

Sr. No	Compliance Requirement	Legal Reference	Current Status (Y/N)	Risk Rating (H/M/L)	Corrective Action	Target Date	Responsible Person
1	Wage definition reviewed and implemented	Code on Wages Sec. 2(y)					
2	Basic + DA constitute minimum 50% of remuneration	Code on Wages Sec. 2(y)					
3	Salary structure aligned to wage definition	Code on Wages Sec. 2(y)					
4	Minimum wages compliance verified	Code on Wages Sec. 6					
5	Floor wage impact reviewed	Code on Wages Sec. 9					
6	Skill category mapping completed	Code on Wages Sec. 6					
7	Wage rates notified and displayed	Code on Wages Sec. 8					
8	Wage period defined	Code on Wages Sec. 16					
9	Timely payment of wages ensured	Code on Wages Sec. 17					
10	Wage deductions legally compliant	Code on Wages Sec. 18					
11	Fines register maintained	Code on Wages Sec. 18					
12	Overtime payment compliant	Code on Wages Sec. 14					
13	Overtime records maintained	Code on Wages Sec. 14					

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14	Equal remuneration policy implemented	Code on Wages Sec. 3					
15	Gender-neutral wage practices	Code on Wages Sec. 3					
16	Bonus eligibility reviewed	Code on Wages Sec. 26					
17	Bonus calculations verified	Code on Wages Sec. 30					
18	Set-on/Set-off records maintained	Code on Wages Sec. 36					
19	Wage register maintained	Code on Wages Sec. 50					
20	Payslips issued to employees	Rules					
21	Attendance records maintained	Code on Wages Sec. 50					
22	Payroll software configured for labour codes	Code on Wages Sec. 50					
23	Wage-related notices displayed	Rules					
24	Wage dispute handling mechanism available	Code on Wages Sec. 45					
25	Inspector compliance records maintained	Code on Wages Sec. 51					
26	EPF applicability reviewed	SS Code Sec. 14					

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27	PF registration obtained	SS Code Sec. 14					
28	UAN available for all eligible employees	SS Code Sec. 14					
29	PF wages reviewed under wage definition	CoW Sec. 2(y)					
30	PF contributions deposited timely	SS Code Sec. 16					
31	PF returns filed	SS Code Sec. 20					
32	ESIC applicability reviewed	SS Code Sec. 28					
33	ESIC registration obtained	SS Code Sec. 28					
34	Eligible employees enrolled in ESIC	SS Code Sec. 29					
35	ESIC contributions deposited timely	SS Code Sec. 32					
36	ESIC returns filed	SS Code Sec. 32					
37	Gratuity policy updated	SS Code Sec. 53					
38	Gratuity nomination forms collected	SS Code Sec. 55					
39	Gratuity calculations verified	SS Code Sec. 53					

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40	Fixed-term employee gratuity compliance	SS Code Sec. 53					
41	Gratuity records maintained	SS Code Sec. 53					
42	Maternity policy implemented	SS Code Sec. 60					
43	Maternity benefit payments compliant	SS Code Sec. 62					
44	Nursing breaks provided	SS Code Sec. 67					
45	Crèche facility compliance reviewed	SS Code Sec. 67					
46	Employee compensation coverage reviewed	SS Code Sec. 73					
47	Accident reporting procedure available	SS Code Sec. 84					
48	Occupational disease reporting mechanism	SS Code Sec. 82					
49	Employee compensation records maintained	SS Code Sec. 84					
50	Employee benefit records maintained	SS Code Sec. 122					
51	Social security registers maintained	Rules					
52	Contract workers covered under PF/ESIC	Applicable Provisions					

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53	Gig/platform worker applicability reviewed	SS Code Sec. 109					
54	Social security audit conducted annually	Internal Control					
55	Compliance notices displayed	Rules					
56	Appointment letters issued to all employees	IR Code Sec. 6					
57	Employment terms clearly defined	IR Code Sec. 6					
58	Probation policy documented	Standing Orders					
59	Fixed-term employment clauses included	Standing Orders					
60	Service rules documented	Standing Orders					
61	Standing Orders applicability reviewed	IR Code Sec. 28					
62	Standing Orders certified where applicable	IR Code Sec. 30					
63	Employee classification defined	Standing Orders					
64	Grievance Redressal Committee formed	IR Code Sec. 4					
65	Grievance procedure documented	IR Code Sec. 4					

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66	Committee meeting records maintained	IR Code Sec. 4					
67	Disciplinary procedure documented	Standing Orders					
68	Charge sheet format standardized	Standing Orders					
69	Domestic enquiry process established	Standing Orders					
70	Suspension procedures documented	Standing Orders					
71	Code of Conduct issued	Standing Orders					
72	Trade union recognition reviewed	IR Code Sec. 14					
73	Negotiating union/council provisions reviewed	IR Code Sec. 14					
74	Lay-off procedure documented	IR Code Sec. 67					
75	Retrenchment procedure documented	IR Code Sec. 70					
76	Closure procedure documented	IR Code Sec. 74					
77	F&F settlement process documented	Good Practice					
78	Service certificate issuance process defined	IR Code reference					

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79	Separation documentation standardized	Good Practice					
80	Employment records maintained	Rules					
81	Establishment registration completed	OSHC Sec. 3					
82	Licences obtained and valid	OSHC Sec. 3					
83	Health and safety policy issued	OSHC Sec. 6					
84	Workplace risk assessment conducted	OSHC Sec. 6-18					
85	Hazard identification completed	OSHC Sec. 19					
86	Safety committee constituted	OSHC Sec. 22					
87	Safety officer appointed where applicable	OSHC Sec. 22					
88	Welfare officer appointed where applicable	OSHC Sec. 24					
89	Drinking water facility available	OSHC Sec. 24					
90	Sanitation facilities available	OSHC Sec. 24					
91	Rest room facilities available	OSHC Sec. 24					

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92	First aid facilities available	OSHWC Sec. 24					
93	Fire safety compliance verified	OSHWC Sec. 19					
94	Emergency response plan documented	OSHWC Sec. 19					
95	PPE provided and records maintained	OSHWC Sec. 19					
96	Working hours compliance reviewed	OSHWC Sec. 25					
97	Overtime records maintained	OSHWC Sec. 26					
98	Women night-shift compliance reviewed	OSHWC Sec. 43					
99	Contract labour licences verified	OSHWC Sec. 45					
##	Inter-state migrant worker compliance reviewed	OSHWC Sec. 60					

Notes:

Prepared by:

Checked by

HOD

Date:

Date:

Date: