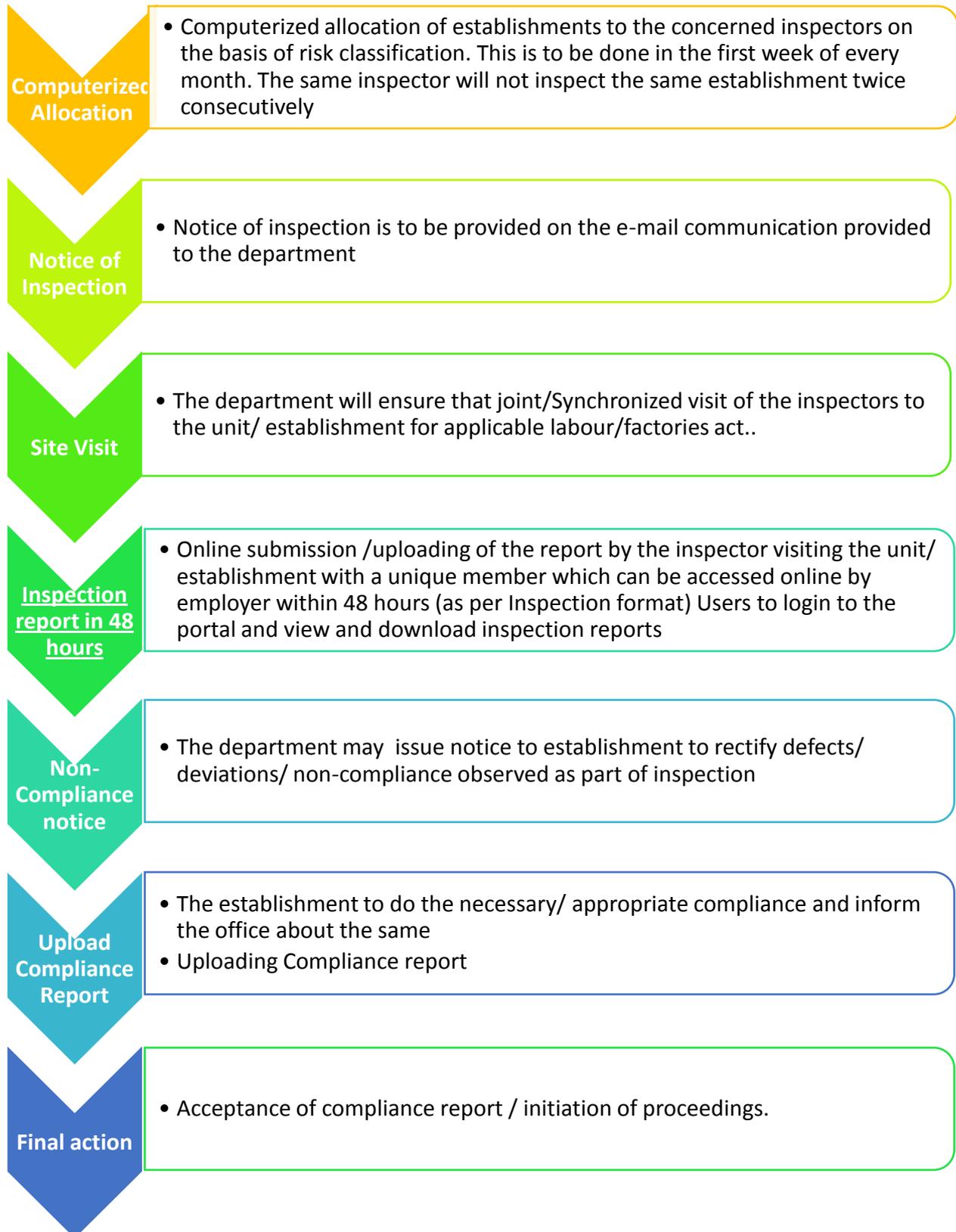
- vi. Click on upload. "File Has Successfully Uploaded" will show on screen



This screenshot is identical to the previous one, showing the "Upload Your 3rd Party Certificate" form. However, in this version, the green "Upload" button is circled in red, indicating the next step in the process.

## B. For Departmental Inspection

### Detailed Inspection Procedure Steps:



- ✓ Based on the risk criteria as given above, factories/establishments get classified into Low, Medium and High risk by the **online system** itself as shown below:

Sr. No.	Licence No.	Industry Name	Full Postal/Communication	Factory Type	Mobile	Officer Name	Officer address	IndustryID	DyDirID	assignDate	InsA	
6	2541/2541/G-FAB/DRG/2m(i)	BEEKAY ENGINEERING CORPORATION(UNIT-1)	INDUSTRIAL ESTATE BHILAI,DIST-DURG	HIGH	77	Mira Kadam	Raipur CircuitHouse	650	LI52	07/06/2016	7	167
7	2267/2267/B-17/DRG/2m(i)	ACETYLENE PLANT	Plot No. :- District:- DURGFULL Address :- BHILA STEEL PLANT,BHILAI,DIST-DURG,CG.	HIGH	77	Amar sinh Netam	Raipur CircuitHouse	1340	LI49	07/06/2016	8	167
8	2693/2693/A-29/DRG/2m(i)	PROPANE STORAGE & DISTRIBUTION PLANT	Plot No. :- District:- DURGFULL Address :- BHILAI STEEL PLANT,BHILAI	HIGH	77	Mira Kadam	Raipur CircuitHouse	1376	LI52	07/06/2016	9	167
9	4603/4603/B-1/BSP/2M(i)	Nova Iron & Steel Limited	VIII & Post- Dagori, Teh- Bilha	MEDIUM	8827270347	Anthony Tirkey	Bilaspur	846	bsp3	01/06/2016	11	324
10	2503/2503/B-3 & B-17/DRG/2m(i)	BHILAI ENGINEERING CORPORATION LTD,UNIT-1	POST BOX NO.31,INDUSTRIAL AREA,BHILAI,DIST-DURG.CG	MEDIUM	77	Dishaa Shukla	Durg	646	ASDIR59	07/06/2016	12	167
11	4603/4603/B-1/BSP/2M(i)	Nova Iron & Steel Limited	VIII & Post- Dagori, Teh- Bilha	MEDIUM	77	R.G. Netam	Raipur CircuitHouse	846	LI43	07/06/2016	13	167
12	2503/2503/B-3 & B-17/DRG/2m(i)	BHILAI ENGINEERING CORPORATION LTD,UNIT-1	POST BOX NO.31,INDUSTRIAL AREA,BHILAI,DIST-DURG.CG	MEDIUM	77	Amar sinh Netam	Raipur CircuitHouse	646	LI49	07/06/2016	14	167
13	4501/4501/G-O/BSP/2M(i)	M/S. DIGITAL WEIGHING SYSTEMS (P) LTD.	Plot No. :- , District:- BILASPUR, Full Address :- INDUSTRIAL AREA TIFRA	LOW	77	Nisha Netam	Bilaspur	5259	ASDIR66	07/06/2016	17	167
14	4838/4838/B-25/BSP/2M(i)	Nandan Agro & Forest Product Pvt. Ltd.	Sector-B, Industrial Area Sirgitti, Bilaspur	LOW	77	Nisha Baghel	Bilaspur	331	ASDIR56	07/06/2016	18	167
15	4878/4878/GWF/BSP/2M(i)	Shri Shyam Industries	Sector-B, Industrial Area, Sirgitti	LOW	77	Nisha Baghel	Bilaspur	678	ASDIR56	07/06/2016	19	167
16	4674/4674/GSM/BSP/85	M/S. MAGAN BHAI PATEL SAW MILL	Plot No. :- , District:- BILASPUR, Full Address :- MUNGELI ROAD BILASPUR	LOW	77	Nisha Netam	Bilaspur	5202	ASDIR66	07/06/2016	20	167
17	30847/30847/G-O/BSP/2M(i)	M/S. SAVIO ELECTRICAL INDUSTRIES	Plot No. :- , District:- BILASPUR, Full Address :- SECTOR-B, INDUSTRIAL AREA	LOW	77	Nisha Baghel	Bilaspur	5266	ASDIR56	07/06/2016	21	167

- ✓ Factories/establishments get allocated to departmental inspectors using the online system (as shown below):

<http://cglabour.nic.in/factory/INSAIAllotedFactoryList.aspx> Add Mfg Process Update Mfg Process Add Users Add Treasury Log Out

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कारखाना ऑनलाइन: Super Admin

User: dir13

**Masters**

- Correspondent Details
- View Blank Records
- Factory Risk Master
- View the Risk Based Industries
- Assigned Factory Inspection
- Time Report
- Form\_A\_1 Report
- Inspection Lock Out
- All Allocated Factory Detail

**All Allocated Factory Detail**

Sr. No.	LicenceNo	IndustryName	FullPostal/Communication	Factory Type	Mobile	Officer Name	Officer address	IndustryID	DyDirID	assignDate	InsA
1	38011/38011/B-5/BSP/2M(i)	NTPC Ltd. Sipat Super Thermal Power Station	Sipat Super Thermal Power Station, PO- Ujjwal Nagar, Bilaspur Sipat Baloda Road, Bilaspur	HIGH	77	Nisha Baghel	Bilaspur	856	ASDIR56	07/06/2016	1
2	2541/2541/G-FAB/DRG/2m(i)	BEEKAY ENGINEERING CORPORATION(UNIT-1)	INDUSTRIAL ESTATE BHILAI,DIST-DURG	HIGH	9425204987	KK Dwivedi	Durg	650	dr3	01/06/2016	2
3	2267/2267/B-17/DRG/2m(i)	ACETYLENE PLANT	Plot No. :- District:- DURGFULL Address :- BHILA STEEL PLANT,BHILAI,DIST-DURG,CG.	HIGH	9425204987	KK Dwivedi	Durg	1340	dr3	01/06/2016	3
4	2693/2693/A-29/DRG/2m(i)	PROPANE STORAGE & DISTRIBUTION PLANT	Plot No. :- District:- DURGFULL Address :- BHILAI STEEL PLANT,BHILAI	HIGH	77	Dishaa Shukla	Durg	1376	ASDIR59	07/06/2016	4
5	38011/38011/B-5/BSP/2M(i)	NTPC Ltd. Sipat Super Thermal Power Station	Sipat Super Thermal Power Station, PO- Ujjwal Nagar, Bilaspur Sipat Baloda Road, Bilaspur	HIGH	77	R.G. Netam	Raipur CircuitHouse	856	LI43	07/06/2016	6
6	2541/2541/G-FAB/DRG/2m(i)	BEEKAY ENGINEERING CORPORATION(UNIT-1)	INDUSTRIAL ESTATE BHILAI,DIST-DURG	HIGH	77	Mira Kadam	Raipur CircuitHouse	650	LI52	07/06/2016	7
7	2267/2267/B-17/DRG/2m(i)	ACETYLENE PLANT	Plot No. :- District:- DURGFULL Address :- BHILA STEEL PLANT,BHILAI,DIST-DURG,CG.	HIGH	77	Amar sinh Netam	Raipur CircuitHouse	1340	LI49	07/06/2016	8

- ✓ After the inspection is duly carried out, the inspector uploads the inspection report **within 48 hours** as shown below:

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Accidental Assigned Factory Inspection Time Report Reports Log Out

User: rpr9, Division: Raipur

**Assigned Factory Inspection**

Factory Type: --- Select --- Work Status: Not Inspected

LicenceNo	IndustryName	FullPostalCommunication	Factory Type	Mobile	Officer Name	Officer address	assignDate	Remark
149/149/B-1/RPR/2M(i)	P. D. INDUSTRIES PVT.LTD		LOW	9406231866	TK Sahu	Raipur CircuitHouse	01/06/2016	Choose file No file chosen
1114/1114/B-1/RPR/2m(i)	NUTAN ISPAT & POWER PVT.LTD.	KHARORA ROAD, VILLAGE- JAROUDA POST-TARRA	LOW	9406231866	TK Sahu	Raipur CircuitHouse	01/06/2016	Choose file No file chosen
1146/1146/G-ENGG/RPR/2 m (i)	PANCHSHEEL INDUSTRIES	Plot No. :- , District:- RAIPUR, Full Address :- K.K. ROAD, MOUDHAPARA, RAIPUR, C.G.	LOW	9406231866	TK Sahu	Raipur CircuitHouse	01/06/2016	Choose file No file chosen

### 3 Checklist

Following is the document checklist which the establishment/unit needs to present at the time of inspection.

#### For all units

1. Name and address of Pay Master.
2. Whether, the employer paid the wages to the employed persons on or before 7th (employing less than 1000 persons)/ 10th (employing more than 1000 persons) of every month.
3. Payment of wages in current coins/ currency notes.
4. Display the notice containing the abstract of the Act and the Rules made thereunder.
5. Whether the Register of Fine, Deduction, Advances, Attendance and Wages is maintained.
6. Whether wages slips are issued to the workman.
7. Whether wages rates, date of payment with name and address of Inspector is displayed prominently.
8. Whether abstract of Act and Rules is displayed.
9. Whether the Pay Master submitted the Return in the prescribed format.
10. Nature of violation, if any found during the inspection.

### 4 Inspection Certificate format

Inspection Certificate format for Departmental Certification in case of low, medium and high risk are available in the Annexure 1.

Please note that low risk industries have 5% inspection on random basis, medium risk have 20% on random basis while high risk necessarily have departmental inspection.

## 5 Timelines & other instructions for Inspector

1. The inspector must upload the Inspection Report within 48 hours of the physical inspection
2. Inspectors will be selected randomly through computerized allocation
3. Same inspector will not inspect the same establishment twice consecutively.
4. Users can login, view and download the inspection report uploaded by the inspector only after 48 hours of inspection.

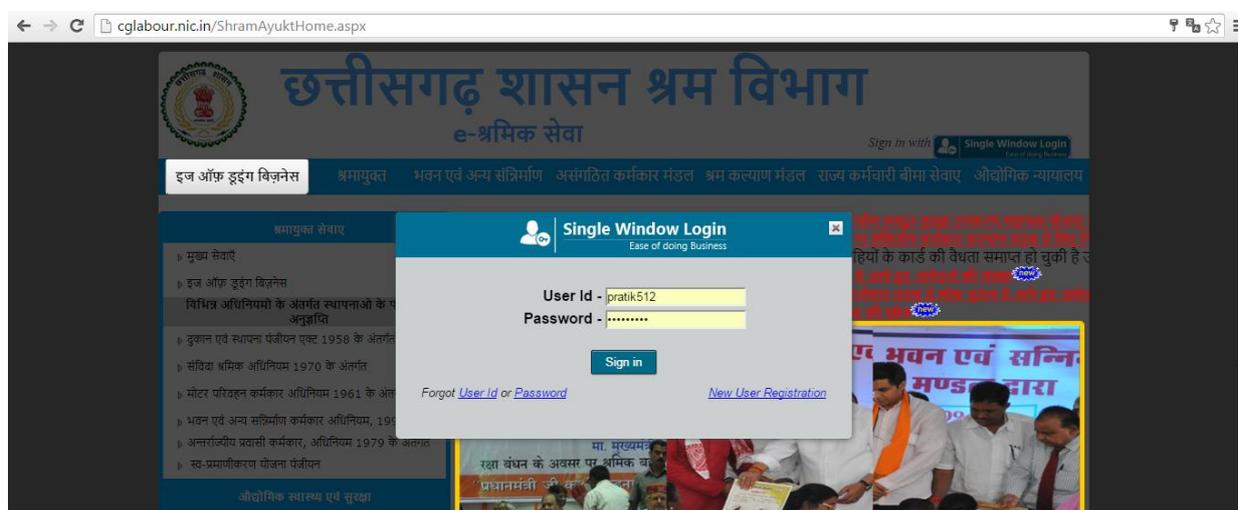
## 6 Download Inspection Report

### Downloading inspection report

Users can login, view and download the inspection report uploaded by the inspector only after 48 hours of inspection.

### Stepwise Procedure

- i. Login using single window login credentials



The screenshot shows the 'Single Window Login' page of the CG Labour Department. The page has a dark blue header with the department's name in Hindi and English. A navigation menu is visible below the header. The main content area contains a login form with the following fields:

- User Id: pratik512
- Password: [masked]

There is a 'Sign in' button and a 'Forgot User Id or Password' link. A 'New User Registration' link is also present. The page also features a sidebar with various service categories and a banner at the bottom.

- ii. After successful login, the system will ask for UdyamAkanksha Number (Unit Number) as follows, enter UAN of the establishment for which you are applying online services, click on Submit.



The screenshot shows the 'Welcome To Labour Department' page. The page has a white background with a green header. The main content area contains the following text:

Welcome To Labour Department  
Thank you to using single window login  
User Id: pratik512  
UdyamAkanksha/Unit number: [11103126660256] [Submit]

- iii. After submitting UAN, the dashboard of Labour department opens up, showing services available through Single Window
- iv. On e-dashboard, click on "Download" under Inspection



# छत्तीसगढ़ शासन श्रम विभाग

Welcome: Pratik Chandrakar  
UAN: 11102953787182  
[Change UAN](#)

e-श्रमिक सेवा

[Home](#)

[Logout](#)



## Services(Ease of Doing Business)

<p><b>Factory Plan Approval(Form1-A)</b></p> <p><a href="#">User Manual</a> <a href="#">Apply</a> Application Status:Not Applied <a href="#">Download</a></p>	<p><b>Factory Licence Application(Form-4)</b></p> <p><a href="#">User Manual</a> <a href="#">Apply</a> Application Status:Not Applied <a href="#">Download</a></p>	<p><b>Renewal of Factory Licence</b></p> <p><a href="#">User Manual</a> <a href="#">Apply</a> Application Status:Not Applied <a href="#">Download</a></p>
<p><b>Registration of principal employer's establishment</b></p> <p><a href="#">User Manual</a> <a href="#">Apply</a> Application Status:Not Applied <a href="#">Download</a></p>	<p><b>Licence for contractors</b></p> <p><a href="#">User Manual</a> <a href="#">Apply</a> Application Status:Not Applied <a href="#">Download</a></p>	<p><b>Renewal of licence for contractors</b></p> <p><a href="#">User Manual</a> <a href="#">Apply</a> Application Status:Not Applied <a href="#">Download</a></p>
<p><b>Registration of contractors</b></p> <p><a href="#">User Manual</a> <a href="#">Apply</a> Application Status:Not Applied <a href="#">Download</a></p>	<p><b>Inspection</b></p> <p><a href="#">User Manual</a> <a href="#">Inspection Form Download</a> <a href="#">Download</a></p>	<p><b>Single Return</b></p> <p><a href="#">User Manual</a> <a href="#">Apply</a> <a href="#">Check Status</a> <a href="#">Download</a></p>

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## 7 Annexure 1

### A. Format of Departmental Certification

**निरीक्षण रिपोर्ट**  
दिनांक 18.11.2015

कारखाने का नाम एवं पता	- [REDACTED]
अधिभोगी का नाम	- [REDACTED]
कारखाना प्रबंधक	- [REDACTED]
स्थापित हार्सपॉवर	- 75 HP
नियोजित श्रमिक संख्या	- 17
विनिर्माण प्रक्रिया	- स्टील फोर्जिंग्स
कारखाना लायसेंस क्रमांक	- 2774/2774/B-3/DRG/2m(i)

कारखाना अधिनियम, 1948 की प्रावधानों के अंतर्गत निरीक्षण किया गया। निरीक्षण के दौरान श्री एस्.गोस्वामी उपस्थित मिले जिनके साथ कारखाने के कार्यस्थलों का निरीक्षण किया गया। निरीक्षण के दौरान निम्नानुसार तथ्य जानकारी में आये :-

01- यह कि कारखाने में फोर्जिंग्स प्रक्रिया के दौरान अत्यधिक ध्वनि प्रदूषण होता है जिससे कार्यरत श्रमिकों के श्रवण शक्ति में प्रतिकूल प्रभाव पड़ता है। फोर्जिंग्स प्रक्रिया एवं इसके आसपास के क्षेत्र में कार्यरत श्रमिकों को ध्वनि प्रदूषण से बचाव हेतु ईयर मफ (Ear Muff) अथवा ईयर प्लग (Ear Plug) अनिवार्य रूप उपलब्ध कराये तथा कार्य के दौरान उपयोग किया जाना सुनिश्चित करें।

02- यह कि कारखाने में निरीक्षण के दौरान अधिकांश श्रमिकों को बिना सुरक्षा जूते पहने एवं हेलमेट पहने कार्यरत देखा गया है, जो कारखाना अधिनियम की धारा 41 संपठित नियम 73(1) के प्रावधान अनुसार कारखाने में कार्यरत प्रत्येक श्रमिक को सुरक्षा जूते, हेलमेट अनिवार्य रूप से उपलब्ध कराते हुये कार्य के दौरान उसका उपयोग किया जाना सुनिश्चित करें साथ ही कार्य के अनुसार उसमें संचित खतरों को दृष्टिगत रखते हुये आवश्यकतानुसार श्रमिकों को हेलमेट, सुरक्षा जूते, सुरक्षा चश्मा भी अनिवार्य से उपलब्ध कराये।

- 03- यह कि कारखाने के निरीक्षण के दौरान मशीनों की ट्रांसमिशन मशीनरी जैसे पुल्ली, बेल्ट, ड्राइव तथा गियर ड्राइव आदि के उपर कारखाना अधिनियम की धारा 21(1)(iv)(b) के प्रावधान अनुसार फेन्सिंग की उपयुक्त व्यवस्था नहीं पायी गयी । उक्त मशीनों के खुले गतिमान हिस्सों पर फेन्सिंग लगाये जिससे कि इनकी समीप कार्यरत श्रमिकों को दुर्घटनाग्रस्त होने की संभावना न रहे ।
- 04- यह कि कारखाने में कार्यरत श्रमिकों के संबंध में कारखाना अधिनियम की धारा 62(2) सपडित नियम 96(1) के प्रावधान अनुसार हाजरी पंजी फार्म नं. 14 बनाई जानी चाहिए तथा नियम 118 के अनुसार प्रतिदिन श्रमिकों की उपस्थिति दर्ज करने के उपरांत ही उन्हें कार्य में नियुक्त किया जाना सुनिश्चित करें ।
- 05- यह कि कारखाना अधिनियम की धारा 83 सपडित नियम 102 के अनुसार सवैतनिक अवकाश पंजी फार्म नं. 18 में बनी नहीं पायी गयी और न ही नियम 103 के अनुसार श्रमिकों को लीव कार्ड फार्म नं. 19 में पितरीत किया गया । समस्त श्रमिकों के संबंध में सवैतनिक अवकाश पंजी फार्म नं. 18 में बनाये तथा सवैतनिक अवकाश पत्रक फार्म नं. 19 में श्रमिकों को उपलब्ध कराये ।
- 06- यह कि कारखाने में प्रथम उपचार की सामग्री कारखाना अधिनियम की धारा 45(1) सपडित नियम 75- B के अनुसार उपलब्ध नहीं पायी गयी । शीघ्र ही नियमानुसार प्रथम उपचार की सामग्री रखे तथा कारखाने के आसपास स्थित चिकित्सालयों के नाम एवं दूरभाष नंबर भी प्रदर्शित करें ।

  
(के.के.दिवेदी)

उप संचालक,  
औद्योगिक स्वास्थ्य एवं सुरक्षा एवं  
(उप मुख्य कारखाना निरीक्षक छ.ग.शासन)  
दुर्ग संभाग, दुर्ग (छ.ग.)

कार्यालय उप संचालक, औद्योगिक स्वास्थ्य एवं सुरक्षा

(छ.ग.शासन (छ.ग.शासन) श्रम विभाग)



ए-101 इन्डस्ट्रियल कोर्ट एफर्टमेंट, गार्लस कॉलेज के पास, रायपुर नाका, दुर्ग  
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प्रति,

01- [REDACTED] - अधिमोची मैसर्स- [REDACTED]

[REDACTED] और निरीक्षण रिपोर्ट की एक प्रति प्रेषित करते हुये निर्देशित किया जाता है कि उपरोक्त उल्लंघनों के संबंध में अपना लिखित स्पष्टीकरण 7 दिनों की अवधि में प्रस्तुत करें तथा आवश्यक कार्यवाही कर उपरोक्त उल्लेखित विन्दुओं का पालन कर पालन प्रतिवेदन एक सप्ताह की अवधि में प्रस्तुत करें। उल्लेखनीय है उल्लंघन जारी रहने पर आपके विरुद्ध वैधानिक कार्यवाही की जावेगी।

01- [REDACTED] - कारखाना प्रबंधक मैसर्स- [REDACTED]

[REDACTED] और निरीक्षण रिपोर्ट की एक प्रति प्रेषित करते हुये निर्देशित किया जाता है कि उपरोक्त उल्लंघनों के संबंध में अपना लिखित स्पष्टीकरण 7 दिनों की अवधि में प्रस्तुत करें तथा आवश्यक कार्यवाही कर उपरोक्त उल्लेखित विन्दुओं का पालन कर पालन प्रतिवेदन एक सप्ताह की अवधि में प्रस्तुत करें। उल्लेखनीय है उल्लंघन जारी रहने पर आपके विरुद्ध वैधानिक कार्यवाही की जावेगी।

(के.के.द्विवेदी),  
उप संचालक,  
औद्योगिक स्वास्थ्य एवं सुरक्षा एवं  
(उप मुख्य कारखाना निरीक्षक छ.ग.शासन)  
दुर्ग संभाग, दुर्ग (छ.ग.)