निबंधन संख्या पी0टी0-40



बिहार गजट

असाधारण अंक

बिहार सरकार द्वारा प्रकाशित

8 कार्तिक 1948 (श0)

(सं0 पटना 1330) पटना शुक्रवार 30 अक्तूबर 2026

श्रम संसाधन एवं प्रवासी श्रमिक कल्याण विभाग

अधिसूचना

29 अक्तूबर 2026

एस० ओ० 245 दिनांक 30 अक्तूबर 2026—श्रम संसाधन एवं प्रवासी श्रमिक कल्याण विभाग के अधिसूचना संख्या 194, दिनांक–14.08.2026 द्वारा श्रम सहिताओं के प्रावधानों के अन्तर्गत निरीक्षण योजना अधिसूचित की गयी है। निरीक्षण योजना के क्रमांक–13 में अंकित प्रावधान के आलोक में ''निरीक्षण प्रपत्र'' को भी अधिसूचित किया जाना है। इस संदर्भ में संलग्न अनुसूची –I के रूप में ''निरीक्षण प्रपत्र'' निर्धारित किया जाता है। सभी निरीक्षक–सह–सुकारक निरीक्षण प्रपत्र के अनुरूप ही निरीक्षण करेंगे।

(सं० 01/Code on Wages-10-02/2026–228 / श्र०सं०)
बिहार–राज्यपाल के आदेश से,
उपेन्द्र प्रसाद,
सरकार के विशेष सचिव।

29 अक्तूबर 2026

एस० ओ० 246 एस० ओ० 245 दिनांक 30 अक्तूबर 2026 का अंग्रेजी भाषा में निम्नलिखित अनुवाद बिहार राज्यपाल के प्राधिकार से इसके द्वारा प्रकाशित किया जाता है, जो भारतीय संविधान के अनुच्छेद 348 के (खण्ड) 3 के अधीन अंग्रेजी भाषा में उसका प्राधिकृत पाठ समझा जाएगा।

(सं० 01/Code on Wages-10-02/2026–229 / श्र०सं०)
बिहार–राज्यपाल के आदेश से,
उपेन्द्र प्रसाद,
सरकार के विशेष सचिव।

The 29th October 2026

SO 245 date 30th October 2026—By Notification No. 194, dated 14.08.2026, of the Labour Resource and Migrant Workers Welfare Department, the Inspection Scheme in respect of the provisions of the Labour Codes has been notified. In light of the provision mentioned at Serial No. 13 of the Inspection Scheme, the "Inspection Form" is also required to be notified. In this regard, the "Inspection Form" is hereby prescribed as Schedule-I enclosed herewith. All Inspector-cum-Facilitators shall conduct inspections in accordance with the Inspection Format.

(No*01/Code on Wages-10-02/2026–228 *//L.R.)

By The order of the Governor of Bihar,
Upendra Prasad,
Special Secretary to the Government.

अनुसूची–I

GOVERNMENT OF BIHAR
LABOUR RESOURCES AND MIGRANT WORKERS WELFARE DEPARTMENT
INSPECTION FORMAT UNDER THE CODE
A. PARTICULARS OF THE ESTABLISHMENT AND OF THE INSPECTION

SN	Particulars	Details
1	Date and Time of Inspections	Date of inspection _____ ; Time from _____ to _____
2	Name of the establishment	
3	Registration No. / Labour Identification Number (LIN)	
4	Full address of the establishment (with Block, District and PIN)	
5	Nature of work / category (Factory / BOCW / Motor Transport / Plantation / Contract Work / Beedi and Cigar / Audio-Visual / Other)	
6	NIC Code and principal activity	
7	Name, designation and mobile no. of the employer / occupier	
8	Name, designation and mobile no. of the manager / agent	
9	E-mail ID of the establishment	
10	Factory licence No. (FORM-XXIV) and validity, if applicable	
11	Contractor licence No. (FORM-XIV) and validity, if applicable	
12	Risk category assigned (High / Medium / Low)	
13	Number of workers employed directly:	Male ____ Female ____ Transgender ____ Total ____
14	Number of contract labour number of contractors ____	Contract labour ____ Contractors____

15	Number of inter-State migrant workers engaged	
16	Number of adolescent workers employed	
17	Total horse power installed / connected load, if applicable	
18	Type of inspection (Computerised random allocation / Complaint-based / Accident-based / Special with approval of Labour Commissioner)	
19	Date and reference of the last inspection and inspection note	
20	Name(s) and designation(s) of the Inspector-cum-Facilitator / members of the Joint Inspection Team	
21	Name and designation of the representative of the establishment present during inspection	
22	GPS location and time-stamp	

INSPECTION CHECKLIST

Occupational Safety, Health and Working Conditions Code, 2020 read with the Bihar OSHWC Rules, 2026 and the OSHWC (Central) Rules, 2026

The Inspector-cum-Facilitator shall tick the appropriate box against each item. Where an item is not applicable to the establishment, the letters "NA" shall be written and the reason recorded in the observations below.
*(If Section/Rule is not applicable to establishment then write **NA** (Not Applicable) in Yes/No Column)*

SN	Subject	Section / Rule	Yes / No
PART A - REGISTRATION, LICENCE AND STATUTORY APPROVALS			
1	Does the establishment hold a valid Certificate of Registration in FORM-II?	**Sec. 3; Rule 3**	Yes ☐ No ☐ NA ☐
2	Is a copy of the Certificate of Registration displayed at the conspicuous place in the premises where work is carried on?	**Rule 3; (1)(2)**	Yes ☐ No ☐ NA ☐
3	Does the number of workers employed on inspection day (direct and contract) remain within the maximum specified in the Certificate of Registration?	**FORM-II, Condition (1)(b)**	Yes ☐ No ☐ NA ☐
4	Has notice of commencement or cessation of operation been sent in FORM-IV within the prescribed period?	**Sec. 5; Rule 5**	Yes ☐ No ☐ NA ☐
5	In the case of a factory, has previous permission for the site and building plans been obtained in FORM-XXII?	**Sec. 79; Rule 64(2)**	Yes ☐ No ☐ NA ☐
6	Is a Certificate of Stability issued by a Competent Person available and accepted by the Chief Inspector-cum-Facilitator of Factories?	**Rule 64(3)**	Yes ☐ No ☐ NA ☐

7	Does the factory hold a valid licence in FORM-XXIV, and is it in force on the date of inspection?	**Rule 64(5), (10)**	Yes ☐ No ☐ NA ☐
8	In the case of an industrial premises manufacturing beedi or cigar, is a valid licence in FORM-XVIII held?	**Sec. 74; Rule 60 (3)**	Yes ☐ No ☐ NA ☐
	PART B - DUTIES OF THE EMPLOYER		
9	Has a letter of appointment in the prescribed format been issued to every employee at the time of joining?	**Sec. 6(1)(f); Rule 7(i)**	Yes ☐ No ☐ NA ☐
10	Has an identity card containing the prescribed particulars been issued to every worker other than a daily wage worker, duly signed by the employer?	**Rule 7(ii)**	Yes ☐ No ☐ NA ☐
11	Is a free medical examination arranged annually for every worker who has completed 40 years of age, within 120 days from the commencement of the calendar year?	**Sec. 6(1)(c); Rule 6**	Yes ☐ No ☐ NA ☐
12	Is the medical certificate in FORM-V submitted by the qualified medical practitioner to both the employer and the employee?	**Rule 6**	Yes ☐ No ☐ NA ☐
13	Is it ensured that no charge is levied on any employee in respect of anything done or provided for safety and health at the workplace, including medical examination and investigation for the purposed of detecting occupational diseases?	**Sec. 6(1)(g)**	Yes ☐ No ☐ NA ☐
14	Is the disposal of hazardous and toxic waste, including e-waste, being ensured by the employer?	**Sec. 6(1)(e)**	Yes ☐ No ☐ NA ☐
15	Are the details of occupational safety and health statistics submitted electronically on the designated web portal?	**Sec. 21(1); Rule 19**	Yes ☐ No ☐ NA ☐
	PART C - NOTICES AND DISPLAY		
16	Is the notice of periods of work displayed at a conspicuous place on a notice board or electronic board and maintained in FORM-VII?	**Sec. 31(2); Rule 26**	Yes ☐ No ☐ NA ☐
17	Has a copy of the notice of periods of work been sent to the Inspector-cum-Facilitator electronically or by registered or speed post?	**Rule 26**	Yes ☐ No ☐ NA ☐
18	Is a notice displayed showing the name and address of the establishment, hours of work, wage period and date of payment of wages, in Hindi and English?	**Rule 28**	Yes ☐ No ☐ NA ☐

19	Does the said notice also show the details of accidents and dangerous occurrences in the establishment for the last five years?	**Rule 28**	Yes ☐ No ☐ NA ☐
20	Does the said notice show the name and address of the Inspector-cum-Facilitator having jurisdiction and the date of payment of unpaid wages?	**Rule 28**	Yes ☐ No ☐ NA ☐
21	Where a hazardous substance is handled, are precautionary notices displayed in a language understood by the majority of the workers?	**Sec. 93(9); Rule 85**	Yes ☐ No ☐ NA ☐
PART D - REGISTERS, RECORDS AND RETURNS			
22	Is the Register of Employees maintained in FORM-VIII?	**Sec. 33(a); Rule 27(1)**	Yes ☐ No ☐ NA ☐
23	Is the Register of Attendance-cum-Muster Roll maintained in FORM-VIII A?	**Rule 27(1)**	Yes ☐ No ☐ NA ☐
24	Is the Register of Wages, Overtime and Deductions maintained in FORM-VIII B?	**Rule 27(1)**	Yes ☐ No ☐ NA ☐
25	Are wage slips issued to the employees in FORM-VIII C, electronically or manually, one day before the payment of wages?	**Rule 27(2)**	Yes ☐ No ☐ NA ☐
26	Are all registers and records kept complete and up to date at an office within the precincts of the workplace or within a radius of three kilometres?	**Rule 27(3)**	Yes ☐ No ☐ NA ☐
27	Are all registers and records preserved in original for five calendar years from the date of the last entry made therein?	**Rule 27(1)**	Yes ☐ No ☐ NA ☐
28	Are the registers and records produced on demand before the Inspector-cum-Facilitator or the authorised person?	**Sec. 33; Rule 27(1)**	Yes ☐ No ☐ NA ☐
29	Has the unified annual return in FORM-IX and FORM-IX A been uploaded on the web portal of the State Government for the preceding year?	**Rule 27(4)(a)**	Yes ☐ No ☐ NA ☐
30	Has the annual return in FORM-IX been sent to the Inspector-cum-Facilitator having jurisdiction, with a copy to the Director General, Labour Bureau?	**Sec. 33(d); Rule 29**	Yes ☐ No ☐ NA ☐
31	Where the establishment has been sold, abandoned or discontinued, has the further return in FORM-IX and FORM-IX A been uploaded within the prescribed period?	**Rule 27(4)(b)**	Yes ☐ No ☐ NA ☐

32	Is the Register of Accidents and Dangerous Occurrences maintained in FORM-X?	**Sec. 33(a)(v); Rule 30**	Yes ☐ No ☐ NA ☐
33	Is the Register of Accidents and Dangerous Occurrences communicated in electronic form to the Inspector-cum-Facilitator once in three months?	**Rule 30**	Yes ☐ No ☐ NA ☐
34	Is the Register of Leave with Wages maintained in FORM-XI in respect of every employee?	**Sec. 33(a); Rule 31(1)**	Yes ☐ No ☐ NA ☐
35	Is the Register of Leave with Wages preserved for five years after the last entry made therein?	**Rule 31(2)**	Yes ☐ No ☐ NA ☐
PART E - ACCIDENTS, DANGEROUS OCCURRENCES AND NOTIFIABLE DISEASES			
36	Where an accident resulting in death has occurred, were the Inspector-cum-Facilitator, Chief Inspector-cum-Facilitator, District Magistrate or Sub-divisional Officer, the officer-in-charge of the nearest police station and the family of the deceased informed forthwith?	**Sec. 10(1); Rule 8(1)**	Yes ☐ No ☐ NA ☐
37	Was notice of the fatal accident sent in FORM-VI electronically within 24 hours?	**Rule 8(1)**	Yes ☐ No ☐ NA ☐
38	Where an accident has prevented the injured person from working for 48 hours or more, was notice sent in FORM-VI within 24 hours after completion of 48 hours?	**Rule 8(2)**	Yes ☐ No ☐ NA ☐
39	Where a dangerous occurrence specified in the Schedule has taken place, was notice sent in FORM-VI within 24 hours to the Inspector-cum-Facilitator, Chief Inspector-cum-Facilitator, District Magistrate and Sub-divisional Officer?	**Sec. 11; Rule 8(3)**	Yes ☐ No ☐ NA ☐
40	Where a worker has contracted a disease specified in the Third Schedule, has notice been sent forthwith Inspector-cum-Facilitator, Chief Inspector-cum-Facilitator in the prescribed manner?	**Sec. 12(1); Rule 9**	Yes ☐ No ☐ NA ☐
PART F - HEALTH AND WORKING CONDITIONS			
41	Is the establishment kept clean and free from effluvia, accumulated dirt, refuse and drainage nuisance?	**Sec. 23(2)(ii); Central Rule 22**	Yes ☐ No ☐ NA ☐
42	Is adequate ventilation and a reasonable standard of temperature and humidity maintained in every work room?	**Sec. 23(2)(ii); Central Rule 23**	Yes ☐ No ☐ NA ☐
43	Are effective measures taken to prevent the inhalation and accumulation of dust, noxious gas, fumes and other impurities?	**Sec. 23(2)(iii); Central Rule 24**	Yes ☐ No ☐ NA ☐

44	Where the humidity of the air is artificially increased, is the prescribed standard of humidification maintained?	**Sec. 23(2)(iv); Central Rule 25**	Yes ☐ No ☐ NA ☐
45	Is a sufficient supply of potable drinking water provided at conveniently accessible points and legibly marked in a language understood by the majority of workers?	**Sec. 23(2)(v); Central Rule 44**	Yes ☐ No ☐ NA ☐
46	Is overcrowding prevented and sufficient working space provided to every employee?	**Sec. 23(2)(vi); Central Rule 45**	Yes ☐ No ☐ NA ☐
47	Is sufficient and suitable natural or artificial lighting provided in every part of the establishment where employees are working or passing?	**Sec. 23(2)(vii); Central Rule 46**	Yes ☐ No ☐ NA ☐
48	Are sufficient latrine and urinal accommodations provided separately for male, female and transgender employees, kept clean and properly signposted?	**Sec. 23(2)(viii); Central Rule 47**	Yes ☐ No ☐ NA ☐
49	Are effective arrangements made for the treatment and safe disposal of wastes and effluents?	**Sec. 23(2)(ix); Central Rule 48**	Yes ☐ No ☐ NA ☐
PART G - WELFARE FACILITIES			
50	Are adequate and suitable washing facilities provided separately for male, female and transgender employees?	**Sec. 24(1)(i); Central Rule 49**	Yes ☐ No ☐ NA ☐
51	Are bathing places and locker rooms provided separately for male, female and transgender employees?	**Sec. 24(1)(ii); Central Rule 50**	Yes ☐ No ☐ NA ☐
52	Is a place provided for keeping clothing not worn during working hours and for the drying of wet clothing?	**Sec. 24(1)(iii); Central Rule 51**	Yes ☐ No ☐ NA ☐
53	Are reasonable sitting arrangements provided for employees obliged to work in a standing position?	**Sec. 24(1)(iv); Central Rule 52**	Yes ☐ No ☐ NA ☐
54	Where 100 or more workers including contract labour are ordinarily employed, is a canteen provided and maintained in or adjacent to the precincts of the establishment?	**Sec. 24(1)(v); Central Rule 53**	Yes ☐ No ☐ NA ☐
55	Has a Canteen Managing Committee been constituted with an equal number of representatives of the employer and the workers?	**Central Rule 53(xv)**	Yes ☐ No ☐ NA ☐
56	Are adequate first-aid boxes or cupboards, with the prescribed contents, provided and kept readily accessible during all working hours?	**Sec. 24(1)(vii); Central Rule 54**	Yes ☐ No ☐ NA ☐

57	Is every first-aid box in each shift kept in the charge of a worker or supervisor holding a certificate in first-aid treatment?	**Central Rule 54(ii)**	Yes ☐ No ☐ NA ☐
58	Are at least 33 per cent of the workers trained in first-aid procedures, including at least one woman worker where women are employed?	**Central Rule 54(iv)**	Yes ☐ No ☐ NA ☐
59	Where more than 500 workers are ordinarily employed, is an ambulance room provided?	**Sec. 24(2)(i); Central Rule 55**	Yes ☐ No ☐ NA ☐
60	Where more than 50 workers are ordinarily employed, are adequate, suitable and separate shelters or rest rooms and a lunch room provided?	**Sec. 24(2)(iii); Central Rule 56**	Yes ☐ No ☐ NA ☐
61	Where 250 or more workers are ordinarily employed, has a Welfare Officer possessing the prescribed qualification been appointed?	**Sec. 24(2)(iv); Central Rule 57**	Yes ☐ No ☐ NA ☐
62	Where 50 or more workers are employed, is a crèche facility provided within the prescribed distance and maintained as required?	**Sec. 24; Central Rule 58**	Yes ☐ No ☐ NA ☐
63	Are mock drills conducted at the prescribed intervals and records thereof maintained?	**Central Rule 59**	Yes ☐ No ☐ NA ☐
64	Where contract labour works within the premises of the principal employer, are the welfare facilities provided by the principal employer?	**Sec. 53; Rule 42(1)(c)**	Yes ☐ No ☐ NA ☐
PART H - SAFETY, SAFETY COMMITTEE AND HAZARDOUS PROCESSES			
65	Where 100 or more workers are ordinarily employed, or a dangerous operation or hazardous process is carried on, has a Safety Committee been constituted?	**Sec. 22(1); Rule 20(1)**	Yes ☐ No ☐ NA ☐
66	Has the required number of Safety Officers possessing the prescribed qualification been appointed?	**Sec. 22(2); Rule 22**	Yes ☐ No ☐ NA ☐
67	Where a dangerous manufacturing process or operation is carried on, are the prescribed precautions and safeguards observed?	**Sec. 82; Rule 67**	Yes ☐ No ☐ NA ☐
68	Has the occupier of a factory carrying on a hazardous process disclosed the prescribed information to the workers, the Chief Inspector-cum-Facilitator and the local authority?	**Secs. 86 to 88; Rules 69 to 72**	Yes ☐ No ☐ NA ☐
69	Do the persons handling, storing or using hazardous substances possess the prescribed qualification, and have they been imparted training?	**Sec. 93(3), (4); Rules 81, 82**	Yes ☐ No ☐

70	Is periodical medical examination of workers exposed to hazardous substances carried out, and are the records kept readily available for inspection?	**Sec. 93(5); Rules 75, 83**	Yes ☐ No ☐ NA ☐
71	Are protective clothing, appliances and equipment provided free of cost, maintained in good condition and actually used by the workers?	**Sec. 93(7); Rule 84**	Yes ☐ No ☐ NA ☐
72	Is the maximum permissible limit of exposure to chemical and toxic substances observed?	**Sec. 89; Rule 76**	Yes ☐ No ☐ NA ☐
73	Where required, has a Medical Officer possessing the prescribed qualification been appointed?	**Sec. 42(1); Rule 37**	Yes ☐ No ☐ NA ☐
PART I - WORKING HOURS, WEEKLY REST, OVERTIME AND LEAVE			
74	Are the daily and weekly working hours of the workers within the prescribed limits?	**Sec. 25(1)(b); Rule 23**	Yes ☐ No ☐ NA ☐
75	Is a weekly day of rest allowed to every worker in accordance with the Code?	**Sec. 26; Rule 24**	Yes ☐ No ☐ NA ☐
76	Is overtime work paid at twice the ordinary rate of wages, and is it paid at the end of each wage period?	**Sec. 27; Rule 24(8)**	Yes ☐ No ☐ NA ☐
77	Is the written consent of the worker obtained before requiring the worker to work overtime?	**Rule 24(6)**	Yes ☐ No ☐ NA ☐
78	Is annual leave with wages granted, and the leave account maintained, in accordance with the Code?	**Sec. 32; Rule 31**	Yes ☐ No ☐ NA ☐
PART J - EMPLOYMENT OF WOMEN AND ADOLESCENTS			
79	Where women are employed before 6.00 a.m. or beyond 7.00 p.m., has their written consent been obtained?	**Sec. 43; Rule 40(1)(a)**	Yes ☐ No ☐ NA ☐
80	Is adequate transport with CCTV coverage provided for the pick-up and drop of such women employees at their residence?	**Rule 40(1)(c)**	Yes ☐ No ☐ NA ☐
81	Are the workplace, passages, toilets, washrooms and points of entry and exit used by women employees adequately lit?	**Rule 40(1)(d), (i)**	Yes ☐ No ☐ NA ☐
82	Are not less than two women employees on duty at the workplace at the same time?	**Rule 40(1)(g)**	Yes ☐ No ☐

			NA ☐
83	Is CCTV footage of the areas accessible to women workers preserved for a minimum of 45 days?	**Rule 40(1)(i)**	Yes ☐ No ☐ NA ☐
84	Has an Internal Committee been constituted and are the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 complied with?	**Rule 40(1)(h)**	Yes ☐ No ☐ NA ☐
85	Where adolescents are employed, has the age been assessed and a certificate of fitness issued by the Medical Officer?	**Sec. 42(2)(c); Rule 39(3)(e)**	Yes ☐ No ☐ NA ☐
86	Are the particulars of adolescents employed entered in the register maintained under the Code?	**Sec. 33(a)(vi); Rule 27(1)**	Yes ☐ No ☐ NA ☐
PART K - CONTRACT LABOUR			
87	Where 50 or more contract labour are engaged, does the contractor hold a valid licence in FORM-XIV?	**Secs. 45, 47; Rule 43**	Yes ☐ No ☐ NA ☐
88	Does the number of contract labour engaged on inspection day remain within the maximum specified in the licence?	**Rule 43(3)**	Yes ☐ No ☐ NA ☐
89	Have the principal employer and the contractor intimated the details of the contract work order electronically within 15 days of its receipt?	**Sec. 50(1); Rule 48(1)**	Yes ☐ No ☐ NA ☐
90	Are the rates of wages payable to contract labour not less than those prescribed under the Code on Wages, 2019?	**Rule 47(1)**	Yes ☐ No ☐ NA ☐
91	Where contract labour performs the same or similar kind of work as directly employed workers, are the wage rates, holidays, hours of work and conditions of service the same?	**Rule 47(2)**	Yes ☐ No ☐ NA ☐
92	Have all contract labour been enrolled as members of the EPFO and the ESIC, as applicable?	**Rule 47(4)**	Yes ☐ No ☐ NA ☐
93	Is the wage period fixed so as not to exceed one month, and are wages paid before the expiry of the seventh day after the last day of the wage period?	**Sec. 55(1); Rule 50(1), (2)**	Yes ☐ No ☐ NA ☐
94	Are the wages of contract labour disbursed through bank transfer or electronic mode only?	**Sec. 55(2); Rule 50(3)**	Yes ☐ No ☐ NA ☐

95	Is an experience certificate issued in FORM-XV to contract labour on demand?	**Sec. 56; Rule 52**	Yes ☐ No ☐ NA ☐
96	Is it ensured that contract labour is not engaged in the core activity of the establishment, except as permitted by the Code?	**Sec. 57**	Yes ☐ No ☐ NA ☐
97	Has any change in the number of workers or in the conditions of work been notified electronically by the contractor to the Licensing Authority?	**Rule 47(5)**	Yes ☐ No ☐ NA ☐
PART L - INTER-STATE MIGRANT WORKERS			
98	Is journey allowance paid once in twelve months to every inter-State migrant worker who has worked for not less than 180 days in the preceding twelve months?	**Sec. 61; Rule 54**	Yes ☐ No ☐ NA ☐
99	Is the toll-free helpline number for inter-State migrant workers displayed at the workplace and made known to the workers?	**Sec. 63; Rule 55**	Yes ☐ No ☐ NA ☐
PART M - PREVIOUS INSPECTION, FACILITATION AND COMPOUNDING			
100	Have the observations recorded in the previous inspection note been complied with by the establishment and the establishment recorded its digital acknowledgement of the previous inspection note on the portal?	**Sec. 34(3); Rule 34(1) (2)**	Yes ☐ No ☐ NA ☐
101	Where the establishment falls in the Low Risk category, has self-certification been uploaded in the prescribed format on the portal?	**Sec. 37; Rule 32(2)**	Yes ☐ No ☐ NA ☐
102	Where a third-party audit or certification has been obtained, is the report available for verification?	**Sec. 37**	Yes ☐ No ☐ NA ☐
103	Has the employer afforded all facilities for inspection, examination, testing and collection of samples?	**Sec. 35; Rule 33**	Yes ☐ No ☐ NA ☐

Code on Social Security, 2020 read with the Bihar CoSS Rules, 2026 and the CoSS (Central) Rules, 2026

S.N.	Subject	Section / Rule	Yes / No
A. **RECORDS, REGISTERS, WAGE SLIPS, NOTICES AND RETURNS**			
1	Does the employer maintain the register of employees in Form I of the Code on Wages (Bihar) Rules, 2026?	Sec. 123(a); Rule 27(1)(a)(i)	Yes ☐ No ☐ NA ☐
2	Does the employer maintain the attendance-cum-muster roll in Form IX of the Code on Wages (Bihar) Rules, 2026?	Sec. 123(a); Rule 27(1)(a)(ii)	Yes ☐ No ☐ NA ☐

3	Does the employer maintain the register of wages, overtime, advances, fines and deductions for damage or loss in Form IV of the Code on Wages (Bihar) Rules, 2026?	Sec. 123(a); Rule 27(1)(a)(iii)	Yes ☐ No ☐ NA ☐
4	Does the employer maintain the register of women employees in Form XXI?	Sec. 123(a); Rule 27(1)(a)(iv)	Yes ☐ No ☐ NA ☐
5	Do the registers show the days worked, hours worked, wages paid, leave, overtime and attendance of every employee?	Sec. 123(a)(i) to (iv)	Yes ☐ No ☐ NA ☐
6	Do the records show the dangerous occurrences, accidents and injuries in respect of which compensation has been paid, with amounts?	Sec. 123(a)(vi)	Yes ☐ No ☐ NA ☐
7	Do the records show the statutory deductions made from wages in respect of Chapters III and IV?	Sec. 123(a)(vii)	Yes ☐ No ☐ NA ☐
8	Do the records show the details of cess paid in respect of building and other construction work?	Sec. 123(a)(viii)	Yes ☐ No ☐ NA ☐
9	Are all registers maintained complete and up to date, electronically or otherwise?	Rule 27(1)(b); Rule 27(3)	Yes ☐ No ☐ NA ☐
10	Have the records and registers been produced on demand before the Inspector-cum-Facilitator?	Sec. 122(6); Rule 27(1)(d)	Yes ☐ No ☐ NA ☐
11	Are the registers and records kept at the workplace or within a radius of three kilometres therefrom?	Rule 27(3)	Yes ☐ No ☐ NA ☐
12	Are the registers and records preserved in original for five calendar years from the date of the last entry?	Rule 27(1)(e)	Yes ☐ No ☐ NA ☐
13	Are the records relating to Chapter V (gratuity) preserved for ten years from the date of their preparation?	Rule 27(6)	Yes ☐ No ☐ NA ☐
14	Does the employer issue wage slips in Form V of the Code on Wages (Bihar) Rules, 2026 twenty-four hours after the payment of wages?	Sec. 123(c); Rule 27(2)	Yes ☐ No ☐ NA ☐

15	Is a notice displayed conspicuously at or near the main entrance, in bold letters in English, Hindi and the language understood by the majority, naming the officer authorised to receive notices on behalf of the employer?	Sec. 123(b); Rule 27(4)	Yes ☐ No ☐ NA ☐
16	Has the unified annual return in Form XXII been uploaded on or before the 1st day of February each year for the preceding year?	Sec. 123(d); Rule 27(5)(a)	Yes ☐ No ☐ NA ☐
B. **CHAPTER V — PAYMENT OF GRATUITY**			
17	Is gratuity paid at the rate of fifteen days' wages for every completed year of service or part in excess of six months, on superannuation, retirement, resignation, death or disablement?	Sec. 53(1)	Yes ☐ No ☐ NA ☐
18	Has a nomination in Form IV been obtained from every employee who has completed one year of service, and duly verified and recorded by the employer?	Sec. 55; Rule 7	Yes ☐ No ☐ NA ☐
19	Has the gratuity been paid within thirty days from the date on which it became payable?	Sec. 56(3)	Yes ☐ No ☐ NA ☐
C. **CHAPTER VI — MATERNITY BENEFIT**			
20	Is maternity benefit paid at the rate of the average daily wage for the period of her actual absence, up to twenty-six weeks (twelve weeks where the woman has two or more surviving children)?	Sec. 60(1) and (3)	Yes ☐ No ☐ NA ☐
21	Is maternity benefit of twelve weeks allowed to a commissioning mother or an adopting mother from the date the child is handed over?	Sec. 60(4)	Yes ☐ No ☐ NA ☐
22	Is medical bonus paid where pre-natal confinement and post-natal care are not provided free of charge by the employer?	Sec. 64	Yes ☐ No ☐ NA ☐
23	Is leave with wages granted for miscarriage or medical termination of pregnancy (six weeks), tubectomy operation (two weeks) and illness arising out of pregnancy (one month)?	Sec. 65	Yes ☐ No ☐ NA ☐
24	Are two nursing breaks of fifteen minutes each allowed until the child attains the age of fifteen months, with additional time for the journey to the crèche?	Sec. 66; Central Rule 36	Yes ☐ No ☐ NA ☐
25	Where fifty or more employees are ordinarily employed, is a crèche provided and maintained within the prescribed distance, and are four visits a day allowed to the woman?	Sec. 67(1); Central Rule 37	Yes ☐ No ☐ NA ☐

26	Is every woman intimated in writing and electronically, at the time of her initial appointment, of the benefits available under Chapter VI?	Sec. 67(2)	Yes ☐ No ☐ NA ☐
27	"Has any woman employee been discharged or dismissed, or served with a notice of discharge or dismissal, during her pregnancy or maternity absence in the last 12 months? If so, was it for gross misconduct, and was the order issued in writing?" or varying her service conditions to her disadvantage?	Sec. 68(1)	Yes ☐ No ☐ NA ☐
28	Has there been no deduction from the normal and usual daily wages of a woman by reason of lighter work assigned or nursing breaks allowed?	Sec. 69	Yes ☐ No ☐ NA ☐
29	Is an abstract of the provisions of Chapter VI and the rules exhibited conspicuously in the language of the locality in every part of the establishment where women are employed?	Sec. 71	Yes ☐ No ☐ NA ☐
30	Is the register of women employees in Form XXI maintained up to date and available for inspection during working hours?	Rule 27(1)(a)(iv)	Yes ☐ No ☐ NA ☐
D. **CHAPTER VII — EMPLOYEE'S COMPENSATION**			
31	Does the employer maintain a notice-book of accidents in Form XVI, readily accessible at all reasonable times to the injured employee or a person acting on his behalf?	Sec. 82(4); Rule 14	Yes ☐ No ☐ NA ☐
32	Has a report of every fatal accident and serious bodily injury been sent to the competent authority within the period prescribed? (Not applicable where Chapter IV applies)	Sec. 73(1) and (3)	Yes ☐ No ☐ NA ☐
33	On receipt of notice from the competent authority, has the statement in respect of a fatal accident been furnished in Form XVII within thirty days?	Sec. 88(1); Rule 16	Yes ☐ No ☐ NA ☐
34	Has the actual medical expenditure incurred for treatment of injuries caused during the course of employment been reimbursed to the employee?	Sec. 76(5)	Yes ☐ No ☐ NA ☐
35	Are the details of accidents, injuries and compensation paid entered in the records maintained under Section 123?	Sec. 123(a)(vi)	Yes ☐ No ☐ NA ☐

E. CHAPTER VIII — BUILDING AND OTHER CONSTRUCTION WORKERS AND CESS			
36	Has the employer furnished information for commencement or modification of building or other construction work in Form XV to the assessing officer within sixty days?	Sec. 100; Central Rule 41(1)	Yes ☐ No ☐ NA ☐
37	Has advance cess been paid on the basis of self-assessment in Form XVI, duly certified by a chartered engineer, at the time of approval or before commencement of the work?	Sec. 100(1); Central Rule 41(2)(a) and (b)	Yes ☐ No ☐ NA ☐
38	Has the cess been paid within thirty days of completion of the construction work or of the assessment, whichever is earlier?	Sec. 101; Rule 22(1)	Yes ☐ No ☐ NA ☐
39	Where the duration of the work exceeds one year, has the cess been paid within thirty days of completion of each year on the cost of construction incurred during that period?	Rule 22(2)	Yes ☐ No ☐ NA ☐
40	In the case of Government or public sector works, has cess been deducted at source from the bills and deposited with the Board within thirty days?	Central Rule 41(2)(d)	Yes ☐ No ☐ NA ☐
41	Has the return on completion of the work been furnished in Form XVIII to the assessing officer within sixty days of completion, with the self-assessment of cess?	Sec. 103(1); Central Rule 41(2)(f)	Yes ☐ No ☐ NA ☐
42	Where the work has been stopped or reduced, has information been furnished in Form XVII within sixty days of such stoppage or reduction?	Central Rule 41(2)(e) and 41(5)(a)	Yes ☐ No ☐ NA ☐
43	Have all building workers engaged been registered as beneficiaries with the Bihar Building and Other Construction Workers Welfare Board and issued identity cards?	Central Rule 45	Yes ☐ No ☐ NA ☐
44	Where a building worker has migrated from another State, has his unique registration number been obtained and the particulars updated within thirty days?	Central Rule 45(9)	Yes ☐ No ☐ NA ☐
45	Are the registers of building workers, muster roll and cost of construction available for verification by the assessing officer?	Sec. 123; Central Rule 47(2)	Yes ☐ No ☐ NA ☐
K. INSPECTION, ENFORCEMENT AND GENERAL COMPLIANCE			
46	Was the Inspector-cum-Facilitator afforded free access to the premises, records, registers and documents, and were the persons present bound to give the information required?	Sec. 122(6) and (7)	Yes ☐ No ☐ NA ☐

47	Is any amount of contribution, cess, gratuity, maternity benefit or compensation found outstanding as on the date of inspection?	Secs. 125 and 129	Yes ☐ No ☐ NA ☐
48	Has the employer furnished all returns due under the Code and the rules, electronically or otherwise, to the authority specified?	Sec. 123(d); Rule 27(7)	Yes ☐ No ☐ NA ☐
49	Is any offence detected during the inspection compoundable, and has the compounding notice in Form XXIII been issued?	Sec. 138; Rule 28(1)	Yes ☐ No ☐ NA ☐
50	Has any prosecution been recommended or is any proceeding under Sections 133 to 137 pending against the establishment?	Secs. 133 to 137	Yes ☐ No ☐ NA ☐

Code on Wage, 2019 read with the Bihar Code on Wage Rules, 2026 and the Code on Wage (Central) Rules, 2026

SN	Subject of Inspection	Section / Rule	Yes	No
A. PROHIBITION OF GENDER DISCRIMINATION				
1	Does the employer pay equal wages to all employees for the same work or work of a similar nature, without discrimination on the ground of gender?	Sec. 3(1)	☐	☐
2	Is recruitment and are the conditions of employment free from discrimination on the ground of sex, save where the employment of women is restricted by law?	Sec. 3(2)(ii)	☐	☐
B. MINIMUM RATES OF WAGES				
3	Does the employer pay to every employee wages not less than the minimum rate of wages notified by the State Government?	Sec. 5	☐	☐
4	Are employees correctly classified as unskilled, semi-skilled, skilled or highly skilled, and by geographical area, in accordance with the notified categorisation? (Match with muster roll)	Sec. 6 r/w Rule 4(1) & (3)	☐	☐
5	Is the revised variable dearness allowance (computed before 1st April and 1st October each year) being paid over the basic minimum rate?	Sec. 8(4) r/w Rule 5	☐	☐
6	In the case of monthly-rated employees, are wages paid for twenty-six days where the establishment remains closed on a national or festive holiday or for reasons personal to the employer?	Rule 6(10), 2nd proviso	☐	☐
C. HOURS OF WORK, OVERTIME AND WEEKLY REST				
7	Is the normal working day limited to defined hours (exclusive of rest interval), with weekly hours not exceeding forty-eight?	Sec. 13(1)(a) r/w Rule 6(1)–(3)	☐	☐

8	Is the total spread-over of work, inclusive of rest intervals, restricted to twelve hours in a day?	Rule 6(6)	☐	☐
9	Is an interval of rest of at least half an hour allowed after five hours of continuous work (six-day week) or six hours (less than six-day week)?	Rule 6(8)	☐	☐
10	Is overtime wage paid at not less than twice the normal rate of wages for every hour or part of an hour worked in excess of the normal working day?	Sec. 14 r/w Rule 6(2)–(5)	☐	☐
11	Is written consent of the employee obtained for overtime work, and is overtime restricted to seven days at a stretch and one hundred forty-four hours in a quarter?	Rule 6(12)	☐	☐
12	Is a weekly day of rest allowed to every employee, and are the rest days notified by display at a conspicuous place in the establishment?	Sec. 13(1)(b) r/w Rule 7(1)	☐	☐
13	Where an employee works on a rest day, is a substituted rest day allowed and wages for the rest day worked paid at the overtime rate?	Sec. 13(1)(c) r/w Rule 7(2) & (4)	☐	☐
D. PAYMENT OF WAGES				
14	Has the employer fixed a wage period as daily, weekly, fortnightly or monthly, no wage period exceeding one month?	Sec. 16	☐	☐
15	Are wages paid within the statutory time limit — daily: at the end of the shift; weekly: on the last working day; fortnightly: before the end of the second day after the fortnight; monthly: before the expiry of the seventh day of the succeeding month?	Sec. 17(1)	☐	☐
16	Where an employee has been removed, dismissed, retrenched, has resigned or become unemployed due to closure, are wages paid within two working days?	Sec. 17(2)	☐	☐
17	Are wages paid in bank credit or electronic mode, in accordance with the Code and any notification issued thereunder?	Sec. 15	☐	☐
E. DEDUCTIONS, FINES AND RECOVERIES				
18	Are deductions from wages confined to those expressly authorised under the Code?	Sec. 18(1) & (2)	☐	☐
19	Do total deductions in any wage period remain within fifty per cent of the wages, the excess being carried forward and recovered in instalments as prescribed?	Sec. 18(4) r/w Rule 12	☐	☐
20	Are fines imposed only for acts and omissions previously approved and specified by notice exhibited in Hindi and English at conspicuous places, a copy having been sent to	Sec. 19(1) & (2) r/w Rule 14	☐	☐

	the Inspector-cum-Facilitator?			
21	Is prior approval of the Deputy Labour Commissioner obtained, and an opportunity of showing cause given to the employee, before any fine is imposed?	Sec. 19(3) r/w Rules 13 & 15	☐	☐
22	Does the total amount of fine imposed in any one wage period remain within three per cent of the wages payable for that wage period?	Sec. 19(4)	☐	☐
23	Is it ensured that no fine is imposed on any employee below the age of fifteen years?	Sec. 19(5)	☐	☐
24	Is every fine recovered otherwise than by instalments and within ninety days from the day on which it was imposed?	Sec. 19(6)	☐	☐
25	Are all fines and realisations thereof recorded in Form IV, and applied only to purposes beneficial to the employees as approved by the prescribed authority?	Sec. 19(8) r/w Rule 43(2)	☐	☐
26	Are deductions for absence from duty proportionate to the period of absence within the wage period?	Sec. 20(1) & (2)	☐	☐
27	Where a deduction is made under the proviso to section 20(2) on account of concerted absence of ten or more employees, has intimation with reasons been sent to the Inspector-cum-Facilitator within ten days?	Rule 16(1)	☐	☐
28	Are deductions for damage or loss made only after the damage is explained to the employee personally and in writing, an opportunity of being heard is given, and the deduction is intimated within fifteen days?	Sec. 21(1) & (2) r/w Rule 17	☐	☐
29	Are all deductions for damage or loss, and realisations thereof, recorded in Form IV?	Sec. 21(3) r/w Rule 43(3)	☐	☐
30	Are deductions for house-accommodation, amenity or service made only where accepted as a term of employment, and limited to the value thereof?	Sec. 22	☐	☐
31	Are recoveries of advances made in instalments not exceeding fifty per cent of the wages of the wage period, and are the particulars recorded in Form IV?	Sec. 23 r/w Rule 18	☐	☐
32	Are deductions for recovery of loans, and interest thereon, made in accordance with the extant instructions of the State Government?	Sec. 24 r/w Rule 19	☐	☐
VI. PAYMENT OF BONUS				
33	Is an annual minimum bonus of 8.33 per cent of the wages earned, or one hundred rupees, whichever is higher, paid to every eligible employee who has put in at least thirty days of work in the accounting year?	Sec. 26(1)	☐	☐

34	Where the allocable surplus exceeds the minimum bonus, is bonus paid in proportion to the wages earned, subject to a maximum of twenty per cent?	Sec. 26(3)	☐	☐
35	Is bonus paid by crediting it to the bank account of the employee within eight months from the close of the accounting year?	Sec. 39(1)	☐	☐
36	Where bonus has been withheld, is the disqualification supported by dismissal for fraud, riotous or violent behaviour, theft, misappropriation or sabotage, duly recorded?	Sec. 29	☐	☐
37	Are audited accounts, and the computation of gross profits, available surplus and allocable surplus, produced for verification?	Secs. 32, 33 & 34	☐	☐
38	Are the set on and set off of allocable surplus computed and recorded in accordance with the Fourth Schedule?	Sec. 36	☐	☐
39	Where any amount has been deducted from the bonus payable (customary or puja bonus, or financial loss caused by misconduct), is such deduction within section 38?	Sec. 38	☐	☐
VII. REGISTERS, RECORDS, WAGE SLIPS AND NOTICES				
40	Does the employer maintain the Employee Register in Form I, electronically or in physical form?	Sec. 50(1) r/w Rule 43(1)(i)	☐	☐
41	Does the employer maintain the Register of Wages, Overtime, Advances, Fines and Deductions for Damage and Loss in Form IV?	Sec. 50(1) r/w Rule 43(1)(ii)	☐	☐
42	Does the employer maintain the Attendance Register-cum-Muster Roll in Form IX?	Sec. 50(1) r/w Rule 43(1)(iii)	☐	☐
43	Are the entries in the registers current, complete and duly authenticated up to the date of inspection?	Sec. 50(1) r/w Rule 43	☐	☐
44	Are all registers preserved for a period of five years after the date of the last entry made therein?	Rule 43(4)	☐	☐
45	Are wage slips in Form V issued to every employee, electronically or otherwise, on or before the payment of wages?	Sec. 50(3) r/w Rule 44	☐	☐
46	Is a notice displayed on the notice board at a prominent place containing the abstract of the Code, category-wise wage rates, the wage period, the day, date and time of payment of wages, and the name and address of the Inspector-cum-Facilitator having jurisdiction?	Sec. 50(2)	☐	☐
47	Has a declaration in Form VII, nominating a person to receive the amounts payable, been obtained from every employee?	Sec. 44(1)(a) r/w Rule 38(1)(a)	☐	☐

48	Where amounts payable to an employee remain undisbursed, have they been deposited with the prescribed authority in the prescribed manner?	Sec. 44(1)(b) r/w Rules 39 & 40	☐	☐
49	Has the annual return been filed electronically in the Form specified under the rules made under the Occupational Safety, Health and Working Conditions Code, 2020?	Rule 49	☐	☐
50	Where the employer employs not more than five persons for agriculture or domestic purpose, is reasonable proof of payment of wages produced on demand?	Sec. 50(4), proviso	☐	☐
VIII. CONTRACT LABOUR AND PRINCIPAL EMPLOYER LIABILITY				
51	Where employees are engaged through a contractor, does the principal employer pay to the contractor the amount payable in respect of the wages of such employees?	Sec. 43, proviso r/w Rule 46	☐	☐
52	Where the contractor has failed to pay wages, has the principal employer paid the same and made the recovery permissible under the Code?	Sec. 43	☐	☐
53	Where the contractor has failed to pay the minimum bonus, has the principal employer, on written information and confirmation of such failure, paid the minimum bonus to the employees?	Sec. 43, proviso r/w Rule 47	☐	☐
IX. INSPECTION, ENFORCEMENT AND PREVIOUS COMPLIANCE				
54	Have all registers, records, wage slips and notices been produced before the Inspector-cum-Facilitator on demand, and has access to the premises been afforded?	Sec. 51(4)(a) & (b)	☐	☐
55	Has the employer complied with the observations, directions or advice recorded at the previous inspection?	Sec. 51(2) r/w Rule 48	☐	☐
56	Where an opportunity to comply under section 54(3) was earlier afforded, has the contravention been rectified within the time allowed?	Sec. 54(3)	☐	☐
57	Is the establishment free of any pending claim, appeal or recovery proceeding under the Code; if pending, are the particulars furnished?	Secs. 45, 48 & 49	☐	☐
58	Has any offence under the Code been compounded in respect of this establishment; if so, is the composition certificate in Form VIA produced?	Sec. 56 r/w Rule 45	☐	☐

C. Observations and deficiencies noticed (with reference to the serial numbers above)

D. Facilitation provided to the establishment (advisory in nature and distinct from the penal section)

E. Rectification required and time allowed

F. Whether an improvement notice or prohibition order in FORM-XII is being issued

Yes ☐ No ☐

Signature of the Inspector-cum-Facilitator(s)	**Signature of the Employer / Representative**
Name: _____	Name: _____
Designation: _____	Designation: _____
	Mobile / E-mail: _____
	Date: _____

Notes

1. The inspection note arising out of this format shall be submitted online to the Department within 24 hours of the inspection, and a copy shall be sent to the employer by e-mail or SMS immediately thereafter.
2. The GPS location and time-stamp shall be automatically recorded on the portal at the time of uploading the inspection note.
3. Items relating to contract labour apply only where 50 or more contract labour are employed, and items relating to inter-State migrant workers only where 10 or more such workers are engaged, as provided in the Code.

Statement to be Obtained Regarding Payment of Wages to Workers During Inspections under Various Labour Codes			
1.	Name of the Employee		1.
			2.
			3.
			4.
2.	Designation (Unskilled/Semi skilled/Skilled		
3.	Sex (Male / Female / Third Gender)		
4.	Wage Period		
5.	Rate of Wages Payable		
	A.	Basic Wages	
	B.	Dearness Allowance(DA)	
	C.	Allowances	
6.	Bonus		
7.	A.	Overtime done in hours	
	B.	Overtime Wages Paid	
8.	Gross Wages Payable		
9.	Total Deductions		
	A.	Provident Fund (PF)	
	B.	Employees' State Insurance (ESI)	
	C.	Others	
10.	Net Wages Paid		
11.	Amount of Difference (if any)		
12.	Remarks		

अधीक्षक, सचिवालय मुद्रणालय,
बिहार, पटना द्वारा प्रकाशित एवं मुद्रित।
बिहार गजट (असाधारण) 1330-571+200-डी0टी0पी0
Website: https://egazette.bihar.gov.in