

Vendor Audit Checklist						
Name & Address of the Company						
Name of the client co-coordinator						
Name of the contractor representative and his mobile No.						
Name of the contractor & Address						
No. of workmen as per RC						
Nature of Work						
E. mail ID of the Contractor						
Date of Audit & Period						
EPF Code No.						
ESIC Code No.						
PT Code:						
S No	Act	Nature of Compliance	Compliance Status	Auditors Observations	Recommendations	
1	Contract Labour Act	Copy of Contract Labour Licence OR Application along with security deposit details in Form IV				
2	Contract Labour Act	Copy of commencement completion of contract in Form VI-A				
3	Contract Labour Act	Copy of Employment cards				
4	Contract Labour Act	Wage slips				
5	Contract Labour Act	Weekly Off to be observed for every SIX days of working				
6	Contract Labour Act	Overtime not to exceed more than 50hrs in a quarter				
7	Contract Labour Act	Overtime paid double the rate of the day wage				

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8	Contract Labour Act	Employees working on site are lesser or equal to the no. mentioned in License			
9	ESI Act	Proof of having ESI registration			
10	ESI Act	Copy of ESI cards for employees OR Copy of Form 3 with Return of Declaration			
11	ESI Act	ESI challan paid on or before 15th of every month			
12	ESI Act	ESI - ECR Copy latest			
13	ESI Act	ESI Accident book form-11			
14	ESI Act	ESI Accident Report form-12			
15	ESI Act	Inspection book			
16	ESI Act	Preservation of register for a period of 5 yrs			
17	Minimum Wages Act	Exemption to maintain computerized records Under Minimum Wages Act/Annual returns			

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18	Minimum Wages Act	Compliance as per latest Minimum Wages			
19	Employee compensation Act	compliance if the firm covers or having The policy			
20	Bonus Act	Bonus Return in Form D			
21	Payment Of Gratuity act	Notice of opening FORM-A			
22	Payment Of Gratuity act	Nomination to be obtained from new employees in Form - F (and in Form G for families acquired later) and any change of nomination to be submitted in duplicate in Form H.			
23	Payment Of Gratuity act	Payment of gratuity within 30 days from the date of receipt of application by the employer in Form J from the employee and in Form K from the nominee of the employee.			
24	Payment of Wages Act, 1948 with State Rules	Returns/Wages for every person shall be paid before the expiry of 7th day if the number of employees employed in the establishment is less than 1000, any other establishments, wages shall be paid before the expiry of 10th day.			
25	PF Act	Proof of having PF registration			
26	PF Act	PF challan paid on or Before 15th of every month			
27	PF Act	PF - ECR Copy latest			

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28	PF Act	Form - 2 Declaration and nomination Form and Form-11			
29	Profession Tax	PT Registration			
30	Profession Tax	PT challan			
31	S&E Act or CLRA	Whether minimum leaves entitled availed as per Shops Establishment Rules or CLRA rules			
32	Inter-State Migrant Workmen	License: Every contractor has to obtain a licence			
33	Inter-State Migrant Workmen	Contractor to maintain pass book [Section 12 (1) (4)]			
34	Inter-State Migrant Workmen	Muster Roll in Form XVII			
35	Inter-State Migrant Workmen	Register of workmen employed by contractor Form XIII			
36	Inter-State Migrant Workmen	Half-yearly return by the contractor : to be submitted to the ALC of the area concerned [Rule 56(1)] Form XXIII / Date of Submission			
37	Inter-State Migrant Workmen	Sec 12(1)(a) , Rule 21 Every contractor recruiting or employing any migrant workmanSubmit particulars in Form X, to the specified Authority, in the states from which a workman is recruited and where such workman is employed. within 15 days from the date of			
38	Inter-State Migrant Workmen	Issue a service certificate in Form XIV to the workman			

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39	Inter-State Migrant Workmen	Sec 23 & Rule 53 Maintenance and Preservation of Registers Registers are required to be maintained. Maintain all registers and records up to date, in Hindi or English, for a period of 3 calendar years from the date of the last entry made therein.			
40	Inter-State Migrant Workmen	Sec 23, Rule 52 Maintain a register of wages in Forms XVIII			
41	Inter-State Migrant Workmen	Pay the wages earned before the expiry of the 2nd working day from the day on which employment is terminated			
42	Inter-State Migrant Workmen	Provide a suitable barrack to accommodate 1 room within 15 days of commencement of employment			
43	Inter-State Migrant Workmen	Deductions Register, Overtime Register Etc. On application of this Act Maintain register of deductions for damage or loss register of fines register of advances and overtime register and Public holiday			
44	Inter-State Migrant Workmen	Submit a return in Form XI to the specified Authority, in the states from which a migrant workman is recruited and in which such workman is employed within 15 days			
45	Inter-State Migrant Workmen	Issue a passbook to every migrant workman and maintain it up-to-date			
46	Inter-State Migrant Workmen	Maintain displacement-cum-outward journey allowance sheet in Form XV and return journey allowance register in Form XVI			