

**ANNEXURE - M**

Checklist to be submitted with all contract bills where minimum 20 labour to be engaged in any given single day (as indicated in the Contract Agreement)

Sl. No.	Compliance Items	Yes	No	NA	Remarks	Verification by Associate Accounts
1	Principal Employer's Labour License exists					Copy received - Yes/No
2	Communication of commencement of work sent to Labour Commission office in Form-VIS					Copy received- Yes/No
3	Register of contractors being maintained in Form - II by the Principal Employer					Last shown to Accounts
4	Representative of Principal Employer for the contract nominated					Verified/ Copy received / No record available
5	Daily Labour Register, signed by both the parties, is maintained in the contract					Confirmation of Principal Employer to be accepted
6	Last visit by the nominated representative to the contractor's office for verification				Date last visited	Confirmation of Principal Employer to be accepted
7	Wage Registers verified and certification of payment given by the nominated representative.				Last date of such certificate-	Confirmation of Principal Employer to be accepted
8	Whether payment of wages of all the contract labours being made through bank. If not, then enclose the breakup and the reasons thereof.					
9	Has the contractor obtained UAN (Universal Account Number) for the contract labours					Confirmation of Principal Employer to be accepted
10	Whether contractor's EPF registration verified					Copy of EPF Registration received- Yes/ No
11	Deposit of PF contribution of all the contract labours verified. In case of default, enclose details				Last deposit to the EPFO _____	To see if corresponding recovery is proposed
12	Whether contractor's ESI registration verified					Copy of ESI Registration received- Yes/No
13	Deposit of ESI contribution of all the contract labours verified. In case of default, enclose details				Last deposit to the ESI _____	To see if corresponding recovery is proposed
14	Issue of wage slips to the labours verified by the nominated representative				Last date of such check _____	Confirmation of Principal Employer to be accepted
15	Amenities to the labours such as drinking water, urinals, latrines, washing facility and first aid being provided by the contractor					Confirmation of Principal Employer to be accepted
16	Maintenance and preservation of other registers checked by nominated representative				Last date of such check _____	Confirmation of Principal Employer to be accepted
17	Has the contractor displayed his license at the worksite					Confirmation of Principal Employer to be accepted
18	Has the contractor displayed the extracts of CLRA Act (in English, Hindi and local language)					Confirmation of Principal Employer to be accepted
19	If it is a final bill, whether the communication of completion of work has been sent to the Labour Office in Form-VI-A					Copy of communication received- Yes/ No

Date: \_\_\_\_ \_

Place \_\_\_\_ \_

Signature & Stamp of Principal Employer

**Contractor's Checklist**

Checklist to be submitted with all bills by the contractor where minimum 20 labour to be engaged in any given single day (as indicated in the Contract Agreement)

Sl. No.	Compliance Items	Yes	No	NA	Date (where applicable)	Remarks
1	Date till which the Contractor's Labour License is valid					
2	Communication of commencement of work to Labour Commission office in Form-VIA					
3	Whether the contractor has valid certificate of regn. under BOCW Act from the state govt. concerned for the instant work					
4	Last inspection of the contractor's site/office by the nominated representative					
5	Whether the Wage Register maintained in Form-XVII/ XVIII contains the bank account details of each labour					
6(i)	Date of contractor's EPF Registration					
6(ii)	Date of contractor's ESI Registration					
7	Is there any labour whose PF contribution has not been sent. If 'yes', enclose details					
8	Deposit of PF and ESI contribution by the contractor					
(i)	Up to which month PF contribution sent by the Contractor					
(ii)	Is there any labour whose PF contribution has not been sent. If 'yes', enclose details					
(iii)	Up to which month ESI contribution sent by the Contractor					
(iv)	Is there any labour whose ESI contribution has not been sent. If 'yes', enclose details					
9	Wage slips of labour in Form-XIX is being given to labours					
10	Maintenance and preservation of other Registers					
(i)	Register of labour employed in Form-XIII					
(ii)	Registers in Form-XVI (Muster Roll)					
(iii)	Register of Wages (Form-XVII)					
(iv)	Register of Wages-cum Muster Roll (Form-XVII),					
(v)	Register of OT (Form-XXIII) etc.					
11	Provision of Site Facilities					
(i)	Drinking Water provided in terms with Rule 40 of CLRR 1971					
(ii)	Rest Rooms provided as per Rule 41 of CLRR 1971					
(iii)	Latrines and Urinals provided as per Rule 51 of CLRR 1971					
(iv)	First Aid provided as per Rule 58 & 59 of CLRR 1971					
12	Has the contractor displayed his license in work place					
13	Has the contractor displayed the extracts of CLRA Act (in English, Hindi, local language)					
14	Last date of submission of half yearly returns to Labour Office in Form-XXIV					
15	If it is a final bill, whether the communication of completion has been sent to the Labour Office in Form-VI-A					
16	Any notice received from the Labour Officer for noncompliance of Labour Laws. If 'yes', enclose details					

Date: \_\_\_\_ \_

Place \_\_\_\_ \_

Signature & Stamp of the Contractor