



Detailed Labour Law Compliance Checklist

Company Name : Demo India Pvt. Ltd
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Establishment Type : Factory
Industry Type :

Spectra Outsource Solutions Pvt. Ltd.

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Legends	
Event Base	Event-based compliance means actions that need to be taken only when a specific event happens. The best way to manage these compliances is by reviewing them monthly to decide what actions are needed.
One Time	One-time compliance refers to actions or requirements that only need to be completed once, rather than repeatedly. After fulfilling the necessary action, there is no ongoing obligation unless something changes.
Procedural	Procedural compliance refers to actions or checks that require regular reviews to ensure that the steps or processes set by law are being followed at the required intervals
Intimation or filing	Intimation/Filing compliance refers to the requirement of informing or submitting specific documents to relevant authorities, either on a regular basis or when certain events occur, as per legal or regulatory requirements.
Notice / Displays	Notice or display compliance" refers to the requirement for businesses or organizations to post or share important information publicly, usually in a visible location, to comply with legal or regulatory standards
CME	Means Current Month End Date
NME	Means Next Month End Date
High Risk	High-risk compliances" refers to regulations or requirements where failure to comply can result in severe consequences, such as both financial penalties and imprisonment.
Medium Risk	Medium-risk compliances refer to regulations or requirements where failure to comply can lead to fines, usually over ten thousand. The fines are significant but not as severe as major violations.
Low Risk	Medium-risk compliance refers to regulations or requirements where failure to comply can lead to small fines but not as severe as major violations or other consequences.

Summary of Compliances Under All Acts

Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
5	5	14	13	17	59	6	5	36	16

Act-Wise Summary of All Compliances

Act : The Code on Social Security, 2020									24
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
0	3	6	0	0	8	0	0	7	0

Act : The Code on Wages, 2019									26
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
2	0	0	0	0	19	0	0	5	0

Act : The Industrial Relations Code, 2020									11
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
0	0	0	0	0	0	0	0	7	4

Act : The Occupational Safety, Health and Working Conditions Code, 2020									40
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
2	0	1	0	0	18	0	0	12	7

Act : The Maharashtra Labour Welfare Fund Act,1953									1
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
1	0	0	0	0	0	0	0	0	0

Act : The Maharashtra State Tax on Professions, Trade, Callings and Employments Act,1975									6
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
0	2	2	0	0	0	0	0	2	0

Act-Wise Summary of All Compliances

Act : The Apprentices Act, 1961									8
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
0	0	2	0	0	6	0	0	0	0

Act : The Child and Adolescent Labour (Prohibition and Regulation) Act, 1986									3
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
0	0	0	0	0	3	0	0	0	0

Act : The Rights of Persons with Disabilities Act, 2016									3
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
0	0	2	0	0	1	0	0	0	0

Act : The Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act, 2013									9
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
0	0	1	0	0	2	0	0	3	3

Act : The Transgender Persons (Protection of Rights) Act, 2019									4
Register	Remittance	Return	Records	Intimation	Procedural	Display	Notice	Event Base	One Time
0	0	0	0	0	2	0	0	0	2

Act Wise- Compliance Checklist

Act : The Code on Social Security, 2020

Rule : The Maharashtra Code on Social Security Rules, 2021

Compliance Nature : Remittance				
Compliance Type	Frequency	Due Date	Risk	Form No
PF Contribution Challan	Monthly	15th of Every Month	High	Online
ESIC Contribution Challan	Monthly	15th of Every Month	High	Online
Self-Assessment Of Cess For BOCW	Quarterly	By the End of Same Quarter	High	Form XVI

Compliance Nature : Return				
Compliance Type	Frequency	Due Date	Risk	Form No
Unified-Annual Return	Annual	Within 31 Days	High	Form XI
EIR -Employment Information Return	Annual	By the End of Same Year	High	Form XI
Return On Completion Of Building Or Other Construction Work	Monthly	By the End of Following Month	High	Form XVIII
IW Returns For International Workers	Monthly	15th of Every Month	High	Online
PF ECR Return	Monthly	15th of Every Month	High	Online
ESIC Return	Monthly	15th of Every Month	High	Online

Compliance Nature : Records				
Compliance Type	Frequency	Due Date	Risk	Form No
Register Of Employees Engaged By Immediate Employer	Monthly	7th of Every Month	High	Form 7
Register Of Women Employees	Monthly	7th of Every Month	High	Form X
Maintenance Of Records Of Vacancies	Annual	By the End of Same Year	High	
Accident Book	Monthly	By the End of Same Month	High	Form 11
Maintenance Of Inspection Of Book	Monthly	15th of Every Month	High	

Act Wise- Compliance Checklist

Act : The Code on Social Security, 2020

Rule : The Maharashtra Code on Social Security Rules, 2021

Compliance Nature : Intimation				
Compliance Type	Frequency	Due Date	Risk	Form No
Issuing Identity Card/Employee Registration	Monthly	By the End of Same Month	High	Online
Reporting Vacancies To Central Career Centers	Monthly	By the End of Same Month	High	Form XXV
Reporting Vacancies To Regional Career Centers	Monthly	By the End of Same Month	High	Form XXV
Declaration Form	Monthly	By the End of Same Month	High	Online
Registration Of An Employee & Updating Of Family Details	Monthly	By the End of Same Month	High	Online
Declaration By A Person Taking Up Employment In An Establishment	Monthly	By the End of Same Month	High	Form 11
Declaration And Nomination Form	Monthly	By the End of Same Month	High	Online

Compliance Nature : Procedural				
Compliance Type	Frequency	Due Date	Risk	Form No
Notice For Payment/Rejecting Claim Of Gratuity	Monthly	By the End of Same Month	High	Form III
Fresh Nomination-Gratuity On Acquiring A Family	Monthly	By the End of Same Month	High	Form I
Nomination/Fresh Nomination/Modification Of Nomination	Monthly	By the End of Same Month	High	Form I
Registration Of Employee.	Monthly	By the End of Same Month	High	Online
Accident Report From Employer Under Regulation 68	Monthly	By the End of Same Month	High	Form 12
Modification In Nomination-Gratuity	Monthly	By the End of Same Month	High	Form I
Facility Of Crèche.	Annual	By the End of Same Year	High	
Reports Of Fatal Accidents And Serious Bodily Injuries	Monthly	By the End of Same Month	High	

Act Wise- Compliance Checklist

Act : The Code on Social Security, 2020

Rule : The Maharashtra Code on Social Security Rules, 2021

Compliance Nature : Display

Compliance Type	Frequency	Due Date	Risk	Form No
Abstract For The Maternity Benefit	Quarterly	7th Day of Every Quarter End	High	Form XIV
Display Of Certificate Of Registration.	Quarterly	7th Day of Every Quarter End	High	

Compliance Nature : Event Base

Compliance Type	Frequency	Due Date	Risk	Form No
Application For Cancellation Of Registration	Monthly	By the End of Following Month	High	
Updation Of Registration Particular Of PF / ESIC	Quarterly	By the End of Same Quarter	High	
Notice For Stoppage Or Reduction Of Building Or Other Construction Work	Monthly	By the End of Following Month	High	Form XVII
Modification In Information After Commencement For Work	Monthly	By the End of Following Month	High	Form XV
Intimation For Commencement For Work	Monthly	By the End of Following Month	High	Form XV
Modification In Registration	Monthly	By the End of Following Month	High	
Self-Assessment Return	Monthly	By the End of Following Month	High	Form XVI

Act Wise- Compliance Checklist

Act : The Code on Wages, 2019

Rule : The Maharashtra Code on Wages Rules, 2021

Compliance Nature : Register

Compliance Type	Frequency	Due Date	Risk	Form No
Maintenance Of Employee Register	Monthly	7th of Every Month	High	Form VI
Register Of Wages, Overtime, Fine, Deduction For Damage And Loss	Monthly	15th of Every Month	High	Form VII

Compliance Nature : Procedural

Compliance Type	Frequency	Due Date	Risk	Form No
Fixation Of Wage Period	Annual	Within 30 Days	High	
Payment Of Minimum Bonus To Employees	Annual	Within 244 Days	High	
Payment Of Bonus Within Eight Months From Close Of Accounting Year	Annual	Within 244 Days	High	
Payment Of Mandatory Minimum Bonus If There Is A Dispute For Higher Payment	Annual	Within 244 Days	High	
Eligibility Of Bonus For Employee	Annual	Within 244 Days	High	
Manner Of Calculation Of Bonus	Annual	Within 244 Days	High	
Applicability Of Set On And Set Off From Sixth Accounting Year	Annual	Within 244 Days	High	
Payment Of Minimum Wages	Monthly	7th of Every Month	High	
Payment Of Overtime Wages	Monthly	7th of Every Month	High	
Applicability Of Set On And Set Off From Seventh Accounting Year	Annual	Within 244 Days	High	
Computation Of Gross Profits	Annual	Within 244 Days	High	
Minimum Bonus To Contract Employee If Contractor Fails To Pay Bonus	Annual	Within 244 Days	High	
Payment Of Wages Within The Specified Time	Monthly	7th of Every Month	High	
Payment Of Wages Either In Cash Or By Cheque Or Direct Bank Transfer	Monthly	7th of Every Month	High	
Nomination	Quarterly	1st Day of Every Quarter End	Low	Form I
Issuance Of Wage Slip	Monthly	6th of Every Month	High	Form VIII

Act Wise- Compliance Checklist

Act : The Code on Wages, 2019

Rule : The Maharashtra Code on Wages Rules, 2021

Compliance Nature : Procedural

Compliance Type	Frequency	Due Date	Risk	Form No
Calculation Of Allocable Surplus	Annual	Within 244 Days	High	
Maximum Bonus Not To Exceeds Twenty Percent	Annual	Within 244 Days	High	
Payment Of Bonus In First Five Accounting Year If Having Profit	Annual	Within 244 Days	High	

Compliance Nature : Display

Compliance Type	Frequency	Due Date	Risk	Form No
Abstract Of Wage Code	Quarterly	7th Day of Every Quarter End	High	
Display Of Wage Rate, Wage Period, Time Of Payment Etc.	Quarterly	7th Day of Every Quarter End	High	

Compliance Nature : Event Base

Compliance Type	Frequency	Due Date	Risk	Form No
Written Explanation To Employee For Deduction Of Damages / Loss From Wages	Monthly	By the End of Following Month	High	
Notice To Employee For Deduction Of Damages / Loss From Wages	Monthly	By the End of Following Month	High	
Deposition Of Undisbursed Amount With Chief Labour Commissioner If Amount Could	Monthly	By the End of Following Month	High	
Deposition Of Any Amount With Chief Labour Commissioner If Not Paid To Nominee	Monthly	By the End of Following Month	High	Form I
A Notice Of Acts & Omission	Monthly	By the End of Following Month	High	

Act Wise- Compliance Checklist

Act : The Industrial Relations Code, 2020

Rule : The Maharashtra Industrial Relation Rules, 2021

Compliance Nature : Records

Compliance Type	Frequency	Due Date	Risk	Form No
Maintenance Of Muster Roll	Monthly	7th of Every Month	High	

Compliance Nature : Event Base

Compliance Type	Frequency	Due Date	Risk	Form No
Agreement For Voluntary Arbitration	Monthly	By the End of Following Month	High	Form XVI
Notice Of Change Of Service Conditions	Monthly	By the End of Following Month	High	Form XV
Memorandum Of Settlement During Conciliation/Settlement	Monthly	By the End of Following Month	High	Form I
Notice Of Intimation Of Retrenchment/Closure	Monthly	By the End of Following Month	High	Form XXI
Application For Permission Of Lay-Off/ Continuation Of Lay-Off/ Retrenchment/	Monthly	By the End of Following Month	High	Form XXII
Intimation Of Strikes To The Appropriate Government Authority	Monthly	By the End of Following Month	High	Form XIX
Intimation Of Lock-Outs To The Appropriate Government Authority	Monthly	By the End of Following Month	High	Form XX

Compliance Nature : One Time

Compliance Type	Frequency	Due Date	Risk	Form No
Adoption Of Model Standing Orders	One Time	Within NME Days	High	
Certification Of Standing Orders	One Time	Within 90 Days	High	
Constitution Of Works Committee	One Time	Within NME Days	High	
Grievance Redressal Committees	One Time	Within NME Days	High	

Act Wise- Compliance Checklist

Act : The Occupational Safety, Health and Working Conditions Code, 2020

Rule : The Maharashtra Occupational Safety, Health and Working Conditions (Labour) Rules, 2022

Compliance Nature : Register

Compliance Type	Frequency	Due Date	Risk	Form No
Register Of Workers, Wages, Overtime, Fine, Deduction For Damage Or Loss	Monthly	7th of Every Month	High	Form -12
Register Of Leave With Wages	Monthly	By the End of Same Month	High	Form 15

Compliance Nature : Return

Compliance Type	Frequency	Due Date	Risk	Form No
Annual Return	Annual	Within 31 Days	High	Form 13

Compliance Nature : Records

Compliance Type	Frequency	Due Date	Risk	Form No
Health Register	Half Yearly	By the End of Same Half Year	High	Form 21
Summary Of Medical Examination	Annual	Within 120 Days	High	Form 6
Registers Of Accident And Dangerous Occurrences	Monthly	7th of Every Month	High	Form 14

Compliance Nature : Intimation

Compliance Type	Frequency	Due Date	Risk	Form No
Notice Of Scheduled Disease	Annual	By the End of Same Year	High	Form 9
Notice Of Period Of Work	Monthly	By the End of Same Month	High	Form 11
Disclosure Of Information To District Emergency Authority	Annual	By the End of Same Year	High	Online
Submission Of Occupational Safety And Health Statistics For Inter- State Migrant Work	Annual	By the End of Same Year	High	
Disclosure Of Information To Workers	Quarterly	7th Day of Every Quarter End	High	Online
Disclosure Of Information To General Public	Quarterly	7th Day of Every Quarter End	High	Online
Disclosure Of Information To Local Authority	Quarterly	7th Day of Every Quarter End	High	Online

Act Wise- Compliance Checklist

Act : The Occupational Safety, Health and Working Conditions Code, 2020

Rule : The Maharashtra Occupational Safety, Health and Working Conditions (Labour) Rules, 2022

Compliance Nature : Intimation

Compliance Type	Frequency	Due Date	Risk	Form No
Disclosure Of Information To Chief Inspector Cum- Facilitator	Annual	By the End of Same Year	High	Online

Compliance Nature : Procedural

Compliance Type	Frequency	Due Date	Risk	Form No
Maintain Health, Safety And Working Conditions	Annual	By the End of Same Year	High	
Annual Health Examination	Annual	Within 120 Days	High	Form 4
Certificate Of Fitness For Dangerous Operation/ Hazardous Process	Monthly	By the End of Same Month	High	Form 22
Proforma For Duties Of Safety Officer	Annual	By the End of Same Year	High	Form-10
Health Register	Monthly	By the End of Same Month	High	Form 21
Letter Of Appointment	Monthly	30th of Every Month	High	Form 7
Appointment Of Safety Officer	Annual	By the End of Same Year	High	
Appointment Of Safety Officer	Annual	By the End of Same Year	High	
Employee Welfare Provisions	Annual	By the End of Same Year	High	
Provision Of Canteen Facilities	Annual	By the End of Same Year	High	
Provision Of Ambulance Room Facilities	Annual	By the End of Same Year	High	
Provision Of Rest Room Facilities	Annual	By the End of Same Year	High	
Appointment Of Welfare Officer	Annual	By the End of Same Year	High	
Provision For Facility Of Creche	Annual	By the End of Same Year	High	
Issuance Of Wage Slip	Monthly	6th of Every Month	High	
Conditions To Be Met For Employment Of Women	Monthly	7th of Every Month	High	
Safety Of Employment Of Women In Dangerous Operations	Monthly	7th of Every Month	High	

Act Wise- Compliance Checklist

Act : The Occupational Safety, Health and Working Conditions Code, 2020

Rule : The Maharashtra Occupational Safety, Health and Working Conditions (Labour) Rules, 2022

Compliance Nature : Procedural

Compliance Type	Frequency	Due Date	Risk	Form No
Obtain Contractor License From Contractor	Quarterly	By the End of Same Quarter	High	

Compliance Nature : Notice

Compliance Type	Frequency	Due Date	Risk	Form No
Notice Of Period Of Work	Monthly	By the End of Same Month	High	Form 11
Display Of Notice At Workplace	Monthly	By the End of Same Month	High	

Compliance Nature : Event Base

Compliance Type	Frequency	Due Date	Risk	Form No
Notice Of Commencement & Cessation	Monthly	By the End of Following Month	High	Form 3
Notice Of Accident For Death	Monthly	By the End of Following Month	High	Form 8
Notice Of Accident For Bodily Injury	Monthly	By the End of Following Month	High	Form 8
Notice Of Death Due To Accident Or Dangerous Occurrence	Monthly	By the End of Following Month	High	Form 8
Notice Of Disability Due To Accident Or Dangerous Occurrence	Monthly	By the End of Following Month	High	Form 8
Amendment In Registration Certificate	Monthly	By the End of Following Month	High	
Notice Of Dangerous Occurrence	Monthly	By the End of Following Month	High	Form 8
Updation Of Registration Particulars	Quarterly	By the End of Same Quarter	High	Form 1
Intimation Of Fatal Accident Or Serious Bodily Injury To State Authorities	Monthly	By the End of Following Month	High	
Payment For To And Fro Journey	Monthly	By the End of Following Month	High	
Amendment Of Factory License	Quarterly	By the End of Following Month of	High	
Notice Of Cessation Of Establishment	Annual	By the End of Following Month of	High	Form 3

Act Wise- Compliance Checklist

Act : The Occupational Safety, Health and Working Conditions Code, 2020

Rule : The Maharashtra Occupational Safety, Health and Working Conditions (Labour) Rules, 2022

Compliance Nature : One Time

Compliance Type	Frequency	Due Date	Risk	Form No
Certificate Of Stability	One Time	Within NME Days	High	Form 17
Factory License	One Time	Within NME Days	High	Form 19
Site Appraisal Committee	One Time	Within NME Days	High	Form 20
Factory License	One Time	Within NME Days	High	Form 18
Transfer Of License	One Time	Within NME Days	High	
Common Licenses For Factory	One Time	Within NME Days	High	Form 23
Constitution Of Safety Committee	Annual	By the End of Same Year	High	

Act Wise- Compliance Checklist

Act : The Maharashtra Labour Welfare Fund Act,1953

Rule : The Maharashtra Labour Welfare Fund Rules,1953

Compliance Nature : Register

Compliance Type	Frequency	Due Date	Risk	Form No
Register Of Wages	Monthly	7th of Every Month	High	Form B

Compliance Nature : Records

Compliance Type	Frequency	Due Date	Risk	Form No
Register Of Unclaimed Wages And Fines	Monthly	7th of Every Month	High	Form C

Compliance Nature : Return cum Challan

Compliance Type	Frequency	Due Date	Risk	Form No
Return Cum Challan	Half Yearly	31st Day of Every Half Year End	High	Form A

Act Wise- Compliance Checklist

Act : The Maharashtra State Tax on Professions, Trade, Callings and Employments Act,1975

Rule : The Maharashtra State Tax on Professions, Trade, Callings and Employments Rules,1975

Compliance Nature : Remittance

Compliance Type	Frequency	Due Date	Risk	Form No
Challan Payment P. Tax-Employee	Monthly	15th of Every Month	High	Online
Challan Payment P. Tax-Employer	Annual	By the End of Same Year	High	Online

Compliance Nature : Return

Compliance Type	Frequency	Due Date	Risk	Form No
Professional Tax Return-Employee	Annual	By the End of Same Year	High	Online
Professional Tax Return-Employee	Monthly	30th of Every Month	High	Online

Compliance Nature : Event Base

Compliance Type	Frequency	Due Date	Risk	Form No
Application For Amendment	Quarterly	15th Day of Every Quarter End	Low	Online
Amendment In Certificate Of Enrolment	Annual	Within 30 Days	Low	Online

Act Wise- Compliance Checklist

Act : The Apprentices Act, 1961

Rule : The Apprenticeship Rules, 1992

Compliance Nature : Return

Compliance Type	Frequency	Due Date	Risk	Form No
Record Of Progress Of Apprentice	Quarterly	30th Day of Every Quarter End	High	Apprenticeship 1
Upload Information Portal Site	Quarterly	1st Day of Every Quarter End	High	

Compliance Nature : Records

Compliance Type	Frequency	Due Date	Risk	Form No
Work Diary	Monthly	By the End of Same Month	High	Format 2
Register Of Attendance	Monthly	By the End of Same Month	High	

Compliance Nature : Intimation

Compliance Type	Frequency	Due Date	Risk	Form No
Contract Of Apprenticeship	Monthly	30th of Every Month	High	Format 1

Compliance Nature : Procedural

Compliance Type	Frequency	Due Date	Risk	Form No
Obligation Of Employers	Monthly	By the End of Same Month	High	Schedule V, VI
Period Of Apprentice	Monthly	By the End of Same Month	High	Schedule I, IA
Qualifications & Reservation For Apprentice	Monthly	By the End of Same Month	High	Schedule I, II, IIA
Hours Of Work, Overtime, Leave & Holidays	Monthly	By the End of Same Month	High	
Engage Apprentices	Monthly	By the End of Same Month	High	
Payment To Apprentices	Monthly	By the End of Same Month	High	

Act Wise- Compliance Checklist

Act : The Child and Adolescent Labour (Prohibition and Regulation) Act, 1986

Rule : The Maharashtra Child Labour (Prohibition And Regulation) Rules, 1997

Compliance Nature : Records

Compliance Type	Frequency	Due Date	Risk	Form No
Maintenance Register Of Adolescent	Annual	By the End of Same Year	Low	Form B

Compliance Nature : Intimation

Compliance Type	Frequency	Due Date	Risk	Form No
Written Notice To Inspector	Monthly	30th of Every Month	Low	

Compliance Nature : Procedural

Compliance Type	Frequency	Due Date	Risk	Form No
Prohibition Of Employment Of Child Labour	Monthly	By the End of Same Month	High	
Health & Safety Precautions	Monthly	By the End of Same Month	Low	
Hours And Periods Of Work	Monthly	By the End of Same Month	Low	

Compliance Nature : Display

Compliance Type	Frequency	Due Date	Risk	Form No
Display Of Abstracts	Monthly	By the End of Same Month	Low	

Compliance Nature : Notice

Compliance Type	Frequency	Due Date	Risk	Form No
Provision Of Weekly Holiday	Quarterly	By the End of Same Quarter	Low	

Act Wise- Compliance Checklist

Act : The Rights of Persons with Disabilities Act, 2016

Rule : The Rights of Persons with Disabilities Rules, 2017

Compliance Nature : Return

Compliance Type	Frequency	Due Date	Risk	Form No
Intimation To Employment Exchange Of Vacancies For Persons With Disabilities-Bi-	Annual	Within 760 Days		Form II
Intimation To Employment Exchange Of Vacancies For Persons With Disabilities	Half Yearly	30th Day of Every Half Year End		Form I

Compliance Nature : Procedural

Compliance Type	Frequency	Due Date	Risk	Form No
Record Of Person With Disability In Employment	Monthly	30th of Every Month	High	

Compliance Nature : Notice

Compliance Type	Frequency	Due Date	Risk	Form No
Publish Equal Opportunity Policy For Persons With Disabilities	Annual	By the End of Same Year		

Act Wise- Compliance Checklist

Act : The Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act, 2013

Rule : The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013

Compliance Nature : Return

Compliance Type	Frequency	Due Date	Risk	Form No
Internal Committee Annual Report	Annual	Within 30 Days	High	

Compliance Nature : Procedural

Compliance Type	Frequency	Due Date	Risk	Form No
Conduct Workshops For Internal Committee	Annual	Within 30 Days	High	
Conduct Workshops For Employees For Sensitising About Provisions	Annual	Within 30 Days	High	

Compliance Nature : Notice

Compliance Type	Frequency	Due Date	Risk	Form No
Display Of Penal Consequences Of Sexual Harassments & IC Orders	Annual	By the End of Same Year	High	

Compliance Nature : Event Base

Compliance Type	Frequency	Due Date	Risk	Form No
Recommendation For Action For Sexual Harassment As Misconduct	Monthly	By the End of Following Month	High	
Ensure Maintenance Of Confidentiality During Pendency Of Inquiry	Monthly	By the End of Following Month	High	
Prohibition Of Publication Contents Of Complaint And Inquiry Proceedings	Monthly	By the End of Same Month	High	

Compliance Nature : One Time

Compliance Type	Frequency	Due Date	Risk	Form No
Formulate Anti-Sexual Harassment Policy	One Time	Within Days	High	
Constitution Local Committee	One Time	Within Days	High	
Constitution Of Internal Complaints Committee	One Time	Within Days	High	

Act Wise- Compliance Checklist

Act : The Transgender Persons (Protection of Rights) Act, 2019

Rule : The Transgender Persons (Protection of Rights) Rules, 2020

Compliance Nature : Procedural

Compliance Type	Frequency	Due Date	Risk	Form No
No Discrimination In Employment	Monthly	By the End of Same Month	High	
Equal Opportunities In Employment	Annual	By the End of Same Year	High	

Compliance Nature : Display

Compliance Type	Frequency	Due Date	Risk	Form No
Display Equal Opportunity Policy	Annual	By the End of Same Year	High	

Compliance Nature : One Time

Compliance Type	Frequency	Due Date	Risk	Form No
Publish Equal Opportunity Policy	One Time	Within Days	High	
Grievance Redressal Mechanism	One Time	Within Days	High	