

## 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

निरीक्षण मॉड्यूल निम्नलिखित गतिविधियों के साथ संबंधित है:

1. 16 अधिनियमों के तहत निरीक्षक द्वारा निरीक्षण टिप्पणी को भरने
2. निरीक्षण रिपोर्ट जिसमें निरीक्षण के दौरान उल्लंघन पाए गये मिलते हैं
3. प्रतिष्ठान द्वारा निरीक्षण टिप्पणी और रिपोर्ट को देखना जिसका निरीक्षण हो चुका है
4. स्थापना द्वारा की गई अनुपालन
5. स्थापना द्वारा किए गए अनुपालन पर प्राधिकरण द्वारा की गई कारवाही

### 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.

निरीक्षण मॉड्यूल को कैसे उपयोग में लेना है वो नीचे से शुरू करते हैं।

उपयोगकर्ता IE8 वेब ब्राउजर का उपयोग करेंगे और <https://www.ldms.rajasthan.gov.in/> वाले लिंक पर जायेंगे। सबसे पहली स्क्रीन जो यूजर और नियोक्ता का दिखेगी वो है लॉगिन पेज (Login Page). इस लॉगिन पेज में रजिस्टर्ड नियोक्ता अपना Username और Password डालेंगे और भाषा का चयन अपने अनुसार करके नीचे दिए गये Login बटन पर क्लिक करेगा तो नीचे दिखाई गई स्क्रीन प्रदर्शित होगी।

## INSPECTOR HOME PAGE

The screenshot shows the Inspector Home Page in a web browser. The browser tabs include 'हिन्दी - Hindi to En...', 'google translate - Google S...', and 'LDMS'. The address bar shows 'https://ldms.rajasthan.gov.in/Admin\_Module/Registration/ViewReg.aspx'. The page header features the Government of Rajasthan logo and the text 'Government of Rajasthan Department of Labour'. Below the header, there is a navigation bar with 'Home', 'Edit Profile', and 'Change Password' options. The user is logged in as 'Alok Joshi (Inspector)' and the current date and time are '07/10/2014 11:18:33 AM'. The left sidebar contains a list of menu items: 'BoCW Cess/Project Details', 'BOCW Welfare Board', 'Claim Under Quasi Judicial', 'Complaint Application', 'Industrial Dispute', 'Inspection Note', 'Message', 'Registration / Amendment / Renewal', 'Reports', 'Return Filed Application', and 'Standing Order Application'. The main content area is titled 'Registration' and displays 'No Records Found'. At the bottom of the page, there is a search bar with the text 'alok' and a dropdown menu showing 'Highlight All Match Case 1 of 2 matches'.

In order to fill a new inspection note, click on "Inspection" on the left hand side panel.

एक नया निरीक्षण टिप्पणी भरने के लिए, बाईं ओर के पैनल पर "निरीक्षण टिप्पणीपर क्लिक करें"।

This screenshot is identical to the previous one, but the 'Inspection Note' menu item in the left sidebar is expanded. The expanded menu shows three sub-items: 'Fresh Inspection Note', 'Non-Compliance Cases', and 'Issued Prosecution Sanction'. The rest of the page layout, including the header, navigation bar, and main content area, remains the same.

On clicking on "Inspection", there are few options:

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

निरीक्षण टिप्पणी पर क्लिक करने पर निरीक्षक को कुछ विकल्प दिखाई देंगे जिसे ऊपर दिखाया गया है।

1. ताजा निरीक्षण टिप्पणी
2. गैर अनुपालन के मामले
3. जारी अभियोजन स्वीकृति

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

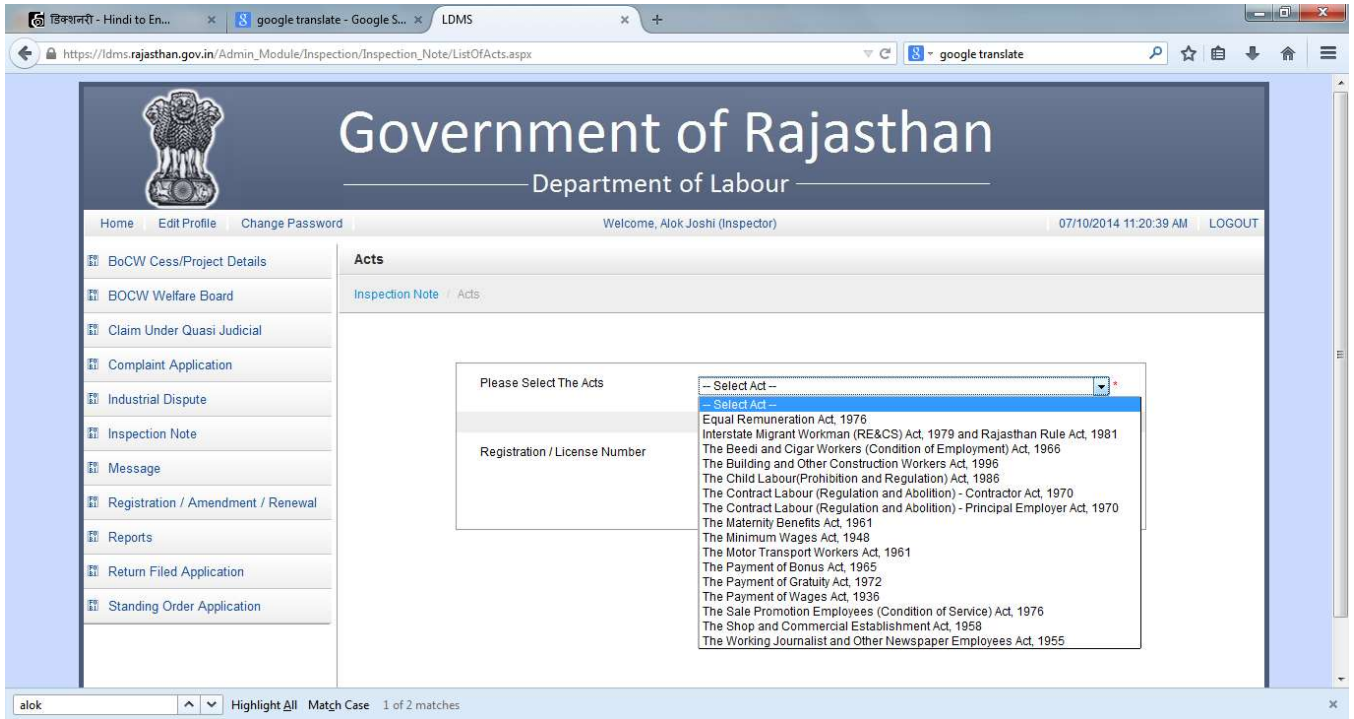
निरीक्षण नोट भरने के लिए ताजा निरीक्षण टिप्पणी पर क्लिक करे,आपको नीचे दिखाई गई स्क्रीन प्रदर्शित होगी।

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.

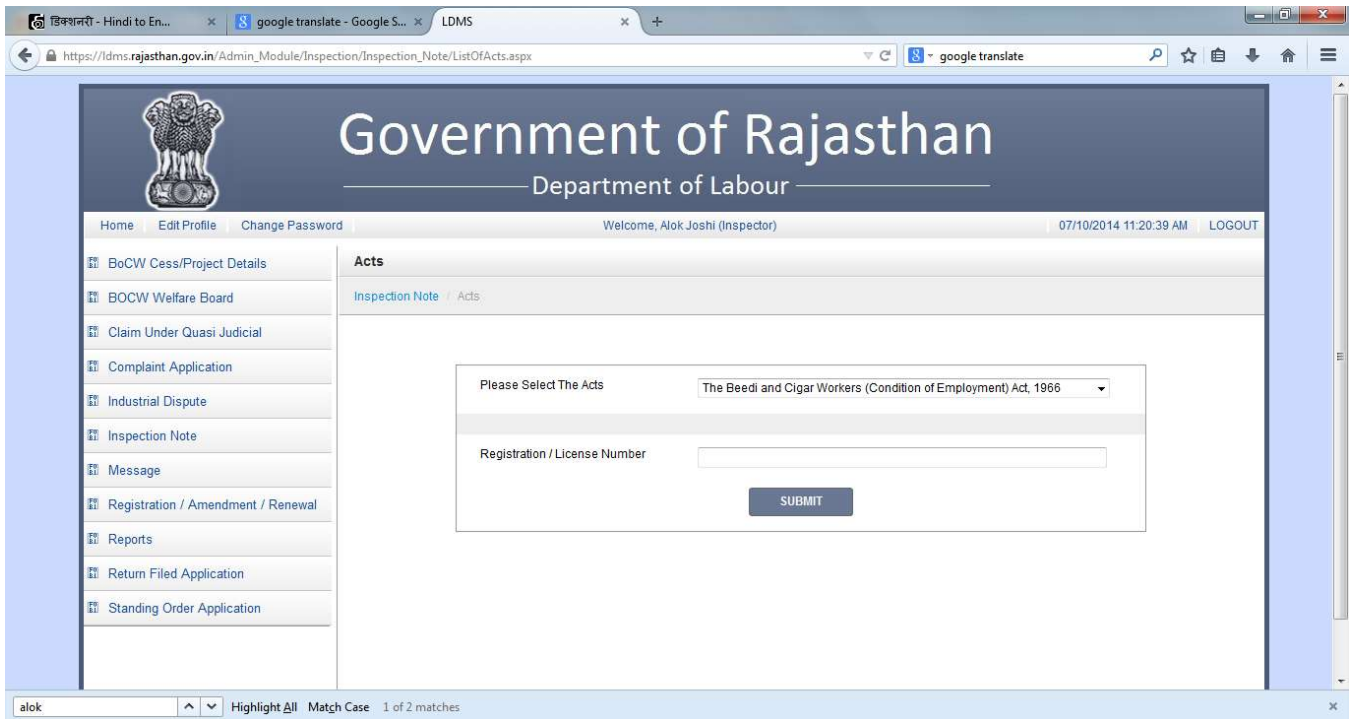
ताजा निरीक्षण टिप्पणी पर क्लिक करने पर दाईं तरफ एक स्क्रीन प्रदर्शित होगी जिसमें अधिनियम का चयन करना होगा जिसका निरीक्षण हो चुका है।

ड्रॉप डाउन पर क्लिक करने पर आपको अधिनियम की सूची दिखाई देगी।



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 निरक्षण करना है तो बीड़ी और सिगार कामगार पर क्लिक करे और उसके अनुसार पंजीकरण संख्या डाले।



Below the Act Name is the option to fill the Registration/License Number of the establishment whose inspection has been conducted.

सुरक्षित पर क्लिक करने पर आपको नीचे दिखाई गई स्क्रीन पर कुछ बॉक्स भरे हुए दिखाई देंगे जो की रजिस्ट्रेशन संख्या जो आपने डाली है उसके अनुसार आया है।

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.

The screenshot displays the 'Inspection Note' form in the LDMS application. The form is titled 'Inspection Note under The Beedi and Cigar Workers (Condition of Employment) Act, 1966'. It contains the following sections and fields:

- Office:** 1. Office (Select Office), 2. Registration / License Number
- Date and Time:** 3. Date, 4. Time (AM)
- Name of Establishment:** 5. Name of Establishment
- Address of Establishment:**
  - 6. Plot No. / House No. / Name
  - 7. Street / Locality / Mohalla
  - 8. Village / Town / City
  - 9. District (Select District)
- Details of Establishment:**
  - 10. Name of Employer
  - 11. Name of Manager
  - 12. Nature of work (Select Nature of Work)
  - 13. Date of Establishment
  - 14. Name of person present at the time of inspection
  - 15. Designation of person present at the time of inspection
  - 16. Total Employees Employed (Female, Male, Child)
  - 17. Total employees present at time of inspection (Female, Male, Child)
  - 18. Employees Source (Visible Employees, Employees Employed Outside, Contractual Employees)
- Work Timing:**
  - 19. Work Shift (Select Work Shift)
  - 20. Work Start Timings (AM)
  - 21. Break Start Timings (AM)
  - 22. Weekly off Day (Select Weekly Off Day)
  - 23. Wage Duration (in days)
  - 24. Wage Payment Date

At the bottom of the browser window, a search bar contains the text 'alok' and shows 'Highlight All Match Case 1 of 2 matches'.

The screenshot displays a web browser window with the URL [https://ldms.rajasthan.gov.in/Admin\\_Module/Inspection/Inspection\\_Note/BeediAndCigarWorkers.aspx?idRegistration=&idInspection=1](https://ldms.rajasthan.gov.in/Admin_Module/Inspection/Inspection_Note/BeediAndCigarWorkers.aspx?idRegistration=&idInspection=1). The page is titled "License Details" and contains several sections:

- License Details:**
  - 25. As per sec 4 and rule 3, is the establishment registered?  Yes  No
  - 26. As per rule 4, is the license renewed?  Yes  No
  - 27. Total employees: Visible Employees  \* Employees Employed Outside  \*
  - 28. Are all the facilities maintained?  Yes  No
  - 29. Under Sec 24, is any child labour employed?  Yes  No
  - 30. Under Sec 25, is any worker working between 6:00 pm to 7:00 am?  Yes  No
  - 31. Under sec 26, are adult employees given 1 holiday within 20 days and minor employees given 1 holiday within 15 days?  Yes  No
- Are the below mentioned registers maintained?:**
  - i. Overtime Register (Rule 22)  Yes  No \*
  - ii. Paid Leaves Register (Rule 24)  Yes  No \*
  - iii. Leaves Register (Rule 25)  Yes  No \*
  - iv. Muster Roll (Rule 33 (1))  Yes  No \*
  - v. Log book (home workers) (Rule 33(2))  Yes  No \*
  - vi. Employment Register (home workers) (Rule 33(3))  Yes  No \*
  - vii. Inspectors Visit Book (Rule 33(4))  Yes  No \*
  - viii. Overtime Register (Rule 33(5))  Yes  No \*
  - ix. Register for out workers (Rule 34)  Yes  No \*
- Notice Display:**
  - i. Working hours notice in Form 4  Yes  No
  - ii. Summary of rules and sub rules  Yes  No
  - 32. As per rule 31, fire extinguisher available in the establishment?  Yes  No
  - 33. As per rule 32, monthly details sent by every month 10th and yearly details sent by April 10th?  Yes  No
  - 34. Any other contravention found during inspection

Below the "Notice Display" section, there is a text box containing the following message: "A copy of the inspection note has been handed over to the owner [redacted] \* He has been permitted to overcome the violations which were found during the inspection and submit a compliance report to the Labour Department. If the compliance report is not received within the stipulated time, legal action can be taken on account of breaking the rules and sub rules of the Law".

At the bottom of the form, there are several fields and buttons:

- 35. Attach inspection note:  No file selected. \*
- 36. Select name of officer:  \*
- 37. Owner's Mobile Number:
- 38. Owner's Email-ID:
- Buttons:

At the very bottom, there is a copyright notice: "Copyright © 2014 All rights reserved. Best Viewed with 1024 x 768 pixels. This website is best viewed in Internet Explorer Version 8 | Mozilla Firefox 3.5 version".

- 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** - ड्राप डाउन लिस्ट में से कार्यालय का नाम चुनें जहाँ निरीक्षण हुआ है

- Registration/License Number:** This field comes auto-filled. This is the registration/license number of the establishment whose inspection has been conducted.

**पंजीकरण लाइसेंस संख्या** /- इस बॉक्स में रजिस्ट्रेशन नंबर को रजिस्ट्रेशन नंबर होगा जो निरीक्षक ने शुरू में डाला था | अगर निरीक्षक कोई रजिस्ट्रेशन नंबर नहीं डालता है तो ये बॉक्स खाली आयागा |

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.

**तारीख-** इसमें निरीक्षक को कैलेंडर में से उस दिन का चुनाव करना है जिस दिन उसने निरीक्षण किया था

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.

**समय-** इसमें निरीक्षक समय डालेगा |

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.

**प्रतिष्ठान का नाम :** इस फील्ड में निरीक्षक उस प्रतिष्ठान का नाम डालेगा जहाँ निरीक्षण किया गया है | नाम अक्षर, संख्या और प्रतीकों का भी संयोजन हो सकता है | यह एक अनिवार्य फील्ड है |

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.

**घर का नंबरनाम / प्लॉट संख्या /** - "घर का नंबर नाम / प्लॉट संख्या /" में प्रतिष्ठान के पते की पहली लाइन डाले | उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइन्स, जयपुर" है तब आप 116A डालेंगे |

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.

**स्ट्रीट मोहल्ला / इलाका** इस फील्ड में आपका प्रतिष्ठान किस मोहल्ले में है, वो डालें | उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइन्स, जयपुर" तब आप सिविल लाइन्स डालेंगे |

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.

**ग्राम शहर / नगर** /- इसमें अपनी प्रतिष्ठान के पते की अन्तिम लाइन डालेगा | उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइन्स, जयपुर" तब आप जयपुर डालेंगे |

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.

**जिला-** इसमें आपको जिले का ड्रॉप डाउन दिखाया है अगर आप इस फील्ड पर क्लिक करते हैं, राजस्थान के सभी जिलों की सूची वर्णानुक्रम में आयागी | यूजर उपयुक्त जिले का चयन कर सकते हैं | इसके लिए उन्हें जिले के सामने वाले ड्रॉप डाउन पर क्लिक करना होगा |

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.

**मुख्य नियोक्ता का नाम-** इस फील्ड में यूजर मुख्य नियोक्ता का नाम डालेगा | इस फील्ड में अक्षर का ही संयोजन हो सकता है | यह एक अनिवार्य फील्ड है |

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

**प्रबंधक का नाम-** इस फील्ड में यूजर पिता का नाम / पति का नाम डालेगा | इस फील्ड में अक्षर का ही संयोजन हो सकता है | यह एक अनिवार्य फील्ड है |

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

**काम की प्रकृति-** यह एक ड्रॉप डाउन है | इसमें यूजर प्रतिष्ठान में प्रक्रिया, आपरेशन या काम की प्रकृति का चयन कर सकते हैं |

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

**स्थापना की तिथि-** इसमें यूजर स्थापना की तिथि डालेगा |

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.

**निरीक्षण के समय उपस्थित व्यक्ति का नाम-** इस बॉक्स में वो नाम आयगा जो निरीक्षण के दौरान उपस्थित था |

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.

**कुल कर्मचारी जो कार्यरत हैं-** इसमें निरीक्षक कुल कर्मचारी की संख्या डालेगा |

- 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

**महिला कर्मचारी-** इसमें निरीक्षक महिला कर्मचारी की संख्या डालेगा |

- 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

**पुरुष कर्मचारी-** इसमें निरीक्षक पुरुष कर्मचारी की संख्या डालेगा |

- 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.

**बच्चों की संख्या -** इसमें निरीक्षक बच्चों की संख्या डालेगा |

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.

**महिला कर्मचारी-** इसमें निरीक्षक महिला कर्मचारी की संख्या डालेगा |

- 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



**पुरुष कर्मचारी-** इसमें निरीक्षक पुरुष कर्मचारी की संख्या डालेगा |

- 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

**बच्चों की संख्या -** इसमें निरीक्षक बच्चों की संख्या डालेगा |

17. **Employees Source:** In this field there are 3 fields attached to it, where you have to mention how many employees are working as Visible Employees, how many employees are employed outside and how many are contractual employees.

**कर्मचारी के स्रोत -** यह इस फील्ड के साथ तीन फील्ड सलग्न है जिसका विवरण नीचे क्या गया है

- 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.

**दर्शनीय कर्मचारी-** इसमें वो कर्मचारी आयंगे जो कंपनी के अंदर रहकर काम कर रहे हैं

- 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.

**बाहर कार्यरत कर्मचारी-** इसमें वो कर्मचारी आयंगे जो कंपनी के बाहर काम कर रहे हैं |

- 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.

**संविदा कर्मचारी-** इसमें संविदा कर्मचारी आयंगे |

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

**कार्य की पारी-** यह एक ड्रॉप डाउन है इसमें यूजर कार्य की पारी का चयन कर सकते हैं |

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.

**कार्य समय-** इसमें निरीक्षक कार्य करने का समय डालेगा |

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.

**विराम समय-** इसमें निरीक्षक आराम करने का समय डालेगा |

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

**साप्ताहिक छुट्टी का दिन-** यह एक ड्रॉप डाउन है इसमें साप्ताहिक छुट्टी का दिन की पारी का चयन कर सकते हैं |

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.

**मजदूरी अवधि-** इसमें निरीक्षक मजदूरी अवधि डालेगा |

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

**मजदूरी के भुगतान की तिथि-** इसमें निरीक्षक तारीख को चयन करेगा जिस समय मजदूरी का भुगतान हुआ था |

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 o YES and if it does not have then click on NO.

धारा 4 और नियम 3 के अनुसार , लाइसेंस संख्या मौजूद है ? - इसमें यूजर को हाँ या नहीं का चयन करना होगा, यदि धारा अनुसार लाइसेंस संख्या तो उसे हाँ का चयन करना होगा |

**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.

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.

**नियम 4 के अनुसार, लाइसेंस नवीकरण है-** इसमें निरीक्षक को नियम 4 के अनुसार लाइसेंस के नवीकरण हो पाया है या नहीं डालना है . अगर है तो हाँ पर क्लिक करे अगर नहीं है तो नहीं पर क्लिक करे |

**On Clicking YES:** On clicking Yes, a new field appears asking for the expiration date of the license

**On Clicking NO:** On clicking No, a new field appears asking since when is the license not renewed.

**NOTE:** In this field, if the establishment has not renewed its license, 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.

**क्या सभी सुविधाओं अनुरक्षित है -** यहाँ दो विकल्प दिए गये हैं हाँ या नहीं यदि निरीक्षण के दौरान निरीक्षक को कोई सुविधा नहीं मिली तो वो नहीं का चयन करे यदि निरीक्षण के दौरान निरीक्षक को सभी सुविधा मिली है तो वो हाँ का चयन करे |

**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

धारा 24 के अंतर्गत , क्या बाल श्रमिक कार्यरत है - यहाँ दो विकल्प दिए गये हैं हाँ या नहीं. यदि निरीक्षण के दौरान निरीक्षक को कोई बाल श्रमिक मिला तो वो हाँ का चयन करे यदि निरीक्षण के दौरान निरीक्षक को कोई बाल श्रमिक नहीं मिला है तो वो नहीं का चयन करे |

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

**धारा 25 के तहत, कोई कार्यकर्ता 6:00-7:00 के बीच काम कर रहा है -** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे

**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.

**धारा 26 के तहत, वयस्क कर्मचारियों को 1 छुट्टी 20 दिन के भीतर और छोटे कर्मचारियों 1 अवकाश 15 दिनों के भीतर दिया गया है -** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे |

**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 (Rule22):** 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 रजिस्टर (Rule 22)-** यहाँ दो विकल्प दिए गये 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 छुट्टीओ का रिजिस्टर-** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे |
- iii. **Leaves Register (Rule25):** 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.**  
**छुट्टीओ का रिजिस्टर--** यहाँ दो विकल्प दिए गये 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 गये 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 नियम) कार्यकर्ताओं (33 (2))-** यहाँ दो विकल्प दिए गये 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.

**रोजगार रजिस्टर नियम) कार्यकर्ताओं (घर)33 (3))-** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे |

- 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.**

**निरीक्षक की मुआयना बुक नियम)33 (4))-** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे |

- 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.**

**बाहर काम करने वाले श्रमिकों नियम)34 के लिए रजिस्टर नियम) बुक:33 (4))-** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे |

### 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.**

**काम के घंटे की फार्म 4 में सूचना-** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे |

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.**

**नियमों और उप नियमों का सारांश-** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे |

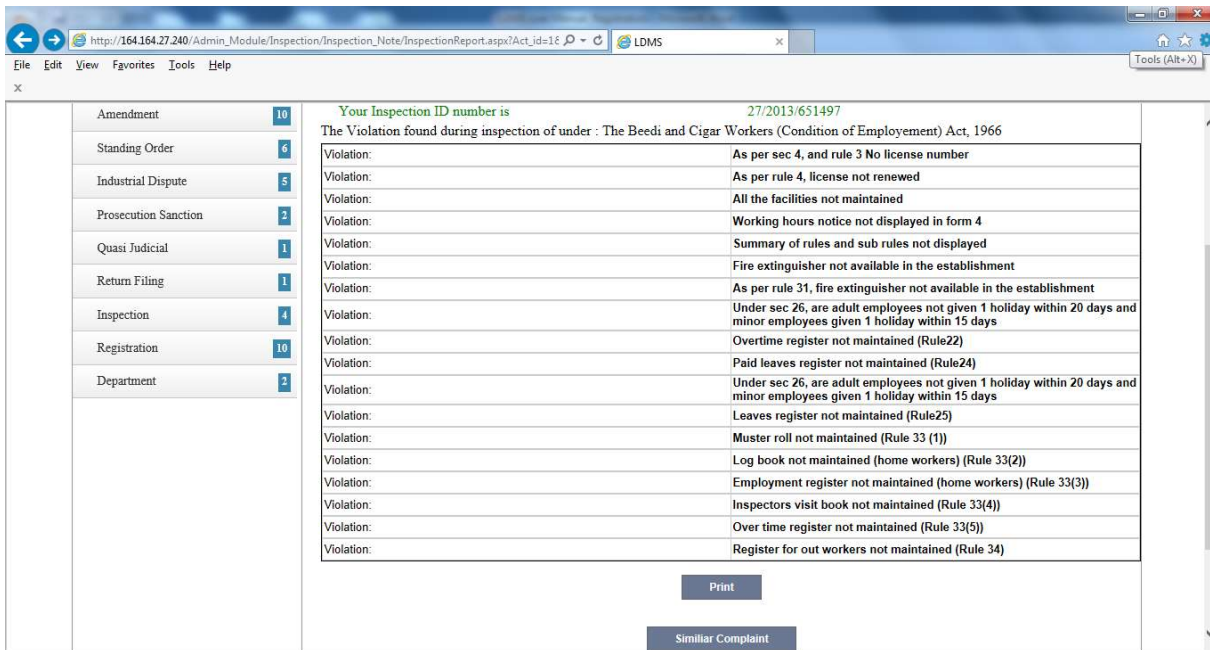
3. **As per Rule 21, Fire Extinguisher available in the establishment:** There are two options in this field: Yes and No. If fire extinguisher is available in the establishment then inspector has to click on Yes and if it is not available then inspector has to click on No.

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

**प्रतिष्ठान में नियम 21 के अनुसार आग बुझाने वाला यंत्र उपलब्ध है?-** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे

- 32. As per rule 32, monthly details sent by every month 10th and yearly details sent by April 10<sup>th</sup>:** 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:In this field, if the inspector clicks on NO, then it shall be considered to be a violation.**  
**नियम 32 के अनुसार, मासिक विवरण हर महीने 10 वीं तारीख को और वार्षिक विवरण 10 अप्रैल को भेजा जाता है--?-** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे |
- 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.  
**निरीक्षण के दौरान कोई भी उल्लंघन पाया गया--?-** यहाँ दो विकल्प दिए गये हैं उसके अनुसार हाँ या नहीं का चयन करे |
- 35. Attach inspection note:** In this field, inspector needs to attach a scanned copy of the inspection note,  
**निरीक्षण टिप्पणी संलग्न करे-** यूजर को अप्लिकेशन फॉर्म के साथ संलग्न करना है |
- 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.  
**अधिकारी का नाम चयन करें-** इसमें निरीक्षक अधिकारी का नाम का चयन करे |

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.



Shown above is the inspection report that gets generated for Beedi and Cigar Act. There are two options available with the inspector:

- Print:** If the inspector wants to take a print of the Inspection Report, then he has to click on print and the report gets ready for print. P.S.: Printer has to be attached to your system in order to take a print out of the report
- Similar Complaint:** If there are any complaints which are previously registered for the particular establishment under the particular Act, then it shall be shown under "Similar Complaints".

## USER SCREEN TO VIEW VIOLATIONS FOUND DURING INSPECTION/ यूजर स्क्रीन निरीक्षण के दौरान उल्लंघन 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 रिजिस्टर्ड प्रतिष्ठान और रिजिस्टर्ड यूजर अपनी स्थिति देख सकते हैं LDMS में लॉगिन करके

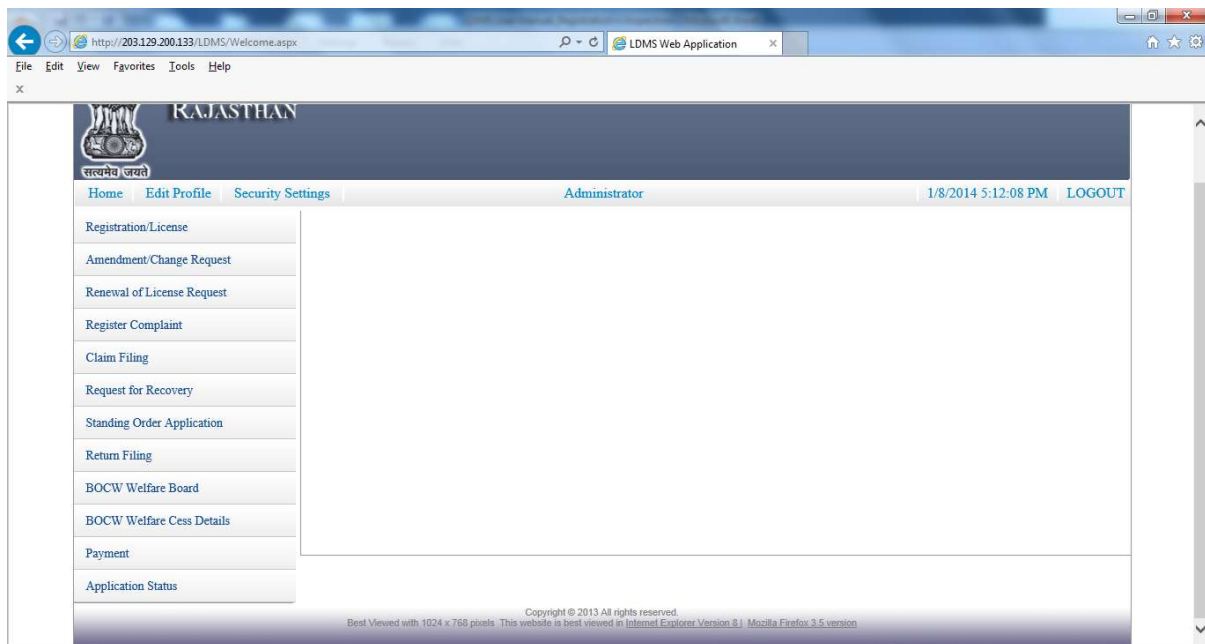
In order to view the inspection note there are 2 mandatory things:

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.

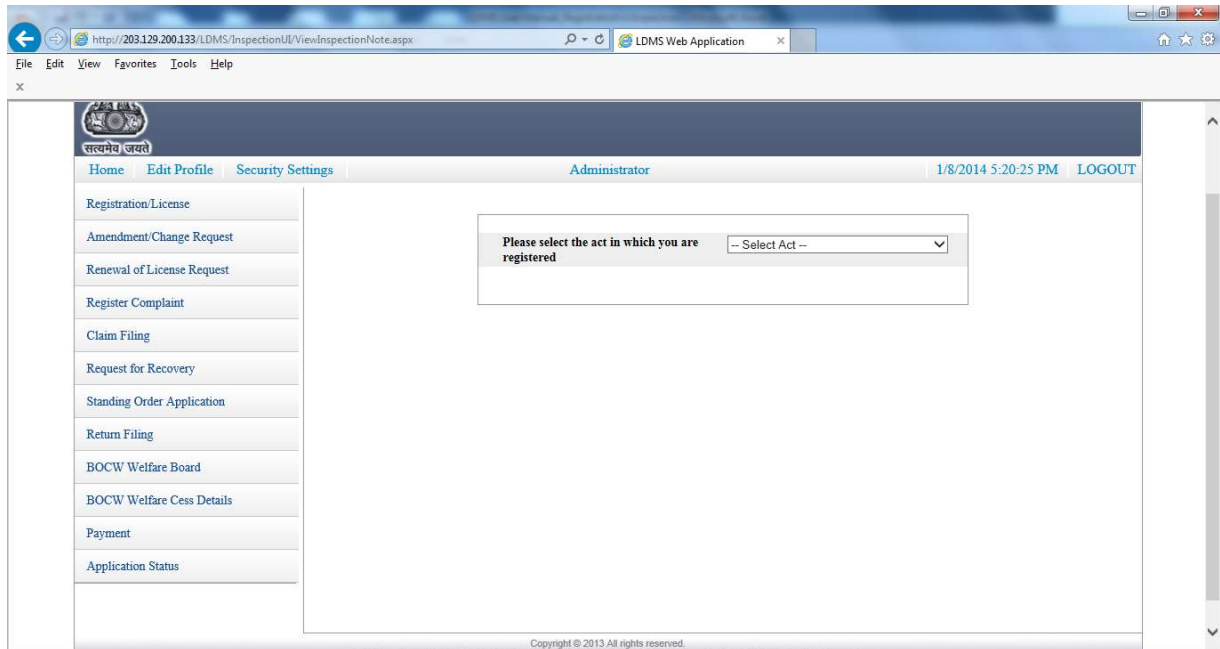
### STEPS TO VIEW THE INSPECTION NOTE:

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

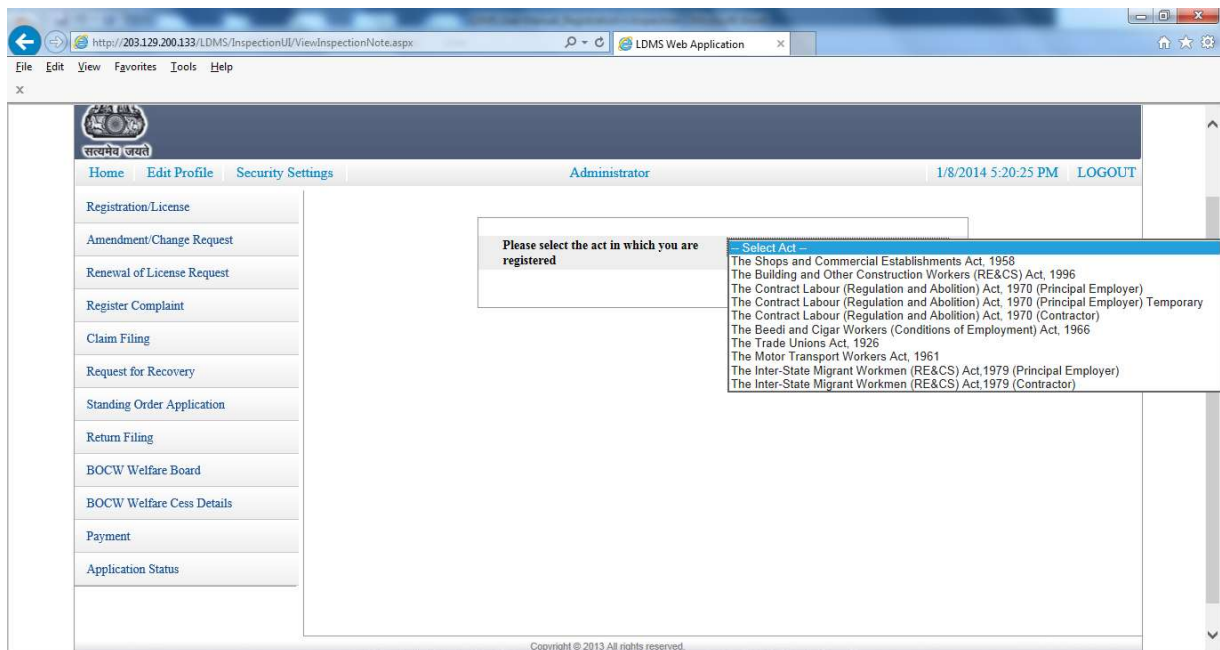


3. To view the inspection note go to >> Register Complaint >> Compliance

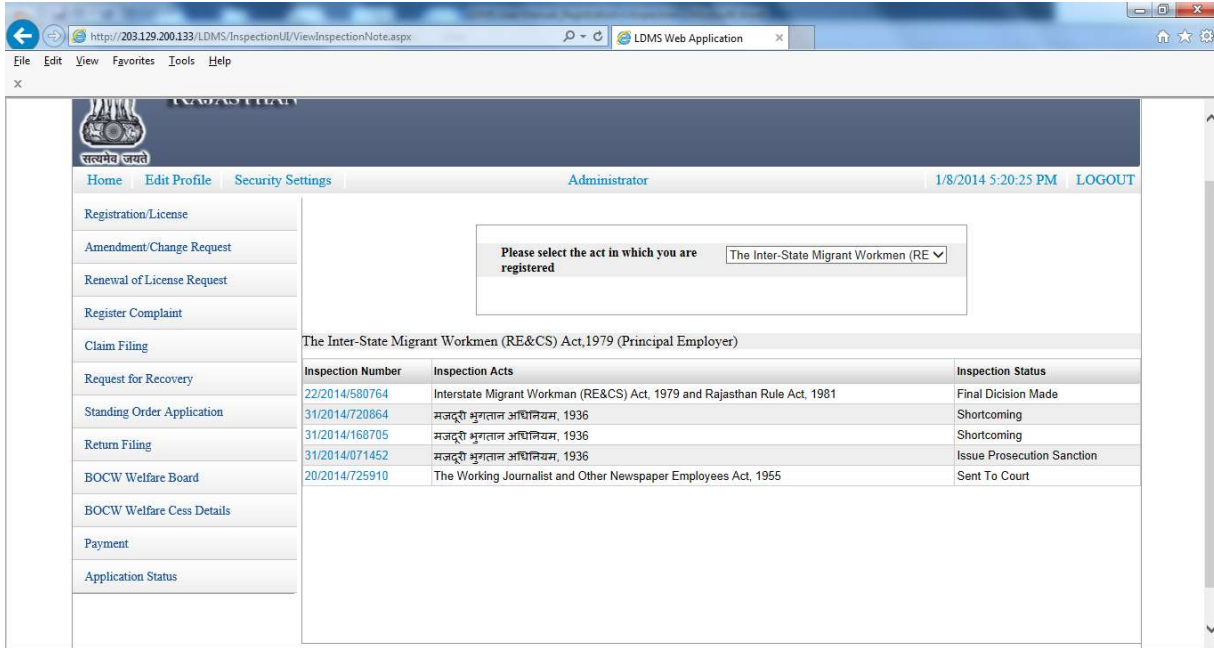
4. Click on Compliance



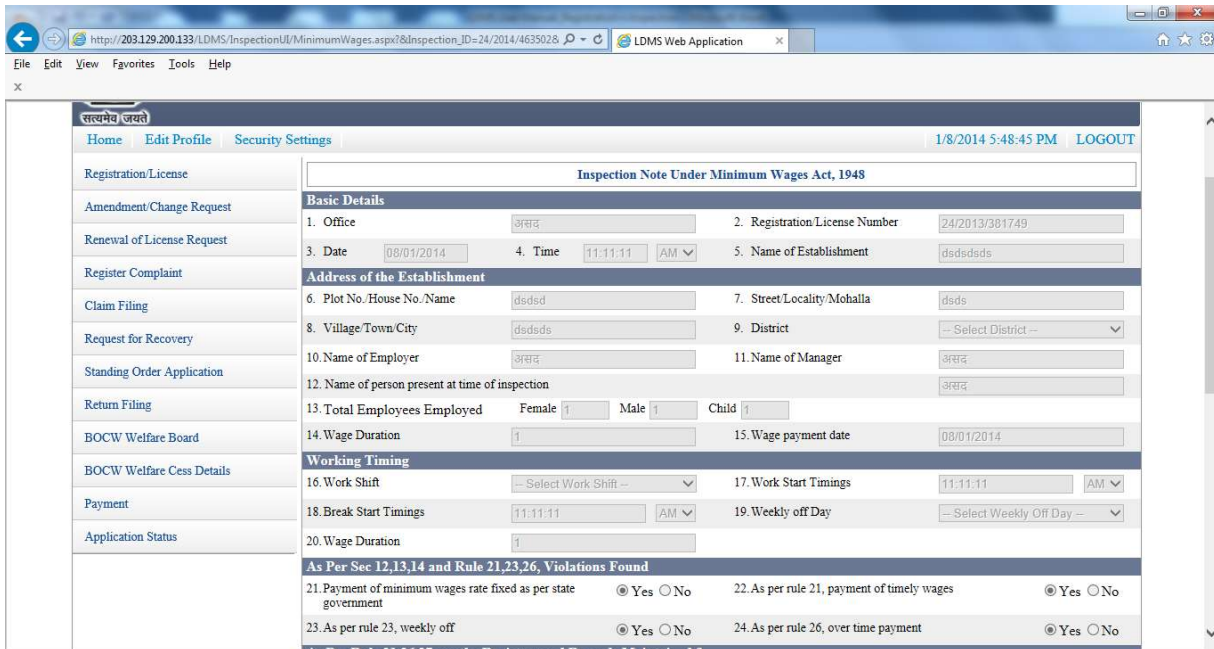
Select the Act under which you are registered. यदि आप जिस भी अधिनियम के अंतर्गत रिजिस्टर्ड है तो आप उस अधिनियम का चयन करेंगे तो आप को नीचे एक तालिका दिखाई देगी



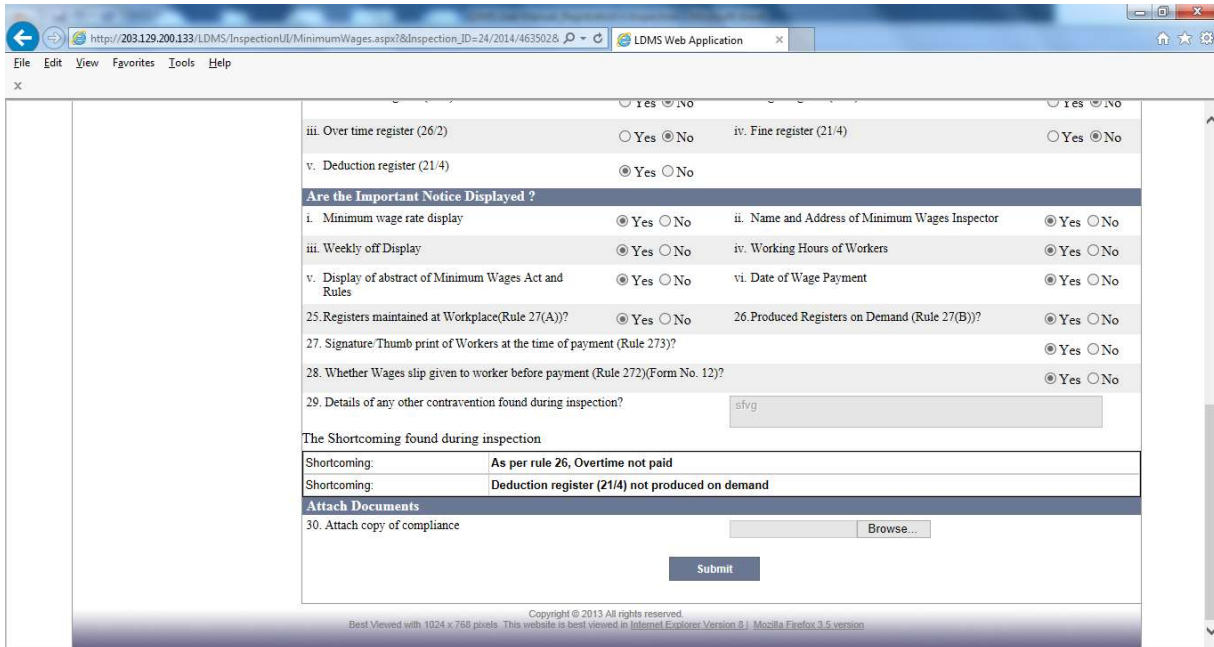
5. Say you are registered under The Interstate Migrant Workmen Act. On clicking on the Act, all the inspections held under the Act gets listed as shown below.



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"

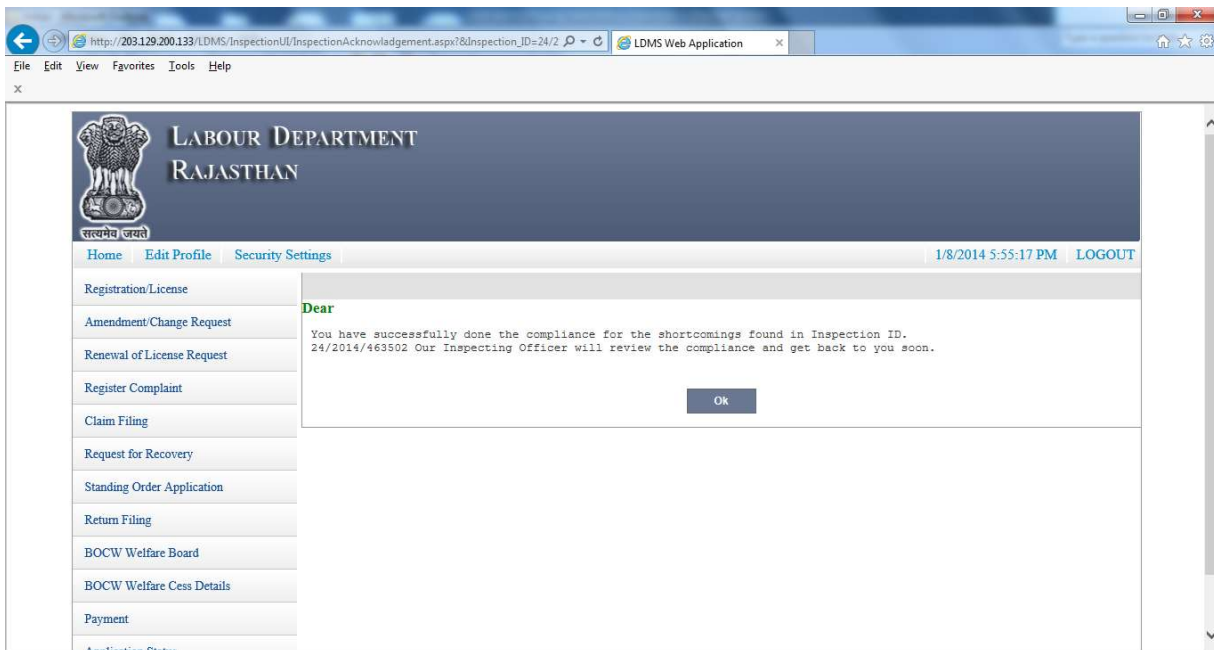






On clicking on the Inspection Number, the pre-filled inspection note opens up. User can view the inspection note and also the shortcomings that were found during the inspection.

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.

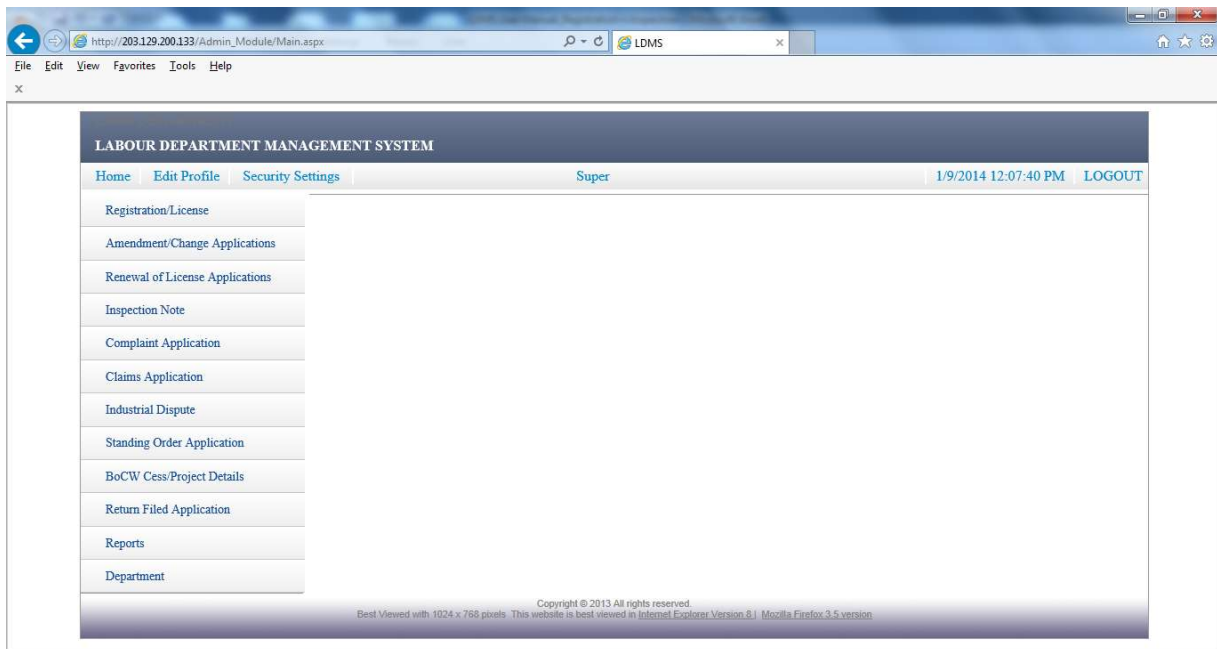
10. After the compliance is made, the status of the inspection id gets changed. In order to check the status of the inspection id, go to **Register Complaint >> Compliance >> Select the Act** under which your establishment is registered. Now you can see the inspection status has changed to **"Due for Compliance Approval"**

## AUTHORITY TO TAKE ACTION ON COMPLIANCE MADE / NOT MADE. नियोक्ता द्वारा लिए गई गतिविधिया

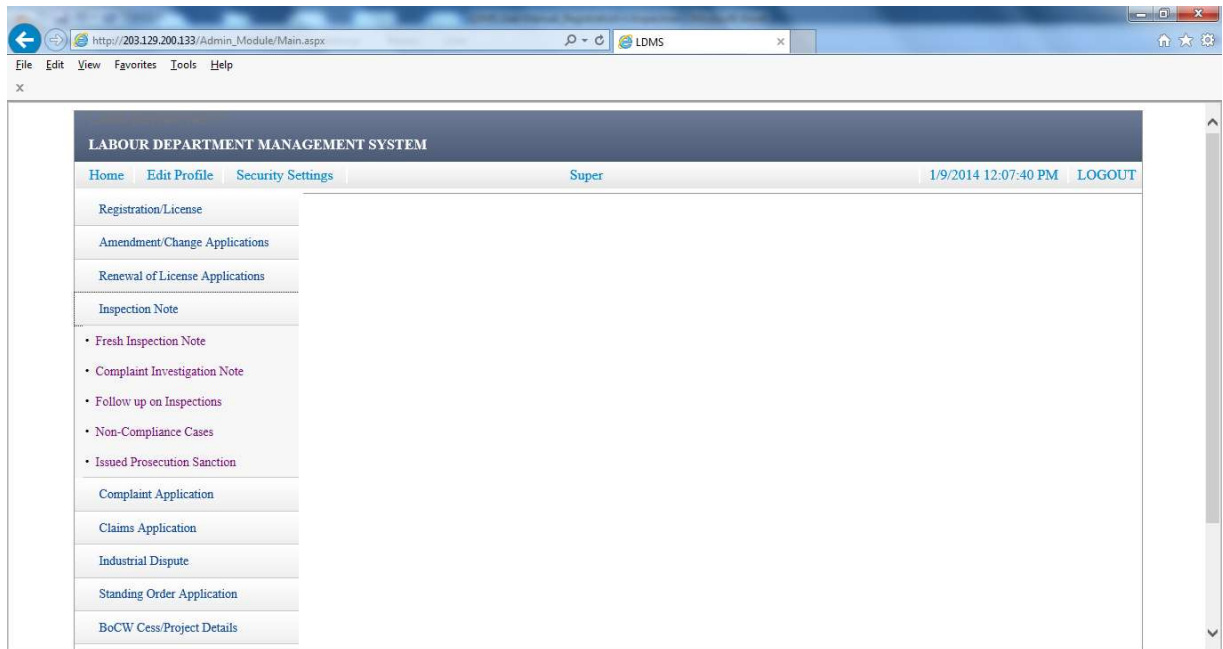
Once the user has made / not made the compliance, the authority has to view and take relevant action on the particular inspection id. In order to view an inspection note, perform the following steps:

यूजर के द्वारा की गई गतिविधियों पर संबंधित नियोक्ता LDMS में लॉगिन होगा। नीचे दिखाई गई स्क्रीन पर निरीक्षण पर अनुसरण पर क्लिक करेगा

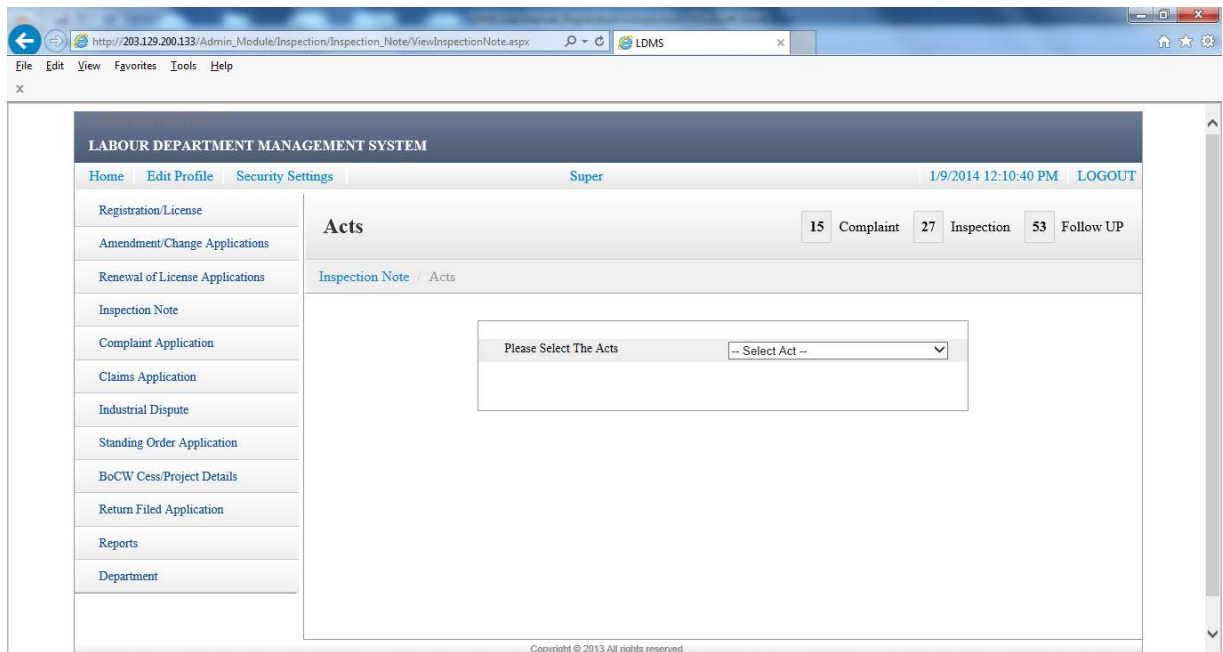
1. Login into LDMS application using superadmin/superadmin
2. After logging in, authority enters the LDMS application and can see the main page



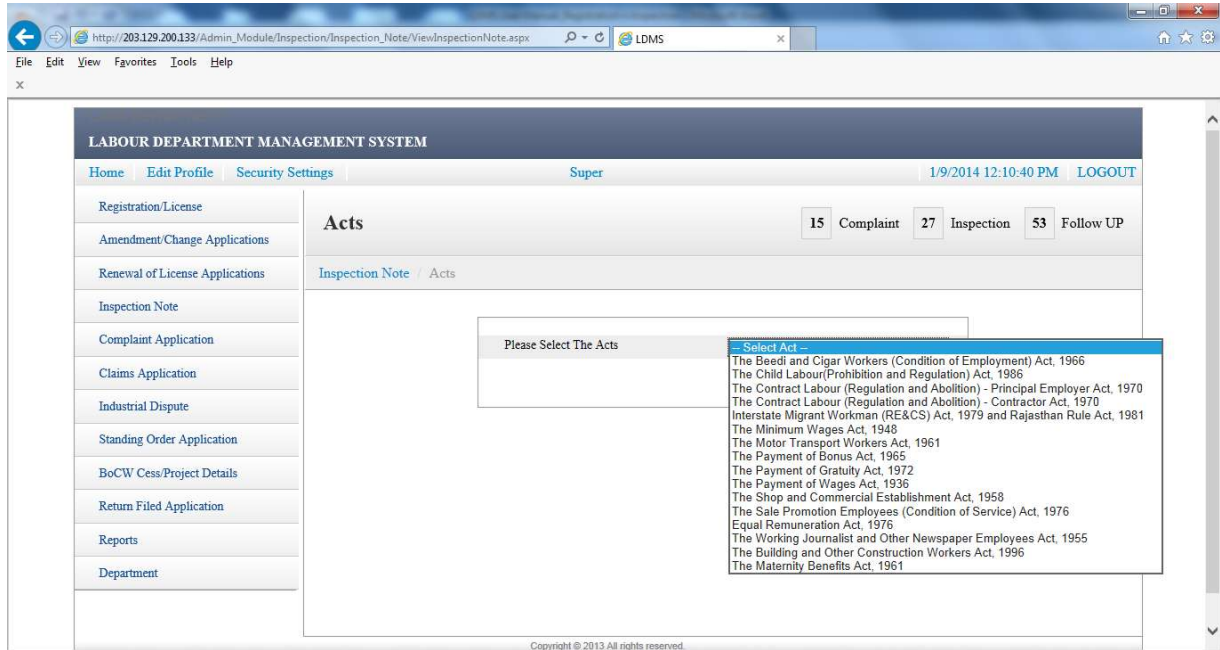
3. Go to Inspection Note and click on it.



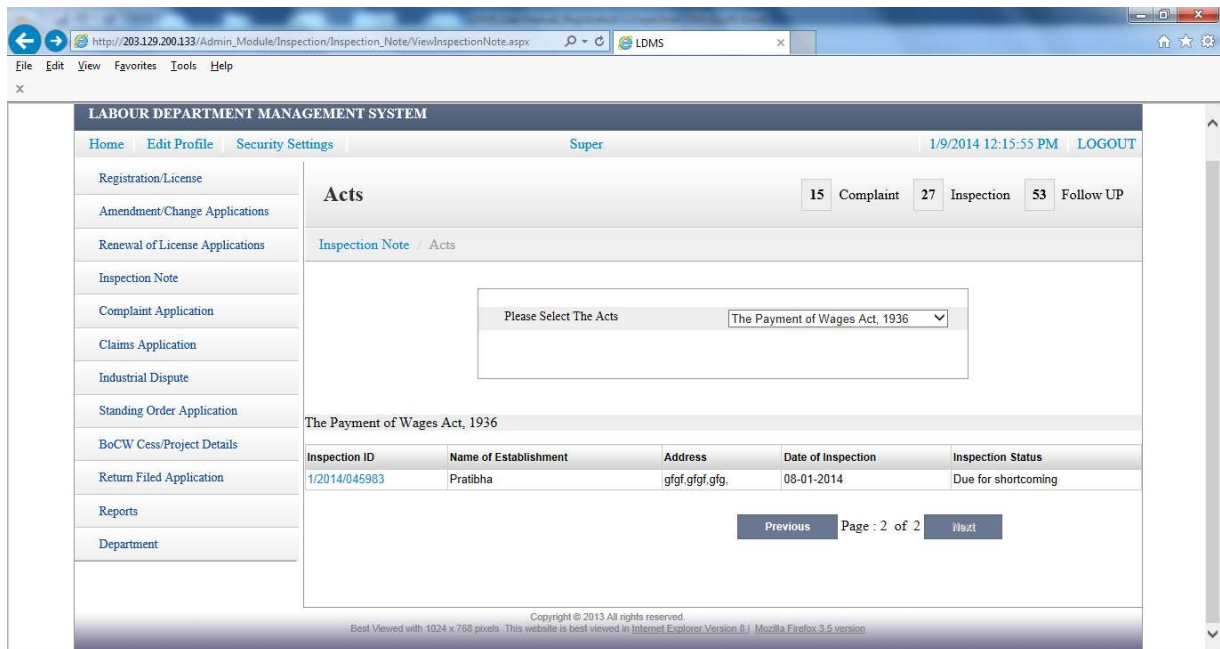
4. You can see 5 options in this link. Click on **“FOLLOW UP ON INSPECTION”**



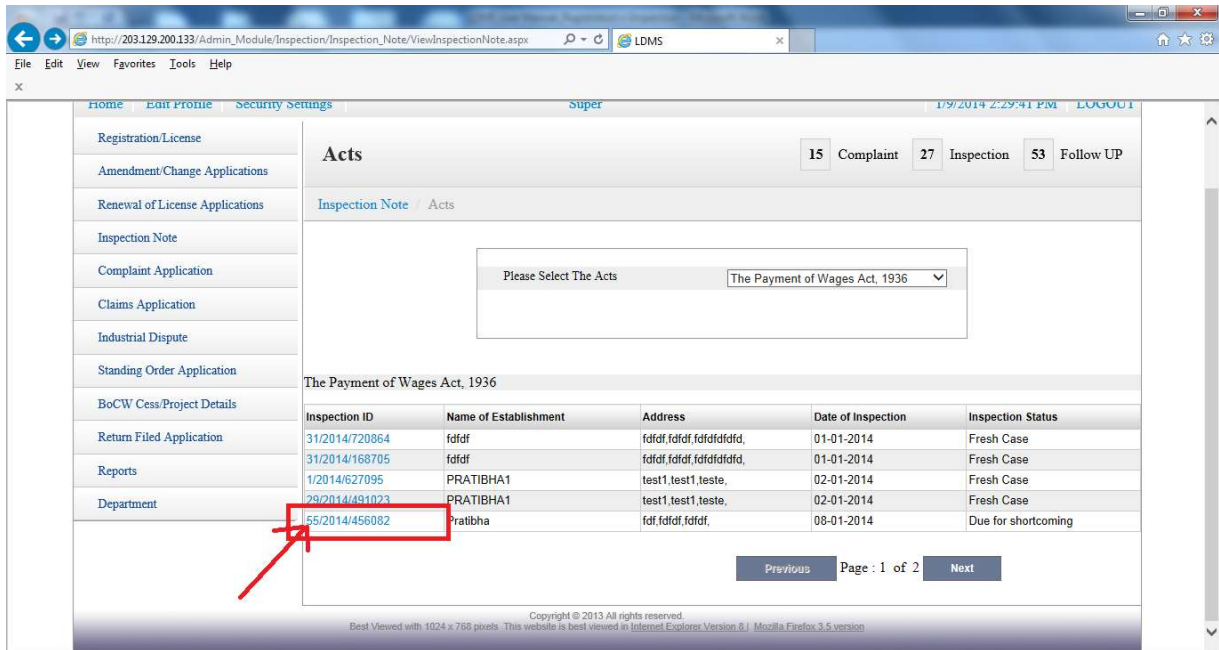
- Select the Act for which you want to see the status of the inspection note.



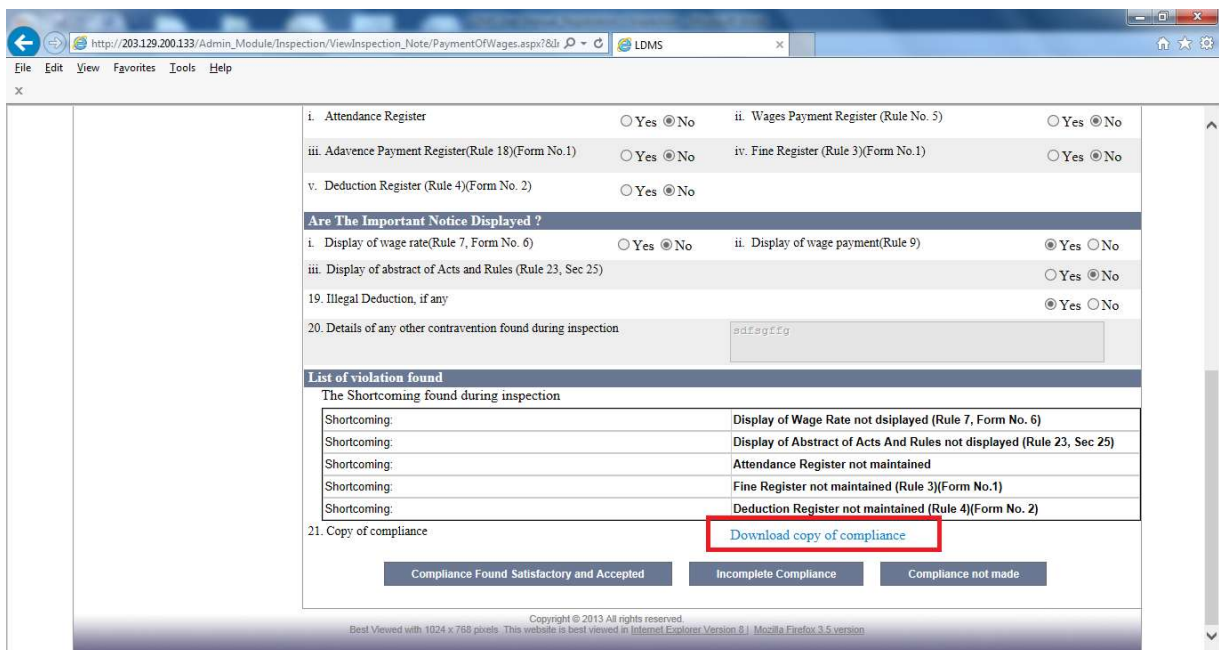
- Say you want to view the status of an application under Payment of Wages Act. Click on the Act name, and all the inspections conducted in this Act gets displayed.



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:

The screenshot shows a web browser window with the URL [http://203.129.200.133/Admin\\_Module/Inspection/ViewInspection\\_Note/PaymentOfWages.aspx?8&...](http://203.129.200.133/Admin_Module/Inspection/ViewInspection_Note/PaymentOfWages.aspx?8&...). The page content includes:

- Checklist items:
  - i. Attendance Register  Yes  No
  - ii. Wages Payment Register (Rule No. 5)  Yes  No
  - iii. Advance Payment Register(Rule 18)(Form No.1)  Yes  No
  - iv. Fine Register (Rule 3)(Form No.1)  Yes  No
  - v. Deduction Register (Rule 4)(Form No. 2)  Yes  No
- Section: **Are The Important Notice Displayed ?**
  - i. Display of wage rate(Rule 7, Form No. 6)  Yes  No
  - ii. Display of wage payment(Rule 9)  Yes  No
  - iii. Display of abstract of Acts and Rules (Rule 23, Sec 25)  Yes  No
  - 19. Illegal Deduction, if any  Yes  No
  - 20. Details of any other contravention found during inspection
- Section: **List of violation found**

The Shortcoming found during inspection

Shortcoming:	Display of Wage Rate not displayed (Rule 7, Form No. 6)
Shortcoming:	Display of Abstract of Acts And Rules not displayed (Rule 23, Sec 25)
Shortcoming:	Attendance Register not maintained
Shortcoming:	Fine Register not maintained (Rule 3)(Form No.1)
Shortcoming:	Deduction Register not maintained (Rule 4)(Form No. 2)
- Item 21. Copy of compliance [Download copy of compliance](#)
- Buttons:
  - Compliance Found Satisfactory and Accepted** (highlighted with a red box)
  - Incomplete Compliance
  - Compliance not made

- Close the case in case of no violations: if there are no violations case button will be visible and authority can close.
- Compliance Found Satisfactory and Accepted: When the authority reviews the compliance documents and feels the compliance made is satisfactory, he clicks on this option
- Incomplete Compliance: When the authority reviews the compliance and feels all the violations have not been complied.
- 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 authority can re ask for compliance or can send the case in prosecution.

Also in the case of compliance not made authority can take same action, can reask for compliance or can send the case in prosecution.

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