INSPECTION MODULE

Inspection Module deals with the following activities:

1. The filling of Inspection Note by the Inspector under the 16 Acts
2. Generation of the Inspection Report which comprises of the violations found during the inspection
3. Viewing of the Inspection Note and Report by the establishment whose inspection has been conducted
4. Compliance made by the establishment
5. Action taken by the authority on the compliance made by the establishment

GETTING STARTED WITH INSPECTION MODULE

Using IE8 web browser, go to https://www.ldms.rajasthan.gov.in/. The LDMS Website provides a short introductory page, followed by the login page. This login page is the common login interface for all LDMS users.

उपयोगकर्ताओं के लिए IE8 वेब ब्राउज़र का उपयोग करनें और https://www.ldms.rajasthan.gov.in/. वाले लिंक पर जाएं। सबसे पहली स्क्रीन जो खोल दी जाएगी वो है लॉगिन पेज (Login Page). इस लॉगिन पेज के रिजिस्टर्ड बियोक्टा अपना UserName और Password डालेंगा और भाषा का चयन अपने अनुसार करके नीचे दिए गए Login बटन पर क्लिक करेंगा तो नीचे दिखाई गई स्क्रीन प्रदर्शित होगी।
In order to fill a new inspection note, click on “Inspection” on the left hand side panel.

एक नया निरीक्षण टिप्पणी भरने के लिए बाएं ओर के पैनल पर “निरीक्षण टिप्पणी” पर क्लिक करें।
On clicking on "Inspection", there are few options:

1. Fresh Inspection Note
2. Non-Compliance Cases
3. Issued Prosecution Sanction

In order to fill a new inspection note, click on "Fresh Inspection Note".

On clicking on "Inspection Note", on the right hand side, a box appears asking for the Act for which the Inspector wants to fill the Inspection Note.

**Please Select the Acts** field is a drop down. On clicking on the drop down menu, the list of all the Acts appears as shown below.
If the Inspector wants to fill the Inspection Note for “The Beedi and Cigar Workers”, then he clicks on the Act name.

निरीक्षक को बीड़ी और सिगार कामगार पर निरीक्षण करना है तो बीड़ी और सिगार कामगार पर बिलक दिए और उसके अनुसार पंजीकरण संया डाले।

Below the Act Name is the option to fill the Registration/License Number of the establishment whose inspection has been conducted.
After filling in the Registration/License Number, click on Submit.

On clicking on Submit, the inspection note under the Beedi and Cigar Act opens up with some pre-filled information about the establishment which was filled at the time of registration.
1. **Office**: Mention the name of the office where this inspection note is getting filled. Say in Jaipur or Jodhpur etc. You may select the name from the drop down list.

   कार्यालय - डाउन लट में से कार्यालय का नाम चुनूं जहां निरीक्षण हुआ है

2. **Registration/License Number**: This field comes auto-filled. This is the registration/license number of the establishment whose inspection has been conducted.
3. Date: In this field, select the date when the inspection was conducted. There is a calendar control from which the inspector needs to select the date.

4. Time: In this field, fill the time when the inspection was conducted. The format to fill the time is in HH:MM format. So if the inspection was conducted at 10:00 am, then fill in 10:00 in the field. Beside this field, is the option of AM and PM. Select AM/PM from the drop down list by clicking on it.

5. Name of Establishment: This field also comes auto-filled. The name of establishment appears as entered at the time of registration. This field shall be in editable mode.

6. House No./Plot No./Name: : This field comes auto-filled. The address of establishment appears as entered at the time of registration. This field shall be in editable mode. In case you want to edit it, enter the first line of the establishment address, For e.g., if your address is “116A, Civil Lines, Jaipur”, then enter 116A in this field.

7. Street/Locality/Mohalla: This field comes auto-filled. The address of establishment appears as entered at the time of registration. This field shall be in editable mode. In case you want to edit it, enter the second line of the address. For e.g., if your address is “116A, Civil Lines, Jaipur”, then enter Civil Lines in this field.

8. Village/Town/City: This field comes auto-filled. The address of establishment appears as entered at the time of registration. This field shall be in editable mode. In case you want to edit it, enter the city where the establishment is . For e.g., if your address is “116A, Civil Lines, Jaipur”, then enter Jaipur in this field.

9. District: This field comes auto-filled. The address of establishment appears as entered at the time of registration. This field shall be in editable mode, this field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

10. Name of Employer: In this field, enter the name of the employer of the establishment. You can enter only alphabets in this field as it will be name of a person.
11. **Name of Manager:** In this field, enter the name of the manager of the establishment. You can enter only alphabets in this field as it will be name of a person.

12. **Nature of work:** There is a drop down box from which you have to select the appropriate nature of work. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

13. **Date of establishment:** This field has a calendar control. On clicking on this field, a calendar opens up. The month shall have a drop down. Click on the arrow beside the “Month”. List of all the months opens up. The year shall also have a drop down. Click on the arrow beside the “Year”. List of all the years opens up. User can select the year of the commencement. In the main calendar is the date. Once the month and year is selected, click on the date of commencement.

14. **Name of person present at the time of inspection:** Mention the name of the person who was present at the time of inspection. You can enter only alphabets in this field as it will be name of a person.

15. **Total Employees Employed:** In this field, there are 3 fields attached to it, where you have to mention how many female, male and child workers are employed in the establishment.

   i. **Female Employees:** Mention the total number of female employees in the establishment. This field will accept values up to 4 digits. Only numbers are allowed in this field.

   ii. **Male Employees:** Mention the total number of male employees in the establishment. This field will accept values up to 4 digits. Only numbers are allowed in this field.

   iii. **Child:** Mention the total number of female employees in the establishment. This field will accept values up to 4 digits. Only numbers are allowed in this field.

16. **Total employees present at time of inspection:** In this field, there are 3 fields attached to it, where you have to mention how many female, male and child workers were present at the time of inspection.

   i. **Female Employees:** Mention the total number of female present at the time of inspection. This field will accept values up to 4 digits. Only numbers are allowed in this field.

   ii. **Male Employees:** Mention the total number of male employees present at the time of inspection. This field will accept values up to 4 digits. Only numbers are allowed in this field.
iii. **Child**: Mention the total number of female employees in the establishment. This field will accept values up to 4 digits. Only numbers are allowed in this field.

i. **Visible Employees**: In this field you need to mention the employees who are working in the employees. This field will accept values up to 4 digits. Only numbers are allowed in this field.

ii. **Employees Employed Outside**: In this field, mention the total number of employees employed outside the vicinity of the establishment. This field will accept values up to 4 digits. Only numbers are allowed in this field.

iii. **Contractual Employees**: In this field, mention the total number of employees who are working on contract basis. This field will accept values up to 4 digits. Only numbers are allowed in this field.

18. **Work Shift**: In this field, you need to select the work shift that is applicable in the establishment. There is a drop down selection, from which the inspector can select the appropriate shift.

19. **Work Timings**: In this field, mention the work start timings. Say the establishment starts at 10:00 am then, mention 10:00:00 in the test box provided. Beside the text box, is a drop down menu which has AM/PM. Select the appropriate value from the drop down.

20. **Break Timings**: In this field, mention the break start timings. Say the establishment break starts at 1:30:00 pm then, mention 01:30:00 in the test box provided. Beside the text box, is a drop down menu which has AM/PM. Select the appropriate value from the drop down.

21. **Weekly Off Day**: In this field, select the day in the week when the establishment remains closed. There is a drop down selection in which the list of all the days in the week is mentioned. You can select the day whichever is applicable.

22. **Wage Duration**: In this field, mention the duration between two wage payments. Say the establishment pays after every 45 days, then mention 45 in this field.

23. **Wage Payment Date**: In this field, mention the date of wage payment. Say if it is 8th date of every month, then select 8th date of the current month.

24. **As per sec 4 and rule 3 license number?**: This field asks whether the establishment whose inspection has been done, has a license number or not. If it has, then click on YES and if it does not have then click on NO.
25. **As per rule 4, is the license renewed?:** In this field there are 2 options; if the establishment whose inspection has been done has renewed its license then click on YES, if it has not renewed its license, then click on NO.

*On Clicking YES:* On clicking Yes, a new field appears asking for the license number of the establishment.

*On clicking NO:* On clicking No, a new field appears asking for the reason of not having a license number.

**NOTE:** In this field, if the establishment does not have a license number, then it shall be considered to be a violation.

26. **Are all the facilities maintained?** This field has two options of Yes and No. If during the inspection the inspector found that all the basic amenities were properly maintained, then click on YES. If he found that the facilities were not maintained properly, then he has to click on No.

*NOTE:* In this field, if the facilities were not maintained, then it shall be considered to be a violation.

27. **Under sec 24, is any child Labour employed:** This field has two options of Yes and No. If during the inspection the inspector found that the establishment had employed child labourers, then he has to click on YES. If he found that there were no child labourers, then he has to click on NO.

*NOTE:* In this field, if there were child workers working in the establishment, then it shall be considered to be a violation.

28. **Under sec 25, is any worker working between 6:00pm to 7:00am?** : Workers working beyond working hours is considered to be a violation. So if in this field, the inspector clicks on Yes, then it means that there were workers working beyond working hours, and if he clicks on NO, then it means that there were no workers working beyond working hours.

*NOTE:* In this field, if there were workers working beyond working hours, then it shall be considered to be a violation.

29. **Under sec 26, are adult employees given 1 holiday within 20 days and minor employees given 1 holiday within 15 days:** If the employees are not given proper holidays, then it is considered to be a violation. So if in this field, the inspector clicks on Yes, then it means the employees are given proper holidays, but if he clicks on No, then it means the employees are not given proper holidays.

*NOTE:* In this field, if the workers are not given holidays, then it shall be considered to be a violation.
30. **Are the registers maintained?**

   i. **Overtime register (Rule 22)**: There are 2 options in this field, Yes and No. If the establishment has maintained the overtime register, then the inspector clicks on Yes and if the establishment has not maintained the overtime register, then the inspector clicks on No.

   On clicking **on Yes**, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

   **NOTE:** In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

   ओवरटाइम रिजिस्टर (Rule 22)- यहाँ दो विकल्प दिए गए हैं उसके अनुसार हाँ या नहीं का चयन करे।

   ii. **Paid Leaves Register**: There are 2 options in this field, Yes and No. If the establishment has maintained the paid leaves register, then the inspector clicks on Yes and if the establishment has not maintained the paid leaves register, then the inspector clicks on No.

   On clicking **on Yes**, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

   **NOTE:** In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

   दी जाने वाली छुट्टियों का रिजिस्टर- यहाँ दो विकल्प दिए गए हैं उसके अनुसार हाँ या नहीं का चयन करे।

   iii. **Leaves Register (Rule 25)**: There are 2 options in this field, Yes and No. If the establishment has maintained the leaves register, then the inspector clicks on Yes and if the establishment has not maintained the leaves register, then the inspector clicks on No.

   On clicking **on Yes**, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

   **NOTE:** In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

   छुट्टिओं का रिजिस्टर- यहाँ दो विकल्प दिए गए हैं उसके अनुसार हाँ या नहीं का चयन करे।

   iv. **Muster roll (Rule 33 (1))**: There are 2 options in this field, Yes and No. If the establishment has maintained the muster roll register, then the inspector clicks on Yes and if the establishment has not maintained the muster roll register, then the inspector clicks on No.

   On clicking **on Yes**, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

   **NOTE:** In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

   हाज़री का रिजिस्टर- यहाँ दो विकल्प दिए गए हैं उसके अनुसार हाँ या नहीं का चयन करे।

   v. **Log book (home workers) (Rule 33(2))**: There are 2 options in this field, Yes and No. If the establishment has maintained the log book register, then the inspector clicks on Yes and if the establishment has not maintained the log book register, then the inspector clicks on No.

   On clicking **on Yes**, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

   **NOTE:** In this field, if the inspector clicks on NO, then it shall be considered to be a violation.

   लॉग बुक (घर कारोबार नियम) कार्यकर्ताओं (33 (2))- यहाँ दो विकल्प दिए गए हैं उसके अनुसार हाँ या नहीं का चयन करे।

   vi. **Employment register (home workers) (Rule 33(3))**: There are 2 options in this field, Yes and No. If the establishment has maintained the employment register, then the inspector clicks on Yes and if the establishment has not maintained the employment register, then the inspector clicks on No. **On clicking on Yes**, a pop-up appears asking whether the register was produced on demand, with two options of...
Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK.

vii. Inspectors visit book (Rule 33(4)): There are 2 options in this field, Yes and No. If the establishment has maintained the inspector visit book, then the inspector clicks on Yes and if the establishment has not maintained the inspector visit book, then the inspector clicks on No. On clicking on Yes, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK. **NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.**

viii. Over Time Register (Rule 33(5)): There are 2 options in this field, Yes and No. If the establishment has maintained the over time register, then the inspector clicks on Yes and if the establishment has not maintained the over time register, then the inspector clicks on No. On clicking on Yes, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK. **NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.**

ix. Register for Out Workers (Rule 34): There are 2 options in this field, Yes and No. If the establishment has maintained the out workers register, then the inspector clicks on Yes and if the establishment has not maintained the out workers register, then the inspector clicks on No. On clicking on Yes, a pop-up appears asking whether the register was produced on demand, with two options of Yes and No. On clicking on Yes, another field appears asking whether the register was maintained properly, again with two options of Yes and No. Click on the appropriate option and then click on OK. **NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.**

31. Is the Notice Displayed?

1. Working hours notice in form 4: There are two options in this field: Yes and No. If the working hours notice is displayed then inspector has to click on Yes and if it is not displayed then inspector has to click on No. **NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.**

2. Summary of rules and sub rules: There are two options in this field: Yes and No. If the summary of rules and sub-rules notice is displayed then inspector has to click on Yes and if it is not displayed then inspector has to click on No. **NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.**

3. As per Rule 21, Fire Extinguisher available in the establishment: There are two options in this field: Yes and No. If fire extinguisher is available in the establishment then inspector has to click on Yes and if it is not available then inspector has to click on No. **NOTE: In this field, if the inspector clicks on NO, then it shall be considered to be a violation.**
32. As per rule 32, monthly details sent by every month 10th and yearly details sent by April 10th: There are two options in this field:

- Yes and No. If monthly details are sent every month, then inspector has to click on Yes and if it is not sent then inspector has to click on No. **NOTE:** If the inspector clicks on NO, then it shall be considered to be a violation.

34. Any other contravention found during inspection: This field has a text box in which the inspector needs to fill his comments if any other contravention was found during the inspection. This field can accept alphabets, numbers and symbols as well.

35. Attach inspection note: In this field, inspector needs to attach a scanned copy of the inspection note.

36. Select name of officer: This field has a drop down box from which the Inspector has to select the name of the inspector who has done the inspection. In case he himself has done the inspection, then he needs to select his name from the drop down box.

Once the inspector has filled all the details in the inspection note and is sure of all the entries made, then he has to click on SUBMIT. On clicking on SUBMIT, a new inspection ID gets generated with the list of all the violations found.
USER SCREEN TO VIEW VIOLATIONS FOUND DURING INSPECTION/ यूजर स्क्रीन निरीक्षण के दौरान उलंघन देखने के लिए

Once the inspector fills in the inspection note, the establishment whose inspection has been conducted should have the privilege to view the inspection note as well.

एक बार निरीक्षण नोट भरने के बाद रिजिस्ट्रीड प्रतिष्ठान और रिजिस्ट्रीड यूजर अपनी स्थिति देख सकते हैं LDMS में लॉग इन करके.

In order to view the inspection note there are 2 mandatory things:

1. Establishment should be registered on LDMS
2. User should have a LDMS login ID created

If these 2 conditions are not fulfilled, then the user shall not be able to view the inspection note.

STEPS TO VIEW THE INSPECTION NOTE:

1. Login using the username and password.
2. After logging in, user enters the home page as shown below.

3. To view the inspection note go to >> Register Complaint >> Compliance
4. Click on Compliance

Select the Act under which you are registered. यदि आप जिस भी अधिनियम के अंतर्गत रजिस्टर्ड है तो आप उस अधिनियम का चयन करेंगे तो आप को नीचे एक तालिका दिखाई देगी
5. Say you are registered under The Interstate Migrant Workmen Act. On clicking on the Act, all the inspections held under the Act gets listed as shown below.

6. In the grid shown above, there are 3 columns:
   i. Inspection Number: This is the unique inspection number which was generated after the inspector filled in the inspection details and clicked on submit. This field is a hyperlink, i.e., on clicking on the inspection number, the filled form opens up.
   ii. Inspection Act: This field denotes the Act under which the inspection was held.
   iii. Inspection Status: This field denotes the stage at which the particular inspection id is.

7. In order to make compliance, click on the inspection number whose status is “Shortcoming”
On clicking on the Inspection Number, the pre-filled inspection note opens up. User can view the inspection note and also the shortcomings that were found during the inspection.

8. In order to make compliance, there is an option to attach the compliance documents. After uploading the compliance documents, click on “Submit”.

9. On clicking on Submit, the following message gets displayed.

Click on OK and user gets directed back to the Homepage.

10. After the compliance is made, the status of the inspection id gets changed. In order to check the status of the inspection id, go to Register Complaint >> Compliance >> Select the Act under which your establishment is registered. Now you can see the inspection status has changed to “Due for Compliance Approval”
 Once the user has made / not made the compliance, the authority has to view and take relevant action on the particular inspection id. In order to view an inspection note, perform the following steps:

1. Login into LDMS application using superadmin/superadmin
2. After logging in, authority enters the LDMS application and can see the main page
3. Go to Inspection Note and click on it.
4. You can see 5 options in this link. Click on “FOLLOW UP ON INSPECTION”
5. Select the Act for which you want to see the status of the inspection note.

6. Say you want to view the status of an application under Payment of Wages Act. Click on the Act name, and all the inspections conducted in this Act gets displayed.
7. In the grid shown above, there are 3 columns:
   i. Inspection Number: This is the unique inspection number which was generated after the inspector filled in the inspection details and clicked on submit. This field is a hyperlink, i.e., on clicking on the inspection number, the filled form opens up.
   ii. Name of Establishment: In this field, the name of the establishment whose inspection has been conducted gets displayed.
   iii. Address: In this field, the address of the establishment whose inspection has been conducted gets displayed.
   iv. Date of Inspection: In this field, the date when the inspection was held, gets displayed.
   v. Inspection Status: This field denotes the stage at which the particular inspection id is.

8. Click on the Application Number to open the form and view the compliance documents.

9. At the bottom of the form, authority can view the attached compliance documents.
10. To download the compliance documents, click on the link of “Download Copy of Compliance”

**ACTIONS TO BE PERFORMED BY THE AUTHORITY AFTER COMPLIANCE FULFILMENT TIMELINE**

Once the timeline to fulfill the compliance of the inspection is over, the authority may take the following action:

- **A. Close the case in case of no violations:** If there are no violations, the close button will be visible, and the authority can close.
- **B. Compliance Found Satisfactory and Accepted:** When the authority reviews the compliance documents and feels the compliance made is satisfactory, he clicks on this option.
- **C. Incomplete Compliance:** When the authority reviews the compliance and feels all the violations have not been complied.
- **D. Compliance not made:** When the authority reviews the compliance and concludes that the user has not made the compliance at all.

In case of incomplete compliance, the authority can re-ask for compliance or can send the case to prosecution.

Also in the case of compliance not made, the authority can take the same action, re-ask for compliance or can send the case to prosecution.

Assigned Labour Inspector will file the case in the court and update the details with the case. After the final outcome, the Inspector will update the decision of the case.