

INSPECTION CHECKLIST

The Beedi and Cigar Workers (Conditions of Employment) Act, 1966 and The Tamil Nadu Beedi and Cigar Workers (Conditions Of Employment) Rules, 1968

S.No.	Section/Rule	Details	Options
1.	Sec.3 & Sec. 4(1)(2) read with Rule 3(1)(2)	Whether licence has been obtained under the Act?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
2.	Sec.4(4)(a) (b) read with Rule 4(1)	Whether the licence has been renewed?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
3.	Sec.22(1)(2) read with Rule 26(1) & 36(7)	Whether a notice containing the details of daily hours of work, interval, weekly holiday, etc., in FORM-IV is exhibited in the industrial premise ?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
4.	Rule 26(2) read with Rule 36(7)	Whether a register showing the details of daily hours of work and over time work in Form V is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
5.	Sec.26(1) Read with Rule 28(1) (2), 36(7)	Whether the Leave with Wages Register in Form VI & VII is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
6.	Rule 29(1)	Whether Leave Book has been provided to the employee (including a home-worker) in Form VI & VII ?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
7.	Rule 36(1) read Rule 36(7)	Whether Muster roll in Form XIII is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
8.	Rule 36(2A)(i)	Whether a Service Book has been issued to every employee in Form XIVA?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
9.	Rule 36(2A)(ii) read with rule 36(7)	Whether a Register of Service Book in Form XIV-B is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
10.	Rule 36(3) read with rule 36(7)	Whether Log Book is in Form XV is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
11.	Rule 36(6)	Whether the abstract of B&C Act in Form XVI-A is exhibited?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
12.	Sec.15 read with Rule 23(1) (2)	Whether the First Aid Box with the requisite medicines is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
13.	Rule 25	Whether requisite number of Fire Extinguisher or adequate fire - fighting equipment is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable