Payment of Wages Act, 1936 and Tamil Nadu Payment of Wages Rules, 1937

1	Name and address of the establishment		
2	Name & Present address of the employer		
3	Permanent add. of the Employer.		
4	Date of Commencement.		
5	Probable date of completion		
6	Nature of work of the estt.		
7	No. of workers employed on the date of inspection		M – F – Total –
I	Daily rated		
Ii	Piece rated.		
8	Wage period		
9	Date of Payment (s)		
10	Hours of work		
11	Weekly Holiday.		
12.A	Name & Add. Of the representative present during inspection.		
12.B	Name of the Employing department.		
13	Particulars of alternative forms Approved if any.		
A	No. & dates of order approving alternative forms.		
b.	Register (a) approved.		
	Records/Register checked:-		
14	Registers checked & attested		

PERTAINING TO NOTICE

1. Following notices have not been displayed at a conspicuous place in English and in a language of the majority of the persons employed therein.

   a. The Notice of dates of payment as per Rule 8.

   b. The rates of wages payable to persons employed in Form VI as per Rule 6-A.

2. Copies of all such notices and alterations as per Rule 8 and Rule 6-A have not been sent to the inspector concerned [As per Rule 18-A].

DISPLAY OF ABSTRACT OF ACT

1. The abstract of the Act & Rules made there under in Form V was not displayed. [As per Rule 22 read with Section 25 of payment of wages Act 1936]

PERTAINING TO RETURNS

1. Annual Return in Form I V for the year……………………………. was not submitted to the Deputy Director / Joint Director of Industrial Safety and Health, [As per Rule 18]

PERTAINING TO WAGES

1. The wages to the employed person were not paid before the expiry of $7^{th}/10^{th}$ day after last day of the wage period in respect of which the wages are payable, i.e.---- -[As per section 5.]

2. The under mentioned employees have not been paid their wages so far even though the statutory time limit has expired [As per Section. 5.]

Sl No.	Name of workers	Category / Section of employees	No. of employees	Wage period for which wages were not paid	Amount of wages due

3. in the cases mentioned below wages were paid after the expiry of the statutory time limit laid down in Section 5. [As per Sec 5]

Sl No.	Name of workers	Category / Section of employees	No. of employees	Date by which wages were payable	Date on which wages were actually paid

PERTAINING TO REGISTER AND RECORDS

(1) Register of Fines was not maintained in prescribed Form I. [As per Rule 3 read with Section 13-A (1)]

(2) Register of deductions for damages or loss was not maintained in prescribed Form II. [As per Rule 4 read with Section 13-A (1)]

(3) Register of Wages was not maintained in a form containing the prescribed Particulars. [As per Rule 5 read with Section 13-A (1)]

(4) Register of Advances was not maintained in prescribed Form III. [As per Rule 17 read with Section 13-A (1)]

(5) Register of Fines, Register of deductions for damages or loss, Register of Wages and Register of Advances have not been preserved for 3 years [As per section 13-A (2) read with of rule 6]

(6) Register of Fines, Register of deductions for damages or loss, Register of Wages and Register of Advances were not readily available for inspection [As per Rule 6]

(7) Wage Slip containing the prescribed particulars was not issued to every person employed. [As per Rule 5-B read with Section 13-A (1)]

PERTAINING TO DEDUCTION

1. In the cases detailed below, fines were imposed without previous approval of prescribed authority [As per Section 8.]

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SL. No.	Name of employee	Address of employee	Category	Wage period	Amount objected to	Reasons for objection

2. In the cases detailed below, deductions for damage or loss were made unauthorized. [As per Section10 (1)]

Sl. No.	Name of employee	Address of employee	Category	Wage period	Amount objected to	Reasons for objection

3. In the following cases, recovery of advance made before employment unauthorized. [As per Section 12]:-

Sl. No.	Name of employee	Category	Reason for objection

Others Irregularities

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