

INSPECTION REMARKS UNDER THE PROVISION OF PAYMENT OF BONUS ACT 1965
AND THE PAYMENT OF RULES 1975

1. Name & Address of the Establishment :- _____

2. Name of the Emplore. :- _____

3. Number of Employees' :- Male ____ Female__ Total_____
4. Registration under :- _____
5. Schedule employment :- _____
6. Working hours :- _____ Weekly Off:- _____
7. Date of inspection :- ____/____/____

I have visited the above mentioned establishment for the purpose of inspection under The Payment of Bonus Act, 1965 and The Payment of Bonus Rules, 1975. During Inspection Mr./ Mrs _____ /
Ms. _____ Designation _____ is present.

During inspection following contraventions h42 been observed.

1. The management has not paid bonus for the accounting year ending This is breach of Sec. 11
2. The register showing computation of allocable surplus in form "A" has not maintained- This is breach of Sec. 26 R/W Rule 4(a).
3. The register showing set on and set off of the allocable surplus in form "8" has not maintained. This is breach of Sec. 26 R/W Rule 4(a).
4. The register showing details of the amount of the bonus due to each of the employees, as per section 10 & 11 and deduction under section 17 and 18, the amount actually disbursed, the date of payment, etc., has not maintained. This is breach of section 26 read with rule 4(c).
5. On demand the employer has not produced the account books, balance sheet for the accounting year ending as per section 27(4)
6. The annual return in form "D" for the accounting year ending has not sent to the undersigned. This is breach of Rule S.
7. The rates of bonus paid to the sum of the employees are less than the rate of minimum bonus prescribed under section 10.
8. 8. The bonus of the accounting year ending has not paid within a period of 8 months prescribed under section 19.

The employer is asked to rectify the above mention irregularities and compliance shall be submitted to the undersigned within seven days from the receipt of these remarks. If you fail to do so the appropriate legal action can be taken under the said act.

(_____)
Government Labour Officer & Inspector Under The
Payment Of Bonus Act 1965
and Rules 1975.

Office Address :-

Office of the Commissioner of Labour, 1" floor, Kamagar Bhavan, Behind RBI, Bandra Kurla Complex, Bandra, Mumbat-400 051.