

COMPLIANCE INSPECTION UNDER THE NAGALAND SHOPS AND ESTABLISHMENTS ACT, 1986 AND CORRESPONDING RULES 2015.

PROCEDURES:

1. District Assistant Labour Commissioner office identifies/ prepares a list of shop and establishment for compliance inspection including allocation of inspectors (if required). Date of inspection may not be informed to the shop/establishment owner.
2. Concerned inspector prepares a brief status of the concerned shop and establishment before due date of inspection.
3. Inspector conducts visit to the shop and establishment and hold preliminary discussion with the shop and establishment owner/ employer and workers.
4. Inspector validates the following documents/ records and collects copy of the same if required:
 - a. Public display of Registration Certificate
 - b. Form B-Part II
 - c. Public display of holiday list
 - d. Notice of period of work display
 - e. Payment Record/ Register
 - f. Holiday registers/ Leave Book
 - g. Overtime Register
 - h. Service card in prescribed format
 - i. Annual leave with wages register
 - j. OT Register
 - k. Muster Roll
 - l. Inspector Report/ Records
 - m. Any other queries regarding compliances of the Act
5. Inspector after completing the review and discussion briefs the shop & establishment owner/ employer about his findings.
6. **Manual submission of inspection report:**

Inspector prepare and submits the inspection may report (in prescribed proforma) to the higher authority with his recommendation for initiating necessary actions (if applicable).
7. For any non-compliance, Assistant Labour Commissioner / Inspector issues a show-cause notice to the shop & establishment owner/ employer to provide necessary clarification/ documentations for compliance within the prescribed timeline.

8. Owner/ employer/Management submit necessary clarification/ documentation for compliance within prescribed timeline.
If necessary clarification/ documentation for compliance are not submitted within the prescribed timeline, please go to Step 10.
9. Assistant Labour Commissioner / Inspector review the clarification/ documentations submitted for compliance and assess its adequacy. If the clarifications/ documentations are adequate, then the closure report is filed.
10. If the clarifications/ documentations are not adequate, Assistant Labour Commissioner / Inspector will initiate the prosecution in court.
For the recovery of any amount due, Inspector/employee may file claim in appropriate court.