

Payment of Gratuity Act – 1972

Sl.No.	Section	Offence
1	Section 4	Whether the employer paid gratuity to the eligible employee on his superannuation/ retirement/resignation/disablement due to accident or disease ? Whether the employer had paid gratuity to the eligible Nominee/ Legal heirs of the employee on his death ?
2	Section 7(2)	Whether the employer had given notice in writing specifying the gratuity amount to the person who is eligible for gratuity/to the controlling authority, as soon as gratuity becomes payable ?
3	Section 7(3-A)	Whether the employer had given interest on gratuity for the delayed payment ?
4	Rule 3(1)	Whether the employer had given notice of opening in Form 'A' to the Controlling Authority ?
5	Rule 3(2)	Whether the employer had given notice in Form 'B' regarding change in name/address/employer/nature of business to the Controlling Authority ?
6	Rule 3(3)	Whether the employer had given notice of closure in Form 'C' to the Controlling Authority ?
7	Rule 4	Whether the employer is displaying a notice specifying the name of the officer with designation authorized by the employer to receive on his behalf notices under the Act or the Rules ?
8	Rule 8 (1)	Whether the employer had issued a notice in Form 'L' or Form 'M' to the employee/Legal heir/Nominee after receiving an application under Rule 7 ?
9	Rule 20	Whether the employer is displaying the abstract of the Act and the Rules in Form 'U' ?

Sd/-
Regional Joint Labour Commissioner,
Ernakulam.

Payment of Bonus Act – 1965

Sl.No.	Section	Offence
1	Section 11	Whether the employer paid bonus as per the provisions of the Act ?
2	Section 19	Whether the employer paid bonus to the employees within the prescribed time ?
3	Section 21	Whether any complaints regarding recovery of bonus pending before Deputy Labour Commissioner (Authority under Bonus Act)?
4	Section 22	Whether any dispute regarding Payment of Bonus pending before Conciliation Officer or referred to any Industrial Tribunal?
5	Section 23	Whether the conciliation officer had taken necessary steps to find out the accuracy of the statements and particulars contained in the balance sheet or the profit and loss account of the company or corporation if he is not satisfied with it's accuracy ?
6	Section 32	Whether any exempted classes of employees under Payment of Bonus Act?
7	Rule 4(a)	Whether the employer maintained a register showing the computation allocable surplus referred to in clause (4) of section 2 in Form 'A' ?
8	Rule 4 (b)	Whether the employer maintained a register showing the set – on and set- off of the allocable surplus under section 15, in Form 'B' ?
9	Rule 4 (c)	Whether the employer maintained a register showing the details of the amount of bonus due to each of the employees, deductions under section 17 and 18 and the amount actually disbursed in Form 'C' ?
10	Rule 5	Whether the employer had submitted annual return in form D to the inspector within the prescribed time ?

Sd/-
Regional Joint Labour Commissioner,
Ernakulam.

Kerala Labour Welfare Fund Act – 1975

Sl.No.	Section	Offence
1	Section 15 r/w R-11(3)	Whether the employer had paid contribution to the Fund ?
2	Section 14 (2)	Whether the employer had paid the amount of contribution/unpaid accumulation/fines together with interest after receiving notice from the Labour Welfare Fund ?
3	Section 28	Employer/ or his men wilfully obstructed in the inspector while discharging his duties under the Act ? Whether the employer had produced records for inspection before the Inspector ?
4	Section 32 (i)	Whether the employer had produced documents demanded by the Board ?
5	Section 32 (ii)	Whether the employer furnished information required by the Board ?
6	Rule 11(4)	Whether the employer had submitted statement in Form 'A' to the Labour Welfare Fund Commissioner ?
7	Rule 21 (a)	Whether the employer had maintained register in Form 'B' ?
8	Rule 21 (b)	Whether the employer had maintained register of unpaid accumulation and fines and other deductions in Form 'C' ?
9	Rule 21 (c)	Whether the employer had maintained a visit book ?

Sd/-
Regional Joint Labour Commissioner,
Ernakulam.