



# Labour Compliance Plan Template

[Project Name]

[Contract No.]

Prepared by: [Contractor's Name]

Date: [dd/mm/yyyy]

---

## 1. Contractor's Labour Management Overview

Item	Description
Contractor's Name	
Site Address	
Project Duration	
Estimated Total Workforce	
Subcontractors (if any)	List with names and scopes
Labour Officer Name	[With contact details]
Local Labour Office Jurisdiction	[e.g., Ahmedabad Labour Office]

---

## 2. Applicable Labour Laws (Checklist)

The following laws shall be complied with:

- Code on Wages, 2019
  - Occupational Safety, Health and Working Conditions Code, 2020
  - Industrial Relations Code, 2020
  - Inter-State Migrant Workmen Act, 1979
  - Contract Labour (Regulation and Abolition) Act, 1970
  - Employees' State Insurance Act, 1948
  - Employees' Provident Fund and Miscellaneous Provisions Act, 1952
  - The Building and Other Construction Workers (BOCW) Act, 1996
-

### 3. 🧑 Worker Onboarding & Records

Item	Description
ID Verification Process	Aadhaar / Voter ID / Labour card
Employment Contracts Issued	Yes / No (attach sample)
Labour License No.	[Attach copy]
Worker Register Maintained	Yes / No (attach format)
Biometric / Manual Attendance	Describe system used
Bank Account / Wages Method	[Bank transfer / Cash – attach SOP]

---

### 4. 💰 Wages & Payments

Item	Description
Wage Structure	Attach wage matrix (skilled/unskilled)
Payment Frequency	Weekly / Fortnightly / Monthly
Payslips Issued	Yes / No (attach sample)
ESI & PF Contributions	Yes / No (attach proof of submission)
Last Month's Wage Payment Summary	[Attach payroll report]

---

### 5. 🏠 Accommodation & Welfare

Item	Description
Accommodation Provided	Yes / No (attach layout or photos)
Toilets / Sanitation Ratio	[e.g., 1 per 20 workers]
Clean Drinking Water	Yes / No
First Aid Facility	Yes / No
On-Site Canteen or Meals	Yes / No (describe arrangement)
Worker Transport	Provided / Not provided

Item	Description
	Grievance Redressal Officer Name & contact details

---

**6. 🛠️ Safety & Training**

Item	Description
Induction Training Conducted	Yes / No (attach agenda)
Safety Officer Appointed	Name and credentials
PPE Issued	Helmets, vests, shoes (attach distribution log)
Toolbox Talks	Frequency and attendance sheets
Accident Reporting Procedure	Attach SOP
Last Safety Drill Conducted	Date and summary

---

**7. 📊 Monitoring and Reporting**

Item	Description
Monthly Labour Report Format	[Attach template]
Labour Inspection Readiness	[Yes / No]
Internal Audits Planned	Frequency (e.g., monthly)
External Audits	Agency name if applicable

---

**8. 📄 Attachments Checklist**

- Labour License Copy
- Wage Register
- ESI & PF Submission Proofs
- Attendance Records
- Safety Induction Report
- Worker ID List

- Accommodation Photographs
  - PPE Distribution Log
  - Grievance Register
- 

## 9. Declaration

I hereby certify that the above Labour Compliance Plan reflects the actual procedures and commitments made by [Contractor Name] to ensure full compliance with applicable labour laws and the provisions of Clause 6.4 of the Contract.

### **Signed:**

Name:

Designation:

Date: