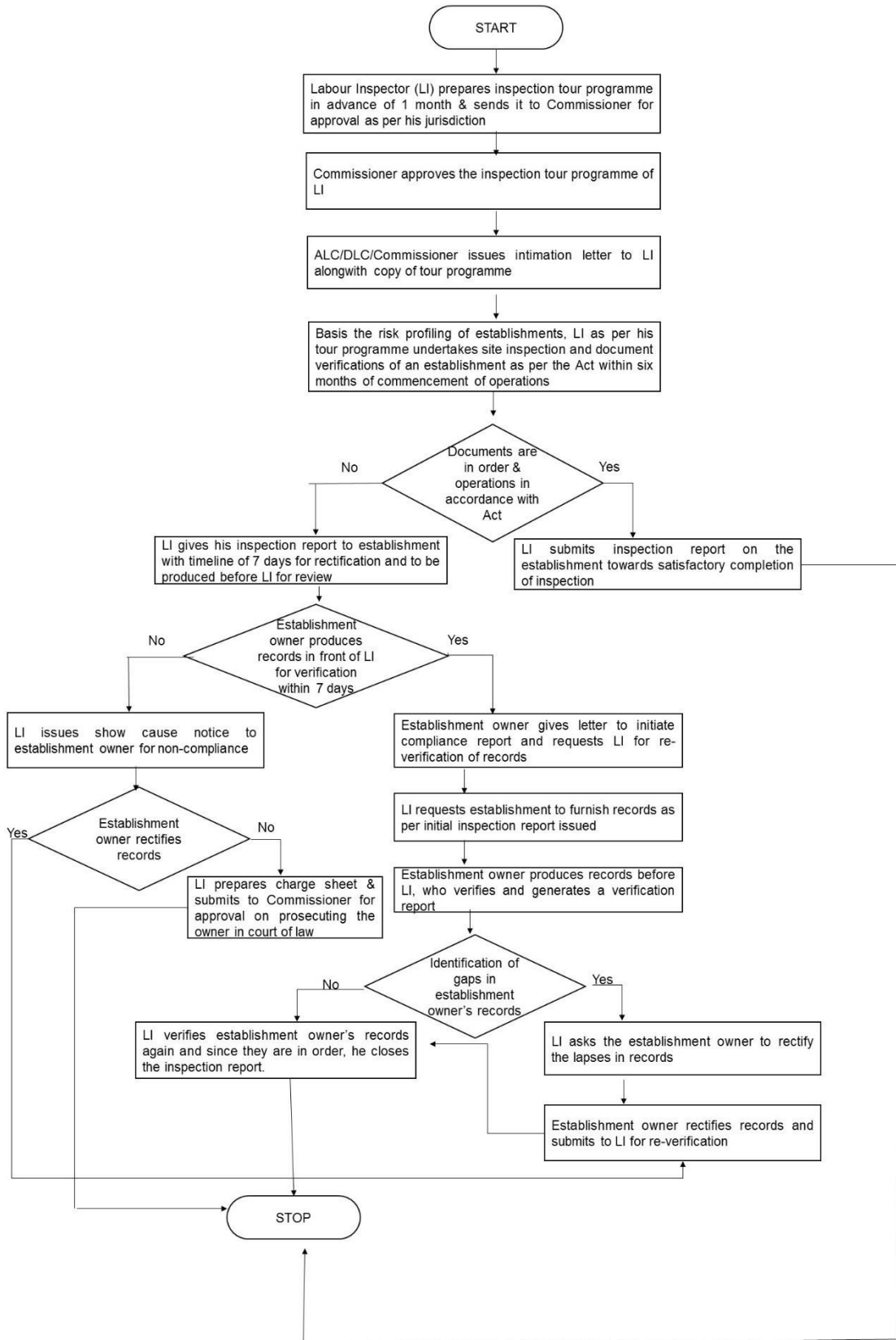


Flowchart: Procedure for Compliance Inspection under The Goa, Daman and Diu Shops and Establishments Act



Document checklist for Compliance Inspection under The Goa, Daman and Diu Shops and Establishments Act, 1973

- The management shall obtain registration certificate to their establishment under Section 3.
- Notice of Close Day or Change in Close Day in Form XXIV shall display under Rule 31(3)(a).
- Visit Book as per Rule 31(12)(a).
- Record of Lime Washing etc. shall maintain in Form VIII as per Rule 11(1)
- Register of Fines shall maintain in Form IX as per Rule 17(3)(a).
- Register of Deduction for damages or loss caused to the employer by neglect or default of employees shall maintain in Form X as per Rule 17(4).
- Register of Advances to the employees shall maintain in Form XI as per Rule 19(4).
- Register of Leave shall maintain in Form XII as per Rule 21(3).
- Register of Employment shall maintain in Form XX or XXI as per Rule 31(1).
- Register of Wages shall maintain in Form XXIII as per Rule 31(2).
- List of Holidays with wages shall display in Form XXVIII as per Rule 31(7).
- Letter of Appointment issue to all their employees in Form XXX as per Rule 35.
- Leave Book shall provide to their employees in Form XIII as per Rule 21(4).
- Periodical return for the quarter ending shall submit to the Labour Inspector in Form XXIX as per Rule 34.
- Check registration/renewal under the Act

