

INSPECTION CHECKLIST

Sales Promotion Employees (Conditions of Service) Act and Rules, 1976

S.No.	Section/Rule	Details	Options
1.	Section 5 read with Rule 22(1)(2)	Whether a Letter of Appointment in Form A to issue all employees of the Establishment?	<ul style="list-style-type: none">• Yes• No• Not Applicable
2.	Section 7 read with Rule 23(a)	Whether the Register of Sales Promotion Employees in FORM B is maintained?	<ul style="list-style-type: none">• Yes• No• Not Applicable
3.	Section 7 read with Rule 23(b)	Whether Service Book of all Employees in FORM C is maintained?	<ul style="list-style-type: none">• Yes• No• Not Applicable
4.	Section 7 read with Rule 23(c)	Whether the Register of Service Books for Sales Promotion Employees in Form-D is maintained?	<ul style="list-style-type: none">• Yes• No• Not Applicable
5.	Section 7 read with Rule 23(d)	Whether the Leave Account in Form-E is maintained?	<ul style="list-style-type: none">• Yes• No• Not Applicable