



Rubaru Professionals LLP

To,

Mr. -----
Manager-Legal

Dear Sir,

Sub: LABOUR AUDIT QUESTIONARE.

Thank you very much to provide an opportunity to render the Independent professional services to conduct comprehensive labour audits in your esteemed establishment.

In view of business, employments, and legal structural understanding of the establishments, confine of scope of audit, we advise to fill the following questionnaire enabling us to accomplish the audit on time and negotiate of our professional fee accordingly.

❖ **Questionnaire:**

	Questions	Details	Remarks/reasons, if any
BASIC DETAILS:			
1	Whether Audit is First Audit, Re-Audit or Periodical Audit		
2	Period for which audit is proposed/instructed to be conducted <i>(Please mention start and end dates)</i>		
3	Proposed date(s) you want to finish and submit the reports.		
4	Name and address of		



	establishments to whom audit is proposed to be conducted		
5	Number of Max. Direct Workers employed by establishment <i>(Please mention male and female separately)</i>		
6	Number of Max. Indirect workers employed by establishment <i>(Please mention male and female separately)</i>		
7	Number of Apprentices/trainees hired under the Apprentice Act, 1961, if any		
NAME OF ACTIVE MANPOWER SUPPLIERS: <i>(Please provide a master, if you have)</i>			
	Name and address	Agreed Min. and Max. Manpower to be employed	Manpower actually employed in last Month <i>(Please mention male and female separately)</i>
1			
2			
3			
NUMBER OF VENDORS/CONTRACTORS WORKING ON SLA BASIS: <i>(Please provide a master, if you have)</i>			
	Name and address	Agreed services to be provided	No. of person to be engaged within premises of establishment <i>(Please mention male and female separately)</i>
1			
2			
3			
GENERAL REGULATOR RELATED QUESTIONS:			



1	When last inspection was conducted by Labour enforcement officer in the establishment.		
2	When last inspection was conducted by EPF Inspector in the establishment.		
3	When last inspection was conducted by ESIC Inspector in the establishment.		
4	When you carry any campaign for compliance awareness related programmes/trainings etc.		
5	Are you registered as Principal employer under The Contract Labour (Regulation And Abolition) Act, 1970		
6	Are there any notices / demands /Prosecutions launched against establishment under Labour Laws		
7	Whether you have current HR Policy duly approved and implemented.		
8	Whether you have current Standing Orders duly approved and implemented		
9	Whether you Have Overtime Policy duly approved and implemented.		
10	Whether you Have Leave policy duly approved and implemented		
11	Whether you have attendance Policy duly approved and implemented		
12	Whether you have declared Holidays		
13	Whether you prohibited child labour in the premises		
14	Whether you have maternity Leave policy, if applicable		

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15	Whether you have Policy under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013		
2	SCOPE OF AUDIT: (Please mention No or NA, in right column, if you don't want)		
1	The Factories Act, 1948	Yes	
2	The Industrial Disputes Act, 1947	Yes	
3	The Contract Labour (Regulation and Abolition) Act, 1970	Yes	
4	The Employees' Provident Funds and Miscellaneous Provisions Act, 1952	Yes	
5	The Employees' State Insurance Act, 1948	Yes	
6	The Payment of Wages Act, 1936	Yes	
7	The Payment of Bonus Act, 1965	Yes	
8	The Minimum Wages Act, 1948	Yes	
9	The Payment of Gratuity Act, 1972	Yes	
10	The Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 The Maternity Benefit Act, 1961	Yes	
11	The Child Labour (Prohibition and Regulation) Act, 1986	Yes	
12	The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	Yes	

Thank you very much for spare time to fill above questioners, but we hope that these few movements will help to increase our efficiency and quality of services.

❖ **BRIEF INTRODUCTION :**

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Rubaru Professionals LLP(AAE-2619), registered office at B-12, First Floor, Shani Bazar, Uttam Nagar, New Delhi-110059) is founded by Mr. Naseem Ahmed, who is fellow member of Institute of Company Secretaries (FCS) of India, Graduate in Law (LL.B.)qualified PE-II course from Institute of Chartered accountants and Commerce graduate (B.Com) with holding various certificate courses in Labour Laws, Intellectual Property Rights, Export/Import polices and Goods and Service Tax.

He is having more than 14 years' working experience in corporate laws and Labour laws handled various big and small assignments during his professional carrier as Company Secretary in employment as well as in practice.

Our Core Areas of Operations:

Secretarial:

- ❖ *Company Incorporation and change therein of registered office, Name and Objects, Statutory registers and records, Minutes, Private Placement, Annual Filing related works, Investment/loan related compliances, deposits and related matters Companies Act, 2013.*
- ❖ *FDI/ECB related compliances under Foreign Exchange Management Act, 1999, including compliances for IEC, EPCG and export/import related compliance with Director General and Foreign Trade.*
- ❖ *Working Knowledge and experience of Goods and Service Tax (GST) related compliances and reporting.*

Labour Laws:

- ❖ *Compliance Related services:*
 - *Employees Provident Fund And Miscellaneous Provisions Act, 1952*
 - *Employees State And Insurance Act, 1948*
 - *Contract (Regulation And Abolition) Act, 1970*
 - *Factories Act, 1948*
 - *The Industrial Dispute Act, 1947*
 - *Shops and Commercial Establishments Act, 1962, (U.P., Punjab, Haryana)*
 - *Child Labour (Prohibition and Regulation) Act, 1986*
 - *Bonus Act, 1960 and Labour Welfare Act etc.*
 - *DGFT, Import and Export Matters*
 - *Payroll processing, Salary structuring and computation of TDS*



- *Payment of wages Act, 1936, Minimum Wage Act, 1948, Maternity Benefits Act etc*
- *Compliance under Employment Exchanges (Compulsory Notification of vacancies) Act, 1959*
- ❖ *Audit and Inspections Related services:*
 - *We have conducted comprehensive audits under EPF, ESIC, Contract Labour Act, and Factories Act.*
 - *We have conducted Leave / Overtime and attendance audits in many big size establishments*
 - *We have conducted Vendors/Manpower supplier audits under Labour Laws to ensure principal employer about the compliances.*
 - *We have conducted inspections under EPF and ESIC and other Labour Laws with enforcement officer, EPF and ESIC inspectors in very cost effective manner.*

❖ **Past and present customers/employer and associates:**

Name of establishment / client / project	Working position	period	Reference Contact No.
Allied Nippon Limited, Sahibabad, Ghaziabad	Employee - As assistant in Legal and secretarial department	2005-2006	On Demand
GhoshKhanna& Co Chartered Accountants-L-2A, HauzKhas Enclave, New Delhi	Employee - Handled the Secretarial and Labour Laws compliances of various client base of the firm.	2006-2008	On Demand
Luthra and Luthra, Chartered Accountants, VasantVihar	Employee -Handled the Secretarial and Labour Laws compliances of various client base of the firm.	2008-2009	On Demand
Contitech India Private Limited, BadhkhalsaSonepat, Haryana	Retainer ship – Handled the compliance under various Labour Laws and representation with Labour Office, EPF and ESIC offices	2009-2013	On Demand
UST Software India Private Limited, 4 th Floor, Statement House, Barakhamba Road, New	Retainer ship -Responsible to look after all labour laws compliances, Accounting and revenue Laws	Since 2011 and still continue	On Demand

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Delhi			
The Brand Activations, 80, Site-III, Vikas Puri, New Delhi	Retainer ship -Responsible to look after all labour laws compliances, Accounting and revenue Laws	Since 2012 and still continue	On Demand
JV International, 34G, Pocket A3, MayurVihar Phase-3, New Delhi-96	Retainer ship -Responsible to look after compliances, Accounting and revenue Laws	Since 2012 and still continue	On Demand
TA Netgables, 6th Floor, Tower-1, C-25, Sector-62, Noida	Regular Assignment basis - Responsible to look after compliances, Accounting and revenue Laws	Since 2011 and still continue	On Demand
Shalini and associates, Chartered Accountants, Laxmi Nagar	In Association - Responsible to look after compliances, Secretarial and Labour Laws.	Since 2011 and still continue	On Demand
Pratik & Associates, 33/30, 3rd Floor, East Patel Nagar, New Delhi- 110008, India	Assignment basis - Responsible to look after Secretarial and Labour laws Compliances	Since 2015 and still continue	On Demand
Agrinos India Private Limited 301, 3 rd Floor, DLF Tower "A" Jasola, District Centre, New Delhi-110025	Assignment basis - Responsible to look after Secretarial and Labour laws Compliances	Since 2016 and still continue	On Demand
Sanjay Rawal & Co. Dayanand Colony, Lajpat Nagar, New Delhi	Assignment basis - Responsible to look after Secretarial and Labour laws Compliances	Since 2013 and still continue	On Demand
Kumar Gaurav & Co.	In Regular Association - Responsible to look after compliances, Secretarial and Labour Laws.	Since 2011 and still continue	On Demand
Humanfirst Consulting Private Limited	Retainer ship -Responsible to look after all labour laws compliances	Since May 2016 and still	On Demand



Building P, Patel Nagar East, New Delhi		continue	
New Holland Industrial Private Limited Plot-3, Ecotech, Udyog Kendra, Greater Noida	Retainership- Responsible to look after Labour Compliances of contractors	Since 01 st December, 2016 and Continue till date	On Demand
Crystal Hues Limited SDF K-11, NSEZ, Noida, Uttar Pradesh Pin - 201305	Retainership- Responsible to look after Labour Compliances of contractors	Since 01 st February, 2017 and Continue till date	On Demand

If you would like to discuss any information and clarification about the
aforementioned subject, please call or mail to us.

Thanking you,

For **Rubaru Professionals LLP**

Sd/-

Naseem Ahmed

(Managing Partner)

B.Com, FCS, LL.B. CA (I)

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