UT Administration of Dadra & Nagar Haveli and Daman & Diu Department of Labour & Employment Daman

No. LE/DMN/BRAP-206/2020/345

Date: 6-10-2020

Read: Business Reforms Action Plan, 2020 (Reform No. 206) issued by Department for Promotion of Industry and Internal Trade & Industry, New Delhi.

ORDER

In pursuance of the reforms proposed by the Department for Promotion of Industry and Internal Trade & Industry, New Delhi, it is hereby mandated that the inspection (except in case of complaint based inspections) shall be limited to the checklist by the Central Inspection Framework under the following Acts:-

- 1. The Equal Remuneration Act, 1976
- 2. The Minimum Wages Act, 1948
- 3. The GDD Shops and Establishments Act, 1973
- 4. The Payment of Bonus Act, 1965
- 5. The Payment of Wages Act, 1936
- 6. The Payment of Gratuity Act, 1972
- 7. The Contract Labour (Regulation and Abolition) Act, 1970
- 8. The Factories Act, 1948
- 9. The Boilers Act, 1923
- 10. The Maternity Benefit Act, 1961
- 11. The Water (Prevention and Control of Pollution) Act, 1974
- 12. The Air (Prevention and Control of Pollution) Act, 1981
- 13. The Environment (Protection) Act, 1986
- 14. The Labour Welfare Fund Act (Not applicable)

It is also mandated as under: -

- 1. Inspection Report to be submitted within 48 hours of inspection to CIS
- 2. The same Inspector will not inspect the same establishment twice consecutively
- 3. Allow users to view and download submitted inspection reports of at least past three years

(Danish Ashraf, IAS) Secretary (Labour) DNH & DD

To, All the Labour Inspectors / LEO, DNH & DD.

Copy to :-

- 1. The Addl. Commissioner (Labour), DNH / Daman / Diu
- 2. The Chief Inspector of Factories & Boilers, DNH & DD 3. The Deputy Commissioner (Labour), DNH / Daman / Diu

CHECK LIST FOR INSPECTION PROCEDURE UNDER FOLLOWING LAWS:

- 1. Equal Remuneration Act, 1976
- 2. Maternity benefit Act, 1961
- 3. Minimum Wages Act, 1948
- 4. Goa, Daman & Diu Shop & Establishment Act, 1973
- 5. Payment of Bonus Act, 1965
- 6. Payment of Wages Act, 1936
- 7. Gratuity Payment Act, 1972
- 8. Contract Labor (Regulation and Abolition) Act, 1971 (For employer)
- 9. Contract Labor (Regulation and Abolition) Act, 1970 (For contractors)

Name of the Act Objectives Effectiveness		Equal Remuneration Act, 1976 An Act to provide for the payment of equal remuneration to men and women workers and for the prevention of discrimination, on the ground of sex, against women in the matter of employment and for matters connected therewith or incidental thereto. This Act will come into effect for such institute and Employment which has been notified by the content of the content				
						been notified by issuing Notification from time to time by the Central Government.
		1. Ge	neral Inform			
(a)	Name of t	the institute				
(b)	Address o	of the institute				
(c)		d address of the / owner/Partner/Director titute				
(d)	E-mail id the institu	and telephone number of lite				
(e)	Employed	Labourer : Male, Female, children				
2. Res	ponsibilities	of the Employer and points to be observed in the Inspec	+ia=			
L. Fo	llowing Regis	sters and Records are being maintained :-	LION			
a)	Are male a work ?	and female labourers are being paid equal wages for equa	l Yes	No		
b)	Is discrimin	nation made on the basis of sex ?	Var			
C)		maintained ?	Yes	No No		

Object	of the Act Maternity I			
Objecti	All All [0 regulato the			
	An Act to regulate the employment of women in certain period before and after child-birth and to prepare the senses. To every a sense of the sense	n establishments fo		
Efforti	Denetit and certain other hands	Ovide for maternit		
Effective	10 every establishment bat			
	To every establishment being a factory mine or plant such establishment belonging to Government and to	ation including an		
	wherein persons are employed for the	wherein persons are employed to every establishmen		
	and other performances	questrian acrobation		
	10 every shop or establishment			
	being in force in relation to shops and actable to	To every shop or establishment within the meaning of any law for the time being in force in relation to shops and establishments in a State, in which ten or more persons are employed or were employed on any day of the preceding twelve months.		
	ten or more persons are employed or were			
1. Gene	preceding twelve months.	I III Produce to		
(a)	mormation			
(b)	Name of the institute	Name of the institute		
(c)	Address of the institute	Address of the institute		
(d)	Name and address of the Empl	Name and address of the Court		
e)	E-mail id and telephone number of the institut	Name and address of the Employer/ owner/Partner/Director of the institute E-mail id and telephone number of the institute Employed Labourer: Male		
. nesp	Number of female labourers eligible for maternity bornefit	hildren		
	I remained of temple labourers to the	ection		
	Number of female labourers eligible for maternity benefit during lass of 06 weeks prior to the delivery or 0	t 03 years		
	of the weeks prior to the delivery and a labourers in the period	Yes / No		
	delivery?			
	Whether eligible female labourers have been paid maternity benefit?			
	Is Muston Dall	Yes / No		
	Is Muster Roll maintained ?			
	Whether the summary of the Act been displayed ? Whether single Integrated P.	Yes / No		
	Whether single Integrated Return have been submitted ?	Yes / No		
		Yes / No		

Oh	me of the Act Minimum Wages Act			
00	All Act to provide for fining	An Act to provide for fixing minimum rates of wages in certain employments WHEREAS it is expedient to provide for fixing minimum rates. (certain employments)		
	WHEREAS it is expedient to provide for fixing minimum rates of wag certain employments.	es in certain	employme	
Ltt	ccitalii employments	ilulli rates of	Wager in	
спе	ITIIS ACT IS effective for all 1			
	This Act is effective for scheduled employments de & Diu and DNH. Minimum rates of wages are der	eclared by th	ellT of D	
1	& Diu and DNH. Minimum rates of wages are decine including 72 scheduled employments (Part I & II) un Name of the institution	lared by this	Administra	
1. (General Information	nder this Act	hy this U.T	
(a)	Name of the institute	Act	~y triis U.I.	
(b)	Address of the institute			
(c)	Name and address 6:			
	Name and address of the Employer/ owner/Partner/Director the institute	of		
(d)	E-mail id and to the	OI		
(e)	E-mail id and telephone number of the institute			
	Employed Labourer: Male, Female, child			
1.	esponsibilities of the Employer and points to be observed in t	ren		
	Wilether labourers are being a labourers are being a	he Inspection	n	
	wages fixed by the U.T. of Daman & Diu and DNH Government	Yes	No	
2.	What	?		
3.	Whether wages are being paid on stipulated time?			
1.	Whether news wholiday is being given ?	Yes	No	
	The bayments are bair	Yes	No	
. Wh	rules for work done for extra time?	Yes	No	
a)	etner Registers / Records are being maintain		1	
0)				
:)	Pay acquaintance Register	Yes	No	
	Overtime Register	Yes	No	
1)	Penalty Register	Yes	No	
1	Deduction Register	Yes	No	
14/1		Yes	No	
whe	ther Registers are being kept at Work Place ?		140	
	TOTICAL DAVIS L	Yes	No	
			INU	
	Name and address of the concernal I	Yes	No	
		Yes	No	
	Duration of labourers, work	Yes		
	Display of main provisions of Art	Yes	No	
	The diff Molle of Davis and C	Yes	No	
	Whether salary slips are being it	Yes	No	
	Whether salary slips are being issued to the labourers?	Yes	No	
	Integrated single Return has been submitted in the prescribed		No	
	, sombed	Yes	No	

Name of the Act	Duiligii Willii Shon O F., III.
Objectives	Goa, Daman & Diu Shop & Establishment Act, 1973
	To provide for the regulation of conditions of work and employment in shops, for matters.
	commercial establishments, restaurants, theatres and other establishments and
Effectiveness	This Act is applicable for the
	This Act is applicable for shops and commercial institutes, wherein office,

	godown, hotel and restaurant, recreation Places, cine and religious institutes are included. This Act is also a workshops and small Industries in which provisions of not applicable.	ema halls, guest ho
1.	General Information	ractory Act, 1948
(a)	Name of the Institute	
(b)	Address of the Institute	
(c)	Address of the Institute Name and address of the Employer/ owner/Partner/Director (A)	
d)	owner/Partner/Director of the Institute E-mail id and telephone number of the Institution	
e)		
2.	Responsibility of the Employer and main points to be increased.	
	Responsibility of the Employer and main points to be inspected Shops / institute are registered 2	ren
	Shops / institute are regist	
	in yes, the registration No	Yes / No
	Is Registration Number renewed for the current year ?	
	?	Yes / No
	Is the visitors Book submitted in the work place at the time of inspection?	
	of inspection ?	Yes / No
	Is the shop/ Institute got open during the weekly holidays?	
	Is all the weekly holidays ?	Yes / No/
	Is the shop/Institute got open after/before prescribed time?	Not applicable
	Whathauth com	Yes / No/
	Whether the following proforma displayed in the Institute ?	Not applicable
	(a) Registration Certificate	
	(b) Notice for Closed Days of the Institute	Yes / No
		Yes / No
	(c) Notice of hours of work for employed persons	100 / 110
	of work for employed persons	Yes / No
	(d) Notice for weekly holiday for employed persons	
	, and the employed persons	Yes / No
	Pay on vacation Register is kept ?	
		Yes / No

Name of the Objectives	Daymant		
- Jectives	An Act to provide for the	Payment of Bonus Act, 1965 An Act to provide for the	
	certain establishment of bo	An Act to provide for the payment of bonus to persons employees certain establishments on the basis of profits or on the basis	
E#	production or production	profits or on the basi	
Effectiveness	production or productivity and for matter This Act is applicable in every Factory and	's connected therewith	
	This Act is applicable in every Factory and in which twenty or more persons are employed.	every other establish	
-		ployed on any day during	
1. General In	formation	any day during	
(a)	Name of the Institute		
(b)	Address of the Institute		
(c)	Name and address of the		
/ IV	Name and address of the Employer/ owner/Partner/Director of the Institute		
(d)			
	E-mail id and telephone number of the Institution		
e)	Employed Labour		
2. Responsi	Employed Labourer: Male Female bility of the Employer and main points to be inspected	children	
rear of Regul	ar Production in the		
Accounting v	ear of the Institute / Factory		
Date of Paym	ent of Ropus		
Amount of pr	ofit in the assessment		
Institute / Fac	of borius amount of it in the accounting year as per balance sheet of the tory		
Marked the re	eceived surplus amount ?		
If yes, the abo	We marked		
Percentage of	ve marked amount is correct ?	Yes / No	
		Yes / No	
The state of the state of	dvinent of all		
Total number of	of labourers to whom the bonus is paid	Yes / No	
The following of	of labourers to whom the bonus is paid flabourers to whom the bonus is not paid gegisters have been also		
(a) Allocate	egisters have been placed : -		
. ,	ie bulblus calculation b		
(b) Hegiste	snowing set-on and setoff of Allocable S	Yes / No	
(c) Paymen	t of Bonus Register	Yes / No	
Whether the Inc	tituto has a la significant	Yes / No	
io, the ms	titute has submitted the integrated single Report ?		
	Bro Hebolt !	Yes / No	

'	Name of the Act Payment of W	ages Act, 1936	
Obi			
'	An Act to regulate the payment of w	12ggs - f	
	persons.	ages of certain	classes of employee
1	WHEREAS it is expedient to regulate the		
Effe	WHEREAS it is expedient to regulate the of employed persons.	e payment of wa	ages to certain classe
	it applies in the first instance is		
	It applies in the first instance to the pa in any factory to persons employed or railway by a railway administration of	yment of wages	to persons employe
	I allway by a railway admit.	wise thall if	1 a factory upon an
	Contractor, by a nercon factory	- an ectiv	V Or through a aut
	to persons employed in an industrial	a ranva	y administration and
1.		otner establishm	nent specified in sub-
(a)	- Institution	2.	
(b)	Name of the Institute		
(c)	Address of the Institute		
(d)	Name and address of the Employer/ owner/Partner/Di E-mail id and telephone number of the Institute		
(e)	E-mail id and telephone number of the Institute	rector of the Inst	itute
2.	Employed Labourer . Mal-		
1.	Employed Labourer: Male	. , children	
(a)	The following Registers and record to	pected	
(b)	Attendance Register		
(c)	Pay acquaintance Register	Yes	No
(d)	Advance Register	Yes	No
	Deduction Register	Yes	No
(e)	Penalty Register	Yes	No
ne follo	owing Notices have been displayed	Yes	No
	1 Sisplay Of Wages Rate		.,,0
(b)	Display of Day of wages Payment	Yes	No
(c)	Display of Summary forms of A	Yes	No
3.	The tile elliployed labourer /	Yes	No
	paid payment /wages till the prescribed date?	Yes	No
4.	any diautifulized doduction i		140
		Yes	No
5.	The integrated single returns have		INO
	the prescribed time ?	Yes	No
			INO

Name of the Act Objectives		10	Gratuity Payment Act, 1972	
		An Act to provide for	a scheme for the	
		An Act to provide for a scheme for the payment of gratuity to employee engaged in factories, mines, oilfields, plantations, Ports, railway companies shops or other establishments and for matters connected to the payment of gratuity to employee shops or other establishments and for matters connected to the payment of the payment of the payment of gratuity to employee the		
1		shops or other estab	ishments and for	rts, railway companie
Effe	tiveness	""Clucified thereto		illected therewith
	riveriess	LVCI y IdCtory, mine oilf		
		Every Shop or establish	nent within the	y company.
		Deing in force in relation	the meaning of any	law for the time
		or more persons are em	played.	a State. In which ter
		Proceding (Welve month	a langua on al	IV day of the
	1	Such other establishmen		
		employees are employed	s. ts or class of establishments in or were employed on any day otral Government may by potici	which ten or more
	1	twelve months as the Cer	ntral Government many day	of the preceding
1. Ge	neral Informa		or were employed on any day ntral Government may by notifi	cation specify in this
(a)	Name of the	ILIOII		
(b)	Name of th	e institute		
(c)	Name -	the institute		
/	Fmpland a	address of the		
	of the invest	owner/Partner/Director		
d)	JIJSHI HISH	ute		
-,	the institut	nd telephone number of		
e)	motitute	1		
	Post :: ::	bourer : Male	emale	
1.	nesponsibiliti	es of the Employer and po	Female, children	
)	Chowing Regi	Sters and Possel	to be observed in the incr	ection
,	wnetner info	ormation was given to the	Information C	
)	Officer ?	- I GITC	Controller	Yes / No
'	wnether noti	ice was displayed in the n	ame of the Author	
	person ?		and of the Authorized	Yes / No
	whether the	summary of the Act and R	ules hoor die t	
	whether the i	nomination forms have b	ules been displayed ? een filled by the employed	Yes / No
-	persons and	collected from them ?	the employed	Yes / No
	whether the g	ratuity has been : I	any omal-	,
	r yes, whether	the payment has been m	ado ao maren de la composição de la comp	Yes / No

Ohiost	of the Act	Contract Labor (Regulation and Abalistan)	
Object	ives	An Act to regulate the employment of	1971 (For employer)
l l		An Act to regulate the employment of establishments and to provide for its abolition for matters connected therewith.	contract labour in co
		for matters connected the	in certain circumstance
Effectiv	eness	To every establishment in the control of the contro	- Samstance
		To every establishment in which twenty or more were employed on any day of the preceding	e workmen are ome!
		were employed on any day of the preceding labour.	twelve months
1. Gen	eral Inforn	nation	as con
(a)	Name and	1 address Cit	
	of the Chi	address of the institute	v and a
(b)	Name - C	ef employer	
,	realine of t	he institute of the	
(c)	contractor		
-)	Address of	the institute of the	
4)	contractor		
d)	Name and	address of the	
}	Employer/	Owner/Partner/Director	
	ווואנונו	ution	
e)	E-mail id ar	nd telephona numb	
)	Employed c	ontract laborer : Male Female the Employer and points to be observed in the Imployer and	
Respor	sibilities of	the Employees: Male Female	children
Follov	Ving Regists	the Employer and points to be observed in the Increase and Records are being maintained.	Spection
1.	lumber of o	ers and Records are being maintained:	-keerion
1.	- Jinder Of C	Contractor working in the institute	
			Yes / No
1	amber of la	boures employed on contract in the institute	
3. W	/hatle :	- and matitude	Yes / No
J. V	mether the	registration under the act has been done by the	
	sutute ?	the section by the	Yes / No
4. W	yes, the reg	istration number	
4. W	nether the	register of the contractors has been kept in the	
in	stitute ?	in the	Yes / No
W	hether the	following notices have been displayed:-	. 1035-70
1. Pa	y rate	s reflect have been displayed :-	
			Yes / No
2. Wo	rking hours		163 / 140
			Voc / No
3. Pay	duration		Yes / No
			V- 1
1. Dat	e of giving p	No.	Yes / No
200	- or giving p	рау	
. Date	o of air		Yes / No
Dali	or giving (Overtime Pay	
Nam			Yes / No
. Nan	ne and addr	ess of the Inspector	
			Yes / No
Whe	ther the lab	oures of the contractor are paid before the	
auth	orized repre	esentative of the chief employer ?	Yes / No
Whe	thorthe:	titute has submitted the integrated single return?	.53/100
vvne	mer the inc	IIIITE has submitted to	

Name o	of the Act		n and Abolition) Act, 1970 (For c		
Objectives		An Act to regulate th	ne employment of contract la	abour in certair	
		establishments and to provide for its abolition in certain circumstances and			
		for matters connected the			
Effectiv	eness	To every contractor who e	mploys or who employed on any o	day of the	
			twenty or more workmen.		
1. Ger	neral Inform	A1925546125323			
(a)		d address of the institute			
		ef employer			
(b)	Name of	Name of the institute of the			
	contracto				
(c)	Address o	f the institute of the			
	contracto				
(d)		d address of the	F7		
		/ owner/Partner/Director			
	of the ins				
(e)		and telephone number of t			
(f)			, Female, childr		
			s to be observed in the Inspection	1	
1. Fo		sters and Records are being			
1.	Number	of laborers working in the e	mployment of the Contractor	Yes / No	
2.	Whether	Whether license is necessary to be obtained by the contractor ?			
3.	If yes, wh	If yes, whether license has been obtained ?			
4.	License N	umber		Yes / No	
5.	Registrati	on Number of the institute	of the Chief employer	Yes / No	
6.	Whether	the register of the contractors?	ors has been kept in the	Yes / No	
7.	Whether the following notices have been displayed :-				
	(a) Pay ra	Yes / No			
	(b)Workir	Yes / No			
		Pay duration			
		f giving pay		Yes / No	
	(e) Name and address of the Inspector			Yes / No	
T-EST-THEFT	(f) Date of giving Overtime Pay			Yes / No	
11		the contractor has submit	ted the integrated return ?	Yes / No	
12	Whether	the concerned record of pa	yment to the laboures been	Yes / No	
	100000000000000000000000000000000000000	by the representative by th			