

SourceIT

WORKFORCE OPERATIONS

HR Compliance Checklist for Indian employers

Registrations, registers, returns and displays.

This is the shape of a labour inspection, written as a list you can walk a site with. It covers the registrations that have to exist before people are deployed, the registers that have to be current, the returns that have to be filed and the notices that have to be on the wall.

Applicability varies, so confirm before you rely on it

Rates, thresholds, due dates and eligibility limits are set by notification and revised periodically. They also differ by state, by headcount, by activity and by whether contract labour is engaged. This checklist therefore covers what must exist and be current at your establishments. The figures that attach to each item should be confirmed against the position applying to you.

How to use it

- Walk one site with it rather than filling it in from the file.
- Tick only what you could produce today, not what exists somewhere.
- Anything left unticked is the list worth acting on.
- Repeat per state: applicability changes across a multi-state footprint.

01 Establishment registrations

Hold before people are on site, not after. Which apply depends on the state, the headcount and the activity.

- ☐ Shops and Establishments registration
Per state, per establishment.
- ☐ Factories Act licence and renewal
Where the premises is a factory.
- ☐ Principal employer registration under CLRA
Where contract labour is engaged above the applicable threshold.
- ☐ Contractor licence under CLRA
Held by the contractor, verified by you.
- ☐ EPF establishment code
Once coverage is triggered.
- ☐ ESIC establishment code
Once coverage is triggered, in an implemented area.
- ☐ Professional Tax registration and enrolment
Per state, where levied.
- ☐ Labour Welfare Fund registration
Per state, where applicable.
- ☐ Building and Other Construction Workers registration
Where construction work is carried out.

02 Contract labour records

The single largest source of findings at inspection, because the obligation sits with the principal employer even when the people are the contractor's.

- ☐ Register of contractors
Maintained by the principal employer.
- ☐ Register of workmen employed by each contractor
- ☐ Employment card issued to each worker
- ☐ Muster roll and wages register
Per contractor, per site.
- ☐ Wage slips issued each wage period
- ☐ Register of deductions, fines and damages
- ☐ Register of advances and overtime
- ☐ Notice of commencement and completion of work
- ☐ Returns filed by the contractor, and the principal employer's return
- ☐ Monthly evidence of the contractor's own compliance
Challans, returns and registers, collected and retained by you.

03 Wages

Rates are revised by notification and differ by state and scheduled employment. Confirm the current rate for each location rather than carrying last year's forward.

- ☐ Minimum wages applied per state and scheduled employment
- ☐ Wages paid by the due date for the wage period
- ☐ Payment through bank transfer, with proof retained
- ☐ Equal remuneration maintained for the same or similar work
- ☐ Bonus registers and the annual return
- ☐ Gratuity: notice of opening, and nominations collected
- ☐ Overtime paid at the statutory rate where worked

04 Social security

Monthly, without exception. A missed month is visible for years.

- ☐ EPF contribution remitted and the electronic return filed each month
- ☐ UAN generated and linked for every eligible employee
- ☐ EPF forms filed for joiners and leavers
- ☐ ESIC contribution remitted and the return filed each month
- ☐ Insured persons registered and cards issued
- ☐ Accident register maintained and accidents reported
- ☐ Maternity benefit records, leave and facilities where applicable

05 Working conditions

What an inspector observes on the floor, rather than what the file says.

- ☐ Attendance and muster roll current at the site
- ☐ Leave register and leave with wages maintained
- ☐ Working hours, rest interval and weekly off observed and recorded
- ☐ Overtime within the statutory limit
- ☐ First aid, drinking water, restrooms and canteen per applicability
- ☐ Safety induction recorded for every person deployed
- ☐ Personal protective equipment issued and the issue recorded

06 Statutory displays

On the notice board, legible, current, and in the language the workforce reads.

- ☐ Abstracts of every applicable Act
- ☐ Minimum wage rates for the establishment
- ☐ Working hours, wage period and weekly holiday
- ☐ Name and address of the Inspector having jurisdiction
- ☐ Prohibition of sexual harassment: policy and committee details
- ☐ Emergency and evacuation information

07 Prevention of sexual harassment

Applies to every workplace above the prescribed size, contract workers included.

- ☐ Policy issued and communicated
- ☐ Internal Committee constituted, with an external member
- ☐ Committee details displayed at the workplace
- ☐ Awareness sessions conducted and recorded
- ☐ Annual report filed

08 Inspection readiness

The difference between a clean inspection and a bad one is almost never the law. It is whether the records can be produced on the day.

- ☐ Registers current and available at the site, not only at head office
- ☐ Filed challans and returns stored and retrievable by period
- ☐ A named person responsible per site
- ☐ Contractor compliance reviewed monthly, not at renewal
- ☐ Previous inspection observations closed and the closure evidenced

If the unticked list is longer than you expected

That is the normal result, and it is usually a records problem rather than a willingness problem. SourceIT runs statutory compliance as a standing service: registrations, registers, filings and inspection support, on a fixed monthly cycle, across Navi Mumbai, Thane, Pune, Delhi and Bengaluru.

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