

## INSPECTION CHECKLIST

### Tamil Nadu Catering Establishment Act, 1958 and Tamil Nadu Catering Establishment Rules, 1959

S.No.	Section/Rule	Details	Options
1.	Sec 3A:	Whether applied and obtained a Registration Certificate under the Catering Establishments Act, 1958?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
2.	Sec 4(3)(C):	Whether the Registration Certificate issued by the Inspector under the Catering Establishments Act is exhibited in a conspicuous place?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
3.	Rule 38(1) read with Rule 42AA:	Whether Register of Employment in Form-XIV is maintained?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
4.	Sec 11A(1) read with Rule 38(3):	Whether a notice contained the details of Daily Hours of Work, Rest Interval, Weekly Holiday, etc. In Form-XV has been exhibited in a conspicuous place?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
5.	Rule 38(8) Read with Rule 42AA:	Whether Register of Wages is maintained in Form-XVI?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
6.	Rule 38(9) Read with Rule 42AA:	Whether the employees have been given Wage Slip cum Leave Card in Form-XVII? Whether copies of the same produced for inspection?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
7.	Rule 38(10) Read with Rule 42AA:	Whether a register containing the details of recoveries made from the employees towards Advances, Fines and Damages in Form-XVIII is maintained?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
8.	Sec 11(2) Read with Rule 15(1)(2):	Whether application has been submitted to Inspector in Form-IVA and Form-IVB for fixing 5 Festival Holidays?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
9.	Rule 15(5):	Whether the list of Festival Holidays approved by the Inspector in Form-IVC is been exhibited?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
10.	Sec 11A(3) Read with Rule 17(1)&(2):	Whether the list of National and Festival Holidays allowed to the employees for the year..... In Form-IVE has been exhibited?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
11.	Sec 19(1) Read with Rule 42AA:	Whether a Register of National and Festival Holidays allowed to the employees is maintained in Form-IVF?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>

<b>S.No.</b>	<b>Section/Rule</b>	<b>Details</b>	<b>Options</b>
12.	Rule 20 Read with Rule 42AA:	Whether Fitness Certificate has been obtained to the employees in Form-V for the employees who have completed one month of service?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
13.	Rule 38(2) Read with Rule 42AA:	Whether Visit Book has been produced for recording the defects noticed at the time of inspection?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
14.	Rule 29(1):	Whether required number of Fire Extinguisher is maintained?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
15.	Rule 29(2):	Whether First Aid box is maintained with the stipulated medicines?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
16.	Rule 38(5):	Whether an abstract of Catering Establishments Act & Rules either in Tamil or English is exhibited?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
17.	Rule 42B(1)&(2):	Whether the Name Board has been kept in Tamil? Whether prominence is given to Tamil?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
18.	Sec 14A Read with Rule 25:	Whether either 2 pairs of Pant & Shirt or Dhoti or Shirt has been given to the employees who have rendered 6 months of continuous service? If female are employed, 2 sarees with blouse material has been given?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
19.	Sec 18	Whether no woman is allowed or required to work between 9 p.m. and 5.a.m?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
20.	Rule 42	Whether combined annual return in Form XIII is submitted on or before 31st January? As per Go No.3 04-1-16	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
21.	Rule 28	Whether the living (Rest) Room is free from catering operations?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
22.	Rule 27	Whether Washing Facilities including soap etc., are maintained?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>